

Gujarat Maritime University has been established under the Gujarat Private Universities Act, 2009. The prime objective of Gujarat Maritime University is to be a global center of excellence in maritime education, research and development, professional training and it aims to enhance and increase the human capital and capacity of maritime industry both in India and across the globe. The aspiration is to serve the global maritime community by producing educated and well-trained professionals in the maritime domain.

On the lines of maritime hubs like Singapore, Hong Kong and China, India's first arbitration and mediation centre focusing on disputes related to the shipping sector, The Gujarat International Maritime Arbitration Centre (GIMAC) is being built under the aegis of Gujarat Maritime University and is a key part of the Gujarat Maritime Cluster that will be housed in GIFT City.

GMU is looking for qualified and experienced professionals to join its GIMAC team as follows:

Sr. No.	Name of the Post	Fixed Remuneration	Number of the Posts	Nature of Appointment
1	Business Development Manager	Upto ₹ 1.5 lakh per month	01	Contractual for a period of 5 years
2	Case Counsel	Upto ₹ 60,000 per month	02	Contractual for a period of 5 years
3	Secretarial staff	Upto ₹ 50,000 per month	02	Contractual for a period of 5 years

Following are the detailed Roles and Responsibilities along with Minimum Eligibility Criteria for each post:

Sr. No.	Post	Minimum Eligibility Criteria	Job Description
1	Business Development Manager	<p>Qualification: LLM or any Master's Degree in Shipping and Logistics.</p> <p>Age Limit: 40 Years</p> <p>Work Experience: Candidate should have atleast 10 Years of relevant work experience for business development in Educational Institute / Arbitration Centre / Maritime sector.</p> <p>The candidate should possess the following:</p> <ul style="list-style-type: none"> ➤ Exceptional communication, 	<ul style="list-style-type: none"> ➤ The applicant shall have to create new business opportunities through active stake-holder engagement. ➤ Liaison with potential stake holders, Government regulatory authorities and associations like Industry Trades Groups and similar bodies to generate business ➤ Liaison with key decision-makers in the legal and compliance departments and maritime/trade associations for business development. ➤ He/she should be able to contemplate the concept of Maritime Arbitration forum, arbitration clause/agreement and its importance to identify the business approach of GIMAC ➤ He/she should have a keen understanding of Trade and Maritime

		<p>interpersonal and leadership skills.</p> <ul style="list-style-type: none"> ➤ Strong command over English. ➤ Experience in Arbitration institute in India or abroad for a similar role ➤ The candidate should be willing to undertake extensive travel. <p>The candidate would be required to assist the President/Member Secretary of GIMAC or any other senior official of the University or its associate or promoting organizations.</p>	<p>Industry related public and private bodies like CII, FICCI, ASSOCHAM etc to map and progress opportunities for GIMAC.</p> <ul style="list-style-type: none"> ➤ Deal with external parties (regulators, external counsel, politicians, clients). ➤ Undertake research, evaluation, assessment and analyse the present legal industry trends and developments in Maritime Arbitration and Mediation. ➤ Ensure Retention of existing stake holders and concentrate on expanding the network base of stake holders further nationally and internationally through customer service and relationship. ➤ Prepare marketing materials such as press releases, presentation slides, and other publications of GIMAC. ➤ Deliver presentations to key players in the legal and business community regarding GIMAC. ➤ Track activities of other similar alternate dispute centres/ organizations worldwide. ➤ Deal with complex, significant matters that cut across legal and related areas ➤ Keep abreast of issues affecting the legal and maritime ecosystem. ➤ Undertake such other work as may be assigned.
2	Case Counsel	<p>Qualification: LL.B. & LL.M. Preference will be given to candidates with specializations in Maritime Law / Arbitration. Age Limit: 35 Years Work Experience: Candidate should have atleast 2 Years of relevant work experience as Legal / Case Counsel with an established law firms/ Arbitration Centre.</p> <p>The candidate should possess the following:</p> <ul style="list-style-type: none"> ➤ Proper knowledge of maritime laws ➤ Excellent knowledge and command of English and Hindi. ➤ Drafting skills and command over writing, drafting and editing articles ➤ Strong communication and 	<ul style="list-style-type: none"> ➤ Assist the President/Member Secretary in managing the administration of dispute resolution (arbitration, adjudication, mediation) cases, including the review and due diligence of institutional, regulatory, statutory and legal requirements and financial aspects of the cases. ➤ Undertaking legal research in the fields of arbitration, adjudication, mediation or any other field as and when required and directed. ➤ Liaising with stakeholders, regulators, external solicitors and parties as well as other operating functions and services. ➤ Managing knowledge and content including writing of presentation papers or any other collaterals that may be necessary. ➤ Representing the GIMAC at conferences, seminars and trainings.

