VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

No.C1&C2/Rect./PFFOPR/2015 Dt. 10.12.2015.

EMPLOYMENT NOTICE No:10/2015, dt.10 .12.2015

INVITES

Applications from the eligible Indian Nationals for the following posts on Contract basis:

			No. of Posts
I.	**Information Communication & Trade Facilitation**		
	i) Chief Manager	(Pay Scale Rs.36600 – 62000) Total Consolidated pay Rs.1, 10, 000/- (Approximately) per month)	01
	ii) Senior Manager	(Pay Scale Rs.32900 – 58000) Total Consolidated pay Rs.1, 00, 000/- (Approximately) per month)	01
	ii) Manager	(Pay Scale Rs.29100-54500) Total Consolidated pay Rs.88, 000/- (Approximately) per month)	01
II.	**Project Management**		
	i) Chief Manager	(Pay Scale Rs.36600 – 62000) Total Consolidated pay Rs.1, 10, 000/- (Approximately) per month)	01
	ii) Senior Manager	(Pay Scale Rs.32900 – 58000) Total Consolidated pay Rs.1, 00, 000/- (Approximately) per month)	01
	iii) Manager	(Pay Scale Rs.29100-54500) Total Consolidated pay Rs.88, 000/- (Approximately) per month)	01
III.	**Corporate Relations & Communications**		
	i) Senior Manager	(Pay Scale Rs.32900 – 58000) Total Consolidated pay Rs.1, 00, 000/- (Approximately) per month)	01
	ii) Manager	(Pay Scale Rs.29100-54500) Total Consolidated pay Rs.88, 000/- (Approximately) per month)	01
IV.	**Corporate Legal**		
	i) Chief Manager	(Pay Scale Rs.36600 – 62000) Total Consolidated pay Rs.1, 10, 000/- (Approximately) per month)	01
	ii) Senior Manager	(Pay Scale Rs.32900 – 58000) Total Consolidated pay Rs.1, 00, 000/- (Approximately) per month)	01

V.	**Environment and safety**		
	i) Chief Manager	(Pay Scale Rs.36600 – 62000) Total Consolidated pay Rs.1, 10, 000/- (Approximately) per month)	01
	ii) Senior Manager	(Pay Scale Rs.32900 – 58000) Total Consolidated pay Rs.1, 00, 000/- (Approximately) per month)	01
	iii) Manager	(Pay Scale Rs.29100-54500) Total Consolidated pay Rs.88, 000/- (Approximately) per month)	01
VI.	**Business Development and Trade Promotion**		
	i) Chief Manager	(Pay Scale Rs.36600 – 62000) Total Consolidated pay Rs.1, 10, 000/- (Approximately) per month)	01
	ii) Senior Manager	(Pay Scale Rs.32900 – 58000) Total Consolidated pay Rs.1, 00, 000/- (Approximately) per month)	01
	iii) Manager	(Pay Scale Rs.29100-54500) Total Consolidated pay Rs.88, 000/- (Approximately) per month)	01
		TOTAL:	16

The maximum age limit for all the above positions is 45 years.

Please refer attached Annexure-I, for (I) Qualification & Experience, Job Role/Profile, (II) Terms & Conditions and (III) Application Format, respectively.

Candidates should enclose two additional passport size photographs to the application.

The above Professional Functionaries will be engaged purely on contractual basis for a period of 3 years, extendable for another 2 years. In case, eligible internal Officers of the Port desire to offer themselves for such position their engagement shall also be on contractual basis on their selection subject to their resignation from Port service.

No retired officers or deputationists will be eligible to apply. The crucial date for determining eligibility criteria viz., educational qualification, experience, age etc., shall be as on 01.12.2015.

Only eligible applicants who fulfill the criteria of essential qualification, experience, age etc., prescribed for respective position shall only apply. Separate application shall be submitted for each position in case the candidate wish to apply for two or more category of posts.

The post qualification experience will be reckoned as experience for eligibility to the respective posts.

