



ADVERTISEMENT FOR THE POST OF LEGAL CONSULTANT (MARITIME LAW)

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Applications are invited for the post of **Legal Consultant (Maritime Law)** on contractual basis in collaboration with Directorate General of Shipping, Ministry of Ports Shipping and Waterways, Govt. of India, Mumbai.

- **Terms of Reference and Job Description:**

The Legal Consultant engaged through Gujarat Maritime University (GMU) shall perform the following duties and responsibilities while stationed at the Seafarers' Welfare Fund Society (SWFS) office / Seamen's Provident Fund Organisation (SPFO) office, Mumbai:

Seafarers' Welfare Fund Society (SWFS)

1. Provide legal advice and opinions on matters relating to welfare schemes, trust/society governance, labour laws, maritime and seafarer-related legislation, beneficiary rights, and other applicable legal and regulatory matters.
2. Draft, review, and vet contracts, agreements, work orders, Memoranda of Understanding (MoUs), Grant-in-Aid Agreements, Terms of Reference (ToRs), Standard Operating Procedures (SOPs), scheme guidelines, policy documents, and other legal instruments required by SWFS.
3. Review procurement and tender-related documents and advise on compliance with applicable laws, Government of India guidelines, and General Financial Rules (GFR).
4. Support compliance with statutory and regulatory requirements, Government notifications, circulars, orders, and guidelines applicable to SWFS.
5. Assist in addressing audit observations, vigilance matters, compliance reviews, and governance-related issues.
6. Assist in handling grievances, disputes, and legal matters involving beneficiaries, vendors, service providers, consultants, or other stakeholders.
7. Liaise with external advocates, legal counsels, Government authorities, and relevant departments in connection with litigation, dispute resolution, and legal proceedings.
8. Draft legal notices, replies, affidavits, representations, legal submissions, and other legal communications as required.
9. Conduct legal research and prepare legal opinions, briefing notes, reports, chronologies, and supporting documentation for management review and decision-making.
10. Provide legal inputs for grievance redressal mechanisms, welfare schemes, beneficiary entitlements, and Committee of Management (CoM) meetings, including agenda review, legal observations, and supporting documentation.
11. Coordinate with the Crew Branch of Directorate General of Shipping, Finance Team, SWFS Team, external counsels, and other stakeholders to facilitate timely legal support and effective implementation of SWFS initiatives.

12. Maintain records of legal matters, agreements, litigation cases, legal opinions, and compliance-related activities and submit periodic status reports as required.
13. Undertake any other legal, contractual, regulatory, compliance, governance, policy, administrative, or special assignments entrusted by the Member Treasurer (MT), Member Secretary (MS), or any authority designated by SWFS from time to time.

Seamen's Provident Fund Organisation (SPFO)

1. Handle and manage all court cases, litigation matters, and legal proceedings pertaining to SPFO, including preparation of case files, drafting of replies, written statements, and submissions before various courts, tribunals, and quasi-judicial authorities;
2. Liaise with the advocates and legal counsels engaged by SPFO, provide necessary documents, evidence, and instructions, and monitor the progress of all pending cases;
3. Provide legal opinions and advice to SPFO on matters relating to the Seamen's Provident Fund Act, 1966, rules framed thereunder, Amendment of the Act and other applicable laws, regulations, and government orders;
4. Draft and vet legal notices, show cause notices, office orders, agreements, contracts, and other legal documents as required by SPFO; Draft, review, and vet contracts, agreements, work orders, MoUs, Grant-in-Aid agreements, ToRs, SOPs, scheme guidelines, and policy documents. Review procurement and tender-related documents to ensure compliance with applicable laws, Government of India rules, and General Financial Rules (GFR).
5. Maintain and regularly update the register of all pending court cases and legal matters, and submit periodic status reports to the Section In-charge (Court Cases);
6. Examine appeals, complaints, and representations received from seafarers and employers and provide legal assessment and recommended course of action; Provide legal advice on Seamen's Provident Fund Act and Schemes 1966, trust/society governance, labour laws, maritime regulations, and other applicable legal matters. Render legal opinions on policy proposals, scheme modifications, administrative decisions, and beneficiary rights. Advise on legal risks and compliance requirements relating to SPFO operations and initiatives.
7. Undertake any other work or assignment as may be directed by the Commissioner, SPFO, or the Directorate General of Shipping, in accordance with operational requirements from time to time. Support compliance with statutory and regulatory requirements, Government notifications, orders, and guidelines. Assist in addressing audit, vigilance, and compliance observations. Support the development and review of governance frameworks, policies, and internal controls.
8. Dispute Resolution and Litigation Support:- Assist in handling grievances and disputes involving vendors, beneficiaries, or other stakeholders. Liaise with external counsels, Government counsel, and departments for litigation matters. Draft replies, notices, affidavits, rebuttal points, and legal communications as required. Conduct legal research and prepare briefing notes, chronologies, and annexures to support litigation-linked matters.
9. Grievance and Welfare Framework Support: - Provide legal inputs for grievance redressal mechanisms, including the 24x7 grievance system. Advise on welfare entitlements and beneficiary rights under applicable schemes.
10. Stakeholder Coordination and Any Other Legal Work:-Coordinate with the Crew Branch (Directorate General of Shipping), Finance Team, SPFO Team, external counsels, and other