		<p>inter-personal skills</p> <ul style="list-style-type: none"> ➤ Experience of legal writing, writing of articles, preparing manuals, undertaking legal research, review of legal documents and legal content writing. ➤ Proficiency in MS Office <p>The candidate should be willing to undertake extensive travel.</p> <p>The candidate would be required to assist the President/Member Secretary of GIMAC or any other senior official of the University or its associate or promoting organizations.</p>	<ul style="list-style-type: none"> ➤ Working on other matters, initiatives and programmes which may be assigned. ➤ Give accurate legal direction to GIMAC on all matters that influence the organization. ➤ Deal with the compliance, risk management for in-house counsel and other legal administrators' groups. ➤ Guarantee that the GIMAC is in compliance with all present business process laws. ➤ Manage complex issues with different stakeholders and powers. ➤ Keep up with the current knowledge of adjustments in an enactment. ➤ Draft contracts, privacy policy, agreements, terms and conditions, and other legal documents as and when necessary ➤ Assist in promotional activities as and when required. ➤ Writing contents in the official website and other social platforms to publicize the Cluster and to attract stakeholders ➤ Assist the research into cluster models of the foreign jurisdictions; understand the challenges and ways to address them. ➤ Assist in collaboration and interlinkages between core service providers and other relevant industries within the cluster ➤ Liaise with stakeholders, regulators, external solicitors and parties as well as other operating functions and services ➤ Assist in management and administration of the Arbitration Centre ➤ Review and due diligence in compliance with the regulatory requirements ➤ Undertake legal research for the cluster and cases before the arbitration centre ➤ Represent the cluster and Arbitration centre at conferences, seminars and training conducted ➤ Assist in the development and implementation of internal best practices.
3	Secretarial staff	<p>Qualification: Graduation in any field</p> <p>Age Limit: 45 Years</p>	<ul style="list-style-type: none"> ➤ Manage the daily/weekly/monthly agenda of senior staff along with travel arrangements as and when needed.

		<p>Work Experience: Candidate should have atleast 5 Years of secretarial experience.</p> <p>The candidate should possess the following:</p> <ul style="list-style-type: none"> ➤ Excellent knowledge and command of English, Hindi and Gujarati ➤ Drafting skills and command over writing and drafting ➤ Strong communication and inter-personal skills. <p>Desirable:</p> <ul style="list-style-type: none"> ➤ Experience of assisting senior officers, management of their meeting calendars, secretarial assistance, etc. ➤ Completed Secretarial Course from reputed institution. ➤ Knowledge of Shorthand, typing, Secretarial Practice and good knowledge of MS Office. ➤ Experience of working in law firm in secretarial capacity. <p>The candidate would be required to assist the President/Member Secretary of GIMAC or any other senior official of the University or its associate or promoting organizations.</p>	<ul style="list-style-type: none"> ➤ The candidate should be able to assist all office management, business correspondence, documenting meeting minutes, ➤ The candidate must be able to organize and coordinate meetings and conference calls. ➤ The candidate must be able to handle travel itineraries including hotel accommodation within India and abroad, visa arrangements and other travel logistics. ➤ The candidate must be able to oversee housekeeping activities of the organization to ensure clean and amiable office premises. ➤ The candidate must be able to develop and maintain a filing system along with maintaining confidential information in safe custody. ➤ Candidate should be able to do the Business correspondence, prepare minutes of meeting etc. ➤ Managing Appointments and manage incoming & outgoing mails. ➤ Setting up meetings, arranging conference calls. ➤ Respond to queries via landline/mobile/ email or redirect them as necessary. ➤ Maintaining adequate stationary in the office. ➤ Prepare and disseminate correspondence and other office letters/ orders. ➤ File and update contact information of stakeholders, regulators, external solicitors and parties accessing the services of GIMAC directly or indirectly. ➤ Support and facilitate the completion of regular reports ➤ Check frequently the levels of office supplies and place appropriate orders ➤ Document expenses and hand in reports ➤ Undertake occasional receptionist duties ➤ Coordinate with other departments to ensure compliance with established policies ➤ Assist with other activities undertaken by
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			GIMAC including events, webinar/ seminars/ hearings etc.
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Selection Process:

1. Inviting application from eligible candidates
2. Scrutiny of eligibility of applicants
3. Personal Interview of eligible applicants
4. Selection & appointment of shortlisted applicant