The Management reserves the right to cancel or make any changes in the number of vacancies, alteration/additions/deletions of any clause in the Terms and Conditions for any of the position (s) in the recruitment process, if need arises, without further notice and without assigning any reasons thereof.

Application received without relevant documents as mentioned in the Annexure-III and application received after the due date will be summarily rejected without further communication. The application should be addressed to the **Secretary, Administrative Office Building, Visakhapatnam Port Trust, Visakhapatnam – 530 035** superscribing on the envelope as " Application for the post of _____ on contract". The last date for receipt of the application is **05.01.2016**.

For further details visit WWW.VIZAGPORT.COM (Useful information / careers section).

Sd/-
SECRETARY
VISAKHAPATNAM PORT TRUST

ANNEXURE – II

TERMS AND CONDITIONS

1) **Tenure of Engagement**: The tenure of engagement shall be for a period of 3 years, extendable for another 2 years.
2) **No. TA/DA** will be paid for appearing written examination.
3) Eligible candidates will be called for further process through SMS/e-mail/postal address given only.
4) Post Qualification experience is only reckoned as experience for eligibility.
5) The selection process will be 90% weightage for educational qualification and experience and 10% weightage for the interview. Further while short listing candidates for interview, the ratio shall be 1:3. The number of posts may increase or decrease based on requirements.
6) The candidates should clearly indicate the percentage of marks in the application form. If CGPA grading is mentioned in the mark sheet, the candidate shall be responsible for converting the said grading into accurate percentage as per the criteria adopted by the respective University/Institution.
7) Any update, corrigendum etc., of this advertisement will be hoisted in the Port's website only. Hence, candidates are requested to keep in regular watch to this Port's website, i.e., WWW.VIZAGPORT.COM (useful information / careers section).

8) Changes if any in the recruitment process will be hoisted in this Port's website and no separate communication is made to the individual applicant.

9) Canvassing in any form will disqualify the candidate and no correspondence shall be entertained.

10) **Termination**: If any situation arises to terminate the contract appointment, the Port reserves the right to terminate the contract appointment by giving one month's notice.

11) **Claim for permanent absorption**: The contract engagement shall not confer any right to lay claim to permanent absorption in the Port service against any post whatsoever.

12) VPT is not responsible for any printing error that might have inadvertently crept in.

13) Request for change of mailing address or e-mail address will not be entertained under any circumstances.

14) Court of jurisdiction for any dispute will be at Visakhapatnam only.

15) **Settlement of Disputes**: In the event of any dispute arising out of this contract, the interpretation and decision of the Chairman, VPT will be final and binding.

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Annexure – III

APPLICATION FORMAT

1	Name of the Post	:
2	Notification No. and date	:
3	Name of the Candidate	:
4	Date of Birth (Enclose attested copy of proof)	:
5	Nationality	:
6	Qualification (Enclose attested copies of certificates) :	

Sl. No.	Qualification (with Discipline / Branch)	Name of College/ University	Year of Passing	Marks secured	Percentage
(i)					
(ii)					
(iii)					
(iv)					
NOTE: In case of CGPA etc., system of grading , the candidate shall convert the CGPA etc., grading into equivalent percentage of marks and indicate in the above prescribed column accurately. Indicating wrong percentage will disqualify the candidature.					

Cont…..

7	Experience in earlier posts held in the Chronological order as in below table (Enclose copies of proof)					
Sl. No.	Name of the Organisation with TAN Number	Post held	Scale of Pay	From	To	Nature of Duties
(i)						
(ii)						
(iii)						
8	Permanent Address :					
9	Address for communication with e-mail address and Telephone No. :					
10	Any other points, applicant wish to submit :					

DECLARATION.

I, Shri/Smt. _____ (name of the applicant) hereby declare that, the information furnished above are true and correct. I do hereby declare that I am not a retired employee and deputationist. In case, any information is found incorrect/false, I myself render liable for disqualification for the post applied for, apart from the necessary action as deemed fit.

Place:

Date: Signature of the candidate