

भारत सरकार
वाणिज्य और उद्योग मंत्रालय
विकास आयुक्त का कार्यालय
सीप्ज विशेष आर्थिक क्षेत्र
अंधेरी (पूर्व), मुंबई - 400096



Government of India
Ministry of Commerce & Industry
Office of the Development Commissioner
SEEPZ Special Economic Zone
Andheri (E), Mumbai - 400096

वेबसाइट: www.seepz.gov.in | ई-मेल: dcseepz-mah@nic.in | टेलीफोन: 022-28290856/28294700

F.No.: SEEPZ-SEZ/ADMN/695/HYP/2024-25/02228 Date: 17.02.2026

ADVERTISEMENT FOR ENGAGEMENT OF YOUNG PROFESSIONALS (ON CONTRACT BASIS)

SEEPZ-SEZ Authority invites applications from eligible and motivated candidates for engagement of **Young Professionals (YPs)** on a contractual basis to support Authority functions and Legal work of SEEPZ-SEZ.

1. Details of Positions

(A) Young Professional – Media / Communications (01 Post)

Role & Responsibilities:

- Media and communication management for SEEPZ-SEZ Authority
- Content development, documentation of events, outreach activities
- Drafting of communication material, speeches, press notes etc.
- Website/social media content support and stakeholder engagement

(B) Young Professional – Legal (01 Post)

Place of Posting: Legal Section, SEEPZ-SEZ

Role & Responsibilities:

- Legal research and drafting support
- Assistance in **court matters**, preparation of briefs, affidavits and replies
- Monitoring litigation status and coordination with counsels
- Scrutiny of Authority/legal files and references under SEZ Act & Rules

2. Essential Qualifications

Young Professional – Media

- Master's Degree in Mass Communication / Journalism / Media Studies / Public Relations / Digital Media / equivalent
- Excellent drafting and communication skills

Young Professional – Legal

- LL.B. / LL.M. from a recognized University
- Preference will be given to candidates having experience in litigation, legal

drafting, or research

3. Experience

- Minimum **02 years relevant experience** in the respective field.

4. Age Limit

- Maximum **32 years** as on the last date of application.

5. Remuneration

- **₹50,000 – ₹60,000 per month (consolidated)** depending upon qualification and experience.
- No additional allowances shall be admissible.

6. Period of Engagement

- Initial engagement shall be for **one year**, extendable based on performance and requirement of SEEPZ-SEZ Authority.
- The engagement is purely **contractual** and shall not confer any claim for regular appointment.

7. General Terms

- The Young Professional shall work on full-time basis and shall not undertake any other assignment during the contract period.
- The engagement may be terminated by either side by giving **one month's notice**.
- Selected candidates will be required to comply with Government confidentiality norms.

8. Selection Procedure

- Applications will be shortlisted based on eligibility criteria.
- Shortlisted candidates may be called for **written test/interview/personal interaction**, as decided by the Competent Authority.
- The decision of SEEPZ-SEZ Authority shall be final.

9. How to Apply

Interested candidates may submit their application in the prescribed format along with:

- Updated CV
- Educational Certificates
- Experience Certificates
- Photo ID proof

Applications may be sent by email to: **admin-seepz@gov.in**
or submitted at: Office of the Development Commissioner, SEEPZ-SEZ, Mumbai.

10. Last Date for Submission

Applications must reach this office **within 30 days** from the date of publication of

this advertisement.

ANNEXURE – I

APPLICATION FORMAT FOR ENGAGEMENT OF YOUNG PROFESSIONALS (SEEPZ-SEZ Authority, Mumbai)

1. Post Applied For

- Young Professional (Media / Communications)
- Young Professional (Legal)

2. Personal Details

Particulars	Details
Full Name (in BLOCK letters)	
Father's / Mother's Name	
Date of Birth	
Age (as on last date)	
Gender	
Nationality	
Mobile Number	
Email ID	
Correspondence Address	

3. Educational Qualifications

Examination	University / Institution	Year	% Marks / CGPA	Specialization
Graduation				
Post Graduation				
Other Qualification				

4. Professional Experience

(Starting from latest employment)

S. No.	Organization	Designation	Period (From-To)	Nature of Work
1				
2				

If the space provided above is insufficient, the details may be attached on a separate sheet, duly signed by the applicant.

5. Relevant Skills / Expertise

- i. Drafting / Legal Research / Litigation Support (for Legal YP)
- ii. Media Writing / Content Creation / Digital Media (for Media YP)
- iii. Any other relevant skills:

6. Details of Court Matters Experience (For Legal YP only)

- i. Name of Court / Tribunal:
- ii. Nature of Cases handled:
- iii. Drafting / Briefing / Coordination experience:

7. Declaration

I hereby declare that all the information furnished above is true and correct to the best of my knowledge and belief. I understand that the engagement is purely contractual and does not confer any right for regular appointment.

Place: _____

Date: _____

Signature of Applicant