stakeholders as required. Prepare legal notes, opinions, reports, and recommendations for management review, and provide legal support for Committee of Management (CoM) meetings, including agenda review, legal inputs, and documentation. Undertake any legal, contractual, regulatory, compliance, governance, policy, administrative, or special assignments entrusted by the Board of Trustees, SPFO from time to time.

- **Number of posts:** 02 (Two)

- **Minimum Requirements:**

Education Qualification

Essential

LL.M in Maritime Law / Public International Law / Labour Law / Contract Management / Arbitration, from a recognized university/institution.

Professional Experience

Essential

Minimum 1 – 2 years of post-qualification experience in legal practice, advisory, or corporate/government legal functions.

- **Remuneration:**
₹ 60,000/- per month (consolidated)
- **Tenure:**
Initially for one year, extendable based on performance
- **Location:**
Seafarers' Welfare Fund Society (SWFS) office, Mumbai / Seamen's Provident Fund Organisation (SPFO) office, Mumbai
- **Reporting Structure:**
Seafarers' Welfare Fund Society (SWFS)
The Legal Consultant shall report directly to the Member Treasurer (MT), SWFS, for day-to-day work allocation, review of deliverables, and performance monitoring.

The Member Treasurer shall report to the Member Secretary (MS), SWFS, who shall provide overall administrative and strategic oversight.

The Legal Consultant shall maintain close coordination with the Crew Branch of Directorate General of Shipping, Finance Team, SWFS Team, and other stakeholders as required for the effective discharge of responsibilities.

Seamen's Provident Fund Organisation (SPFO)

Reporting: The Legal Consultant shall report to the Section In-charge (Court Cases) and Commissioner, SPFO for all day-to-day work and operational matters. The Section In-charge (Court Cases) shall also oversee work allocation, performance monitoring, and coordination with the consultant on legal affairs of SPFO.

Attendance & Hours: The consultant will operate full-time from the SPFO Mumbai office and observe the official working hours, codes of conduct, and holiday calendar applicable to SPFO employees.

Leave Entitlement: The consultant shall be entitled to 8 days of casual leave and 10 days of medical leave for the term of engagement. Prior approval from the Section In-charge is mandatory before availing of any leave and any absent days beyond the approved leave shall be deducted from the consultant's consolidated pay.

- **How to apply:**

Candidates who are interested in applying for the post of Legal Consultant may send their CV/Resume along with Educational documents as well as Proof of Experience to career@gmu.edu.in

- **Last Date to Apply:**

14th July 2026

- **Selection Process:**

Shortlisted candidates will be called for an interview, based upon which, final selection will be made.

- **General Information:**

1. Canvassing in any form on behalf of any candidate will disqualify such a candidate.
2. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
3. No interim queries regarding test / interview / selection will be entertained.
4. University reserves the right not to fill any of the vacancies advertised, if the circumstances so warrant.

- **Equipment and Infrastructure:**

The Legal Consultant shall be required to process and bring his/her own laptop for official use. SWFS/SPFO shall provide access to office space, records, systems, and communication facilities necessary for carrying out assigned responsibilities.

- **Confidentiality and Conflict of Interest:**

The Legal Consultant shall maintain strict confidentiality of all documents, records, data, and information accessed during the course of engagement and shall not disclose the same without prior written approval of SWFS/SPFO.

The Consultant shall disclose any actual or potential conflict of interest and shall not undertake any assignment that may conflict with the interests of SWFS/SPFO.

Registrar (I/C)