



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



APPLICATIONS ARE INVITED FOR THE FOLLOWING ENGAGEMENTS ON CONTRACTUAL BASIS IN PARADIP PORT TRUST

ADVT. NO.AD/RSC-22/196/2015/2694

Dated, the 3rd August, 2017

1. Paradip Port Trust, an Autonomous Body under the Ministry of Shipping, invites applications for engagement of the following professionals:-

Sl. No.	Area of profession	No. of Engagements		
		Chief Manager	Sr. Manager	Manager
1	Information, Communication & Trade Facilitation	01	01	-
2	Environment & Safety	01	01	-
3	Business Development & Trade Promotion	01	-	01
4	Corporate Relations and Communications (provisional vacancies)	01	-	01

2. The above engagement will be on contract for 3 years, which may further be extended to 2 years.
3. Age limits and Remuneration for the posts are as follows:

S.NO	ENGAGEMENT	AGE LIMIT	REMUNERATION
1	Chief Manager	Below 55 years	Rs. 98,000/-p.m (approx.)
2	Sr. Manager	Below 52 years	Rs. 88,000/-p.m. (approx.)
3	Manager	Below 50 years	Rs. 78,000/-p.m. (approx.)

4. Age limits can be relaxed for deserving candidates at the discretion of PPT. Remuneration may be revised as per the IDA rates from time to time.
5. Retired employees/deputationists will not be considered for engagement.
6. **Further details on professional qualifications, experience, duties and responsibilities, profarma of application, etc., the candidates may visit port website www.paradipport.gov.in.**
7. Interested candidate may forward the application in the prescribed format along with self attested certificates addressed to **Secretary, Paradip Port Trust, Administrative Building, Paradip-754142**, Jagatsinghpur (Dist), Odisha in closed cover super scribing the area and designation for which application is made.
8. Applications received after due date, incomplete applications without enclosures etc. will not be considered.
9. Last date for receipt of applications is **19th Sept., 2017**.
10. PPT reserves the right either to fill up all or some vacancies. PPT also reserves the right either to cancel or modify the advertisement.
11. Shortlisted candidates will be required to attend either Written Test or interview or both.

Sd/-
Secretary,
Paradip Port Trust

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

1. CHIEF MANAGER (Information, Communication & Trade Facilitation)

A) Role and Responsibilities.

- ❖ To provide Strategic vision, IT Inputs in the Analysis, Planning and Implementation for Automation and Port Activities. It includes Technology preference, Implementation modes, Process integration and Systematic Maintenance.
- ❖ Also responsible for Managing a team, Establishing goals & objectives, Managing performance & deliverables and Developing and monitoring staff.
- ❖ Will lead a support team with varied IT expertise that manages the IT installations of the Port. IT assets under management include Terminal Operating System, Access Control along with Smart Gate, ERP, MIS including dashboard etc.
- ❖ Responsible for Managing a team, Establishing goals & objectives, Managing performance & deliverables and Developing and mentoring staff.
- ❖ Shall recommend and plan information and communication technology operating solutions and process re-engineering efforts to support and meet corporate objectives based on research and evaluation and industry standards.

B) Essential Qualification

(i) **Post Graduate Degree in Computer Science** (equivalent to M. Tech (CS) from a recognized university/ institution.

OR

(ii) **Engineering Degree with any one of the following from a recognized University / Institution:**

- ❖ Post Graduate Diploma in Computer Science
- ❖ Post Graduate Diploma in Computer Application
- ❖ Post Graduate Diploma Information Technology

OR

(iii) **Engineering Degree in Computer Science / Information Technology** from a recognized university / institution.

OR

(iv) **Post Graduate Degree in Computer Application / Post Graduate Degree in Information Technology** from a recognized university / institution.

OR

(v) **Master's degree in Physics/Mathematics/Statistics/ Operations Research/ Electronics with any one of the following from a recognized University / Institution**

- ❖ Post Graduate Diploma in Information Technology
- ❖ Post Graduate Diploma in Computer Science
- ❖ Post Graduate Diploma in Computer Application

Preference will be given to Post Graduate Degree in Computer Science(equivalent to M. Tech(CS)) from a recognized university / institution.

Desirable Qualification

❖ **Master degree in Business Administration (MBA/PGDM)** or equivalent from a recognized University / Institution.

(C) Experience:

❖ 10 years' experience in the related field of which 4 years in supervising a team, lead teams with implementation of complex business, critical systems and oversee large and complex system inclusive of POS (Port Operation System) such as RFID (Radio Frequency Identification Device), WIFI(Wireless Fidelity), OCR (Optical Character Recognition), GMS (Group Management Services), EDI (Electronic Data Interchange), DBA(Database Administrator) (Oracle & MS SQL),Unix Administration, B2B(Business to Business) solutions like Wireless Technology (tecklogix) as well as location systems etc.

Desirable Experience:

❖ Experience in Port / Shipping Sector.

2. SENIOR MANAGER (Information, Communication & Trade Facilitation)

(A) Role & Responsibilities:

❖ Will be responsible but not limited to defining the need, identifying the vendors, sourcing etc., and facilitate implementation, primary support, maintenance, training of users, testing and release management.

❖ Actively participate in Industry and other Professional Networks to ensure awareness of Industry standards, trends and best practices in order to strengthen Organizational and Technical Knowledge.

(B) Essential Qualification

(i) Post Graduate Degree in Computer Science (equivalent to M. Tech (CS)) from a recognized university / institution.

OR

(ii) Engineering Degree with any one of the following from a recognized University / Institution:

- ❖ Post Graduate Diploma in Computer Science
- ❖ Post Graduate Diploma in Computer Application
- ❖ Post Graduate Diploma Information Technology

OR

(iii) Engineering Degree in Computer Science / Information Technology from a recognized university / institution.

OR

(iv) Post Graduate Degree in Computer Application / Post Graduate Degree in Information Technology from a recognized university / institution.

OR

(v) Master's degree in Physics/Mathematics/Statistics/ Operations Research/ Electronics with any one of the following from a recognized University / Institution.

- ❖ Post Graduate Diploma in Information Technology
- ❖ Post Graduate Diploma in Computer Science
- ❖ Post Graduate Diploma in Computer Application

Preference will be given to Post Graduate Degree in Computer Science(equivalent to M. Tech(CS)) from a recognized university / institution.

Desirable Qualification

❖ **Master degree in Business Administration (MBA/PGDM)** or equivalent from a recognized University / Institution.

(C) Experience:-

❖ 7 years experience in the related field of which 3 years in supervising a team, lead teams with implementation of complex business, critical systems and oversee large and complex system inclusive of POS (Port Operation System) such as RFID (Radio Frequency Identification Device), WIFI(Wireless Fidelity), OCR (Optical Character Recognition), GMS (Group Management Services), EDI (Electronic Data Interchange), DBA(Database Administrator) (Oracle & MS SQL),Unix Administration, B2B(Business to Business) solutions like Wireless Technology (tecklogix) as well as location systems etc.

Desirable Experience :-

❖ Experience in Port / Shipping Sector.

3. CHIEF MANAGER (Environment & Safety)

(A) Role & Responsibilities:

❖ He will provide Strategic vision & Plan in the implementation of various Environmental and Safety initiatives of the Port.

❖ Responsible for Managing a team, Establishing goals & objectives, Managing performance & deliverables and Developing & Mentoring staff.

❖ Responsible for improving the Port's environmental compliance including implementation and management of various environmental and safety plans environmental project permitting, sustainability and environmental policy development and implementation.

❖ Incumbent will also assist in the Management of Port's storm water, waste