



पारादीप पत्तन न्यास
PARADIP PORT TRUST
PARADIP PORT - 754 142, ODISHA (INDIA)

ISO 9001 / 2008
APPROVED BY IRQS



No. AD/MS/I-140/2017/1772

Dated 18th May., 2018

ADVERTISEMENT

- (I) Paradip Port Trust, an Autonomous Body under Ministry of Shipping intends to engage an outside Consultant, having sound knowledge with the functioning of central Government/PSUs to undertake the following works:
- Preparation of latest **Job Description** for each cadre of Class-I & II Officers, including KRAs (Key Result Areas).
 - Preparation of **Training Calendar** for 3 years for Class-I & II officers (basing on the report submitted by Planning Commission /Dr. Vinaysheel Gautam).
 - Review of the existing **Annual Performance Appraisal System** of Class-I & Class-II Officers (including HoDs) and suggest suitable modifications, by comparing the same with other PSUs/Corporate/Private Companies, along with Efficiency Bar Implementations.
 - Preparation of **Record Management Retention Schedule** in all departments of PPT.

(II) **Eligibility**

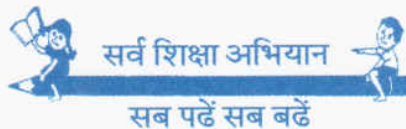
Consultants/ Agencies should have the following eligibility criteria:

- The consultant should have a Post Graduate degree/diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare and/or a Degree in Law from a recognized University.
- The Consultant should have minimum 10 years of experience at executive level as GM/Exe.Director or Head of the Department posts in Central Govt./PSUs in Admin/HR discipline and must have retired from service .


OR

He should have minimum 10 years of teaching experience in Admin/HR discipline as a Professor from any reputed universities.

Contd. P/2



- (iii) The consultant should have sound knowledge and understanding of various Admin/HR, Port Development related issues related to Ports Sector/Central Govt. or Public Sector Undertaking .
- (iv) The age of the consultant should not be more than 65 years on the last date of submission of application, in the enclosed performa.
- (III) Consultants may submit their offers for each work.
- (IV) Consultants shall submit details of their experience with necessary documentary proof. Earlier experience in preparation of similar reports will be given preference. So, copy of same may be attached along with the application form.
- (V) **The above works are time bound tasks. So Consultant has to present personally and also engage his own staff for completion of work. PPT will not spare its own employees for the said works.** The Consultant has to stay at Paradip for 3 to 4 months to complete the above tasks and he has to engage his own logistics for completion of assigned tasks.
- (VI) Apart from remuneration, accommodation on nominal charges and transportation will be provided subject to availability/necessity.
- (VII) **Interested Consultants may submit their offers** by speed post/regd.post, along with their details of self attested copies of educational qualification, experience etc along with **Resume in the enclosed format**, to the following address by **11.06.2018**:
- Secretary,**
Paradip Port Trust,
At/Po: Paradip Port,
Dist: Jagatsinghpur, Odisha- 754142
- (VIII) Application through Email/Fax will not be considered.
- (IX) Incomplete applications/applications with insufficient documents will be rejected.
- (X) PPT reserves the right to cancel or modify the advt./terms of advt. at any time without assigning any reason.
- (XI) For any further clarifications please contact Secretary/Sr. Dy. Secretary at the land line No. **06722-222168/222146**.


Secretary
Paradip Port Trust

For Official Use

SI No:

Date :

**PROFORMA OF APPLICATION FOR THE POST OF CONSULTANT
IN PARADIP PORT TRUST****(A)**

1. Name (in Block Letters) :
2. Date of Birth :(As on 31.05.2018):
(Attach copy of Adhaar card/PAN)
3. Correspondence Address:
4. Permanent Address:
5. Contact Number:
6. E mail Id:
7. Brief Particulars of service:

Affix a self
attested passport
photo here**(B) Offer for each work:**

SI No	Name of Work	Select by putting (✓)otherwise put (X)	Quote your offer (In Rupees)
1	Preparation of latest Job Description for each cadre of Class-I & II Officers, including KRAs (Key Result Areas).	()	
2	Preparation of Training Calendar for 3 years for Class-I & II officers (basing on the report submitted by Planning Commission /Dr. Vinaysheel Gautam)	()	
3	Review of the existing Annual Performance Appraisal System of Class-I & Class-II Officers (including HoDs) and suggest suitable modifications, by comparing the same with other PSUs/Corporate /Private Companies, along with Efficiency Bar Implementations.	()	
4.	Preparation of Record Management Retention Schedule in all departments of PPT	()	
	Total quoted amount	()	

(C) Educational Qualification:

Sl No	Name of the Institution	Discipline	Year of Passing	Total marks	Secured Marks	Percentage of Marks

(D) Experience details :

Sl No	Name of the organization	Designation	Scale of Pay	Duration		Remarks
				From	To	

(E) Any other Information, (Any projects/Consultancy works)

I hereby declare that all the statement made in the application are true and complete to the best of my knowledge and belief. I agree with the terms and condition for the appointment in case of selection.

Date:

Signature of applicant

* Please attach all relevant documents with duly self attested along with application form.