



**PARADIP PORT TRUST**  
PARADIP - 754 142, ODISHA (INDIA)  
**ADMINISTRATIVE DEPARTMENT**



No.AD/RSC-22/196/2015(Pt.)/4108

Dated, the 23<sup>rd</sup> Nov., 2017

**ADVERTISEMENT**

Paradip Port Trust, an Autonomous Body under the Ministry of Shipping, invites applications for filling up the following post on contract basis for a period of three(03) years, which may further be extended another two (02) years:

Sl. No.	Area of profession	Age limit	No. of Post	Monthly Remuneration (aprox)
1	Chief Manager (Project Management)	Below 55 years	1	Rs.99,000/- per month(Approx.)

Further details on professional qualification, experience, roles and responsibilities etc. the candidates may visit Port website [www.paradipport.gov.in](http://www.paradipport.gov.in)

The last date for receipt of application in this Port is **30.12.2017** to Secretary, Paradip Port Trust, Administrative Building, Paradip-754142, Jagatsinghpur, Odisha. Applications received after due date, incomplete application etc., will not be considered.

Sd/-  
**Secretary,**  
Paradip Port Trust

**THE DETAILS OF PROFESSIONAL ROLE & RESPONSIBILITIES, QUALIFICATION, EXPERIENCE, AGE LIMITS & REMUNARATION, AND TERMS & CONDITIONS FOR ENGAGEMENT OF PROFESSIONAL ON CONTRACTUAL BASIS.**

**1) CHIEF MANAGER (Project Management)**

**A) Role and Responsibilities**

- ❖ Will perform wide range of duties including creation of a detailed work plan which identifies and sequences the activities needed to successfully complete the project.
- ❖ Determine the resources (time, money, equipment, etc.) required to complete the project.
- ❖ Develop a schedule for project completion that effectively allocates the resources to the activities.
- ❖ Responsible for Managing a team, Establishing goals & objectives, Managing performance & deliverables and Developing & Mentoring staff.
- ❖ Will also plan, staff, implement and control the project.

**(B) Essential Qualification:**

- ❖ **Graduate degree in Civil / Mechanical Engineering from a recognized National/International University.**

**Desirable Qualification**

- ❖ Post Graduate degree in Civil / Mechanical Engineering from a recognized National/International University.
- ❖ Post Graduate Diploma in Finance/Project Management
- ❖ Post Graduate Diploma in Operations Research

**(C) Experience:-**

- ❖ **15 years work experience in Planning** and Project implementation out of which 5 years of experience shall be in the capacity and scale of Rs. 32900-58000/- of Port Sector or equivalent .

**Desirable Experience :-**

- ❖ Experience in Port / Shipping Sector/Infrastructure.
- ❖ Skills and ability in Project Management and proficiency in the use of computers.

**(D) Age limits & Remuneration:**

SR No	Post	Age Limit (*)	Monthly remuneration (approx.) (#)
1	<b>Chief Manager</b> (Project Management)	Below 55 years	Rs.99,000/- per month (Approx.)

(\*) The relaxation in age limit may be considered in case of deserving candidates at the discretion of PPT.

(#) The remuneration is also subject to revision basing on the Quarterly up/downward revision on change in % variable DA.

**(E) OTHER TERMS & CONDITIONS**

- i) The professional functionaries will be engaged purely on contractual basis for a period of 3 years, extendable by another 2 years. In case eligible internal Port officers desire to offer themselves for such positions, on their selection, their engagement shall also be on contractual basis and they will have to resign from Port service.
  - ii) No retired officers or deputationists will be engaged for these assignments.
  - iii) The cutoff date for determining the age is **01.11.2017**.
  - iv) The candidates shall be held responsible for correctness of all information given by him/her and in case of any information/documents found to be incorrect at a later stage; action shall be taken against the candidates including dismissal from service as per rule.
  - v) Appointing Authority reserves the right to cancel selection process fully or partly without assigning any reason thereof.
- (2) Desirous candidates may submit the applications in the prescribed format (attached herewith), addressed to **Secretary, Paradip Port Trust, Administrative Department, Paradip Port Trust, Dist- Jagatsinghpur, Pin-754142, Odisha**, along with self-attested photo copies of certificates of age and required educational /professional qualifications & experience, etc.
- (3) **Last date for receipt of applications is 30.12.2017.**
- (4) Applications received after due date, incomplete applications without enclosures etc. will not be considered.

**Sd/-  
Secretary,  
Paradip Port Trust**

**PARADIP PORT TRUST**  
**ADMINISTRATIVE DEPARTMENT**  
**APPLICATION FOR THE POST OF: CHIEF MANAGER (PROJECT MANAGEMENT)**

Affix  
Passport  
size  
Photograph

1. Name of the Candidate (in Block letters) : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Date of Birth (dd/mm/yyyy) : \_\_\_\_\_
4. Age as on 01.11.2017 : \_\_\_\_\_
5. Permanent Address (with pin code) : \_\_\_\_\_
6. Address for correspondence (with pin code) : \_\_\_\_\_
7. E-mail address, phone numbers (office, residence & mobile) along with fax no. if any  
 E-mail: \_\_\_\_\_  
 Mob: \_\_\_\_\_  
 Ph (off): \_\_\_\_\_  
 Ph (Res): \_\_\_\_\_
8. Religion :
9. Whether belong to Minority/Community, if yes, please specify :
- 10 Whether belonging to SC/ST/OBC :
- 11 Gender :
12. Details of Educational Qualification from Matriculation onwards (Enclose a separate sheet, duly signed, if the space below is insufficient):

Sl. No.	(1)	(2)	(3)	(4)	(5)
a) Examination passed					
b) Year of passing					
c) Name of College/Institute					
d) University/ Board					
e) Main subjects					
f) Total aggregate & percentage of marks obtained, division and remarks, if any					

13. Details of experience (in chronological order). (Enclose a separate sheet, duly signed, if the space below is insufficient. : \_\_\_\_\_

Sl. No.		(1)	(2)	(3)	(4)	(5)
a. Name of organization						
b. Post held with dates	From					
	To					
c. Brief description of duties						
d. Details of experience						
e. Salary						

10. Details of computer knowledge  
Language(s) known and application  
Software used : \_\_\_\_\_

11. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training, (iii) work experience over and above advertisement) [enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient] : \_\_\_\_\_

12. Language known (Read, write, speak and understand) : \_\_\_\_\_

#### DECLARATION

I hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or misleading, then my candidature/appointment/services will stand cancelled/terminated without assigning any reasons there for.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name : \_\_\_\_\_

Note: Attested copies of documents in support of education qualification and experience must be enclosed. Application will not be considered without attested copies of supporting documents.