Important notes:

- Posts mentioned in Sr. No 1, 2 & 3 are contractual for the term of 5-years including 1-year probation. In case of unsatisfactory performance, the probation is extendable by another of one year, but in no case the total period of probation shall exceed 24 months and on continuation of unsatisfactory performance for 24 months, the service(s) shall be terminated.
- This initial period of 1-year is to be counted towards probation and subsequent extension on an annual basis depending upon the performance not exceeding total 5 years period including the years of probation.
- The final remuneration for the candidates will be decided on the basis of the qualifications, total work experience, suitability of the candidate for the role and the performance in the interviews.
- The contractual appointment shall give no right to renewal, extension or conversion into permanent appointment.
- Contractual appointment shall end on the stipulated date of expiry of contract in appointment letter.
- The applicant must ensure his / her eligibility for the post in respect of qualifications and other requisite criteria and only then apply.
- Candidates shall mail dully filled Application Form in PDF Format to career@gmu.edu.in
- Original Forms and Documents should not be sent to University, but these must be produced at the time of selection process. Upon receipt of the application form, the university shall mail an acknowledgment to the respective applicant. Only upon receipt of this acknowledgement should the applicant consider his/her candidature for further process. Candidate can inquire on 079-23270500 in case of non-receipt of acknowledgement.
- A candidate can apply for any number of posts subject to fulfillment of criteria mentioned in the advertisement. However, a separate application form along with separate fees shall be paid by respective candidate in case of applying in more than one post.
- Upon the requirement from the side of University, candidates already in Government / Semi Government / PSU/ Educational institution service shall have to produce NOC (in prescribed format) from their respective institution at the time of Final selection process.
- Candidates shall submit the application form in the prescribed format only along with recent passport size photograph. Application other than in the prescribed format will not be entertained.
- Candidates shall enclose self-attested copies of certificates towards the evidence of Age, Educational Qualification, Work Experience, etc. with application(s).

- It is the applicant's duty to ensure that his/her application is received by the University within the stipulated timeline. No correspondence will be entertained regarding delays and reasons for not being called for interview, etc.
- Canvassing in any form will result in disqualification.
- Selected candidates must join the duty on a date determined by the University. The University reserves the right not to appoint a selected candidate if he / she is unable to join the duties on a designated date.
- No TA/DA shall be paid for attending/participating in the selection process. No shortlisted candidate will be considered after the prescribed date and time of selection process, in case, if he / she is unable to attend the selection process, for whatever reasons.
- Applications incomplete in any respect or those received after the stipulated timeline shall not be entertained.
- The University reserves the right to alter / insert any corrections / additions in the advertisement through website in the event of any typographical error or as required, before the last date prescribed for the receipt of the applications.
- The University shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the service. In case, it is detected that the information(s) given by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his / her application shall be rejected or terminated from service.
- In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.
- The decision of the University Authorities on any/ all matters in relation to this advertisement shall be final and binding.
- Applicants must produce original testimonials, certificates, and other documents at the time of Selection Process.
- Eligibility of the candidate will be determined as on the last date for receipt of the application(s).
- The University reserves the right not to fill up any or all the vacancies advertised if the circumstances so warrant. No correspondence / enquiry will be entertained from the candidates in connection with the process of selection / interview. No personal details regarding applicant(s), shortlisted or selected candidate(s) will be provided.
- Application fees for each Post: ₹ 1000 for candidates from unreserved category and ₹ 700 for candidates from Scheduled Caste/Scheduled Tribe/Differently abled (Physically and visually differently abled) categories. Fees shall be paid only through Gujarat Maritime University web portal. No other mode of fees payment shall be accepted. Application form without the requisite application fees shall be summarily rejected.
- The Application fee is non – refundable, and no inquiries will be entertained in this regard by the University.
- Personal Interview: Only shortlisted candidates will be invited for the personal interview.

NOTE: Due to COVID-19 Pandemic, Personal Interviews may be conducted online. University reserves the right to amend/modify the procedure of selection and the

shortlisted candidates shall be apprised of the same. All communication shall be made by mail only.

➤ **Important Dates:**

Date*	Particulars	Post(s)
Last date & time of receipt of applications	8 th July 2021, 6:00 PM	All posts
Intimation to shortlisted candidates (By email & On Website)	Within 07 days after closing date of receiving applications.	

*University reserves the right to change the specified dates, if required.

**Click the below link for
Application form**

**Click the below link to pay the
Application Fees**