



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

ISO 9001 / 2008
APPROVED BY IRQS



IRQS
A DEPARTMENT OF
INDIAN REGISTER OF
SHIPPING



MGMT. SYS
RVAC 071
DUTCH ACCREDITATION
COUNCIL RvA

No. AD-RSC-22-36/2015-16/2403

Dated 2 July, 2018


ADVERTISEMENT

- (1) Paradip Port Trust, an Autonomous Body under Ministry of Shipping intends to engage **reputed agency** or any **retired Officer** from central Govt./PSUs as **Consultant (CSR) on contract basis**, to look after CSR activities at PPT.
- (2) **Job Profile :**
- To formulate a CSR (Corporate Social Responsibility) policy for the Paradip port and contribute to the development of CSR projects by PPT.
 - To scrutinize the CSR proposals as per rules and prepare Board notes for approval.
 - To supervise the progress of projects funded, by PPT under CSR by regular follow-up.
 - To submit a monthly progress report on CSR projects.
 - To participate in discussion with Organizations proposing CSR projects.
 - To co-ordinate with state Govt./Dist.Collector /BDO etc for monitoring the CSR activities.
 - Prepare annual CSR plans for achieving ultimate social responsibility goals.
 - Partner with various members of NGO in coordination with annual CSR plan.
 - To look after other connected works.
- (3) **Eligibility:**
- Any individual or consultancy agency may apply.
 - In case of Individual**, the following qualifications are required.
 - A Degree from reputed University with full time Master's degree/MBA in HR/Welfare/Marketing/Law from a reputed Institution.
 - 15 years executive experience in Admin/ legal/HR/CSR activities in any Govt./PSU.
 - Age limit: Up to 65 years.
 - In case of consultancy agency**, the following qualifications are necessary.
 - The firm should have professionals on their roles with the above qualifications.
 - The firm should have experience in undertaking CSR projects/studies in reputed organizations.

P.T.O



- c) Experience in undertaking CSR/other community development programmes in social development, water sanitation, village and community development, green environment, Health and education programmes will be preferred.
- d) Good previous track record of CSR implementation and annual planning will be preferred.
- e) The agency/consultant must be well-versed with English, Hindi and Odia. He/She should be proficient in dealing with various agencies including the Govt. Institutions and various NGOs.
- (5) Remuneration: **Rs.65,000/-** (Rupees Sixty-five Thousand only)per month for individual
or
Rs.1,00,000/- (Rupees One Lakh only)per month for agencies
- (6) **Other terms and Conditions:**
- I. The contract period will be for one year, which may be extended basing on the performance.
- II. **The consultant may engage one or two qualified candidates of his own, since PPT cannot spare its own employees for the said works. The Consultant has to stay at Paradip and has to engage his own logistics for completion of assigned tasks.**
- III. Apart from remuneration, accommodation on nominal charges and transportation will be provided subject to availability.
- IV. Selected agency/individual for the said work will be reporting to Secretary, PPT on day to day basis.
- (7) **Interested agencies/individuals** may submit their bio-data along with details of qualifications, experience with necessary documentary proof, along with filled up in application format(attached) addressed to **Secretary, Paradip Port Trust, At/Po: Paradip Port, Dist: Jagatsinghpur, Odisha- 754142.** Last date of submission of application is **23.07.2018.**
- (8) For any clarifications, they may contact Secretary/Sr. Dy. Secretary at the land line No. **06722222168/222146.**
- (9) PPT reserves the right to cancel or modify the terms at any time without assigning any reason.


Secretary
Paradip Port Trust

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

(A) Personal Information:

1. Name (in Block Letters) :
2. Date of Birth :
(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) 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	Total remuneration per annum	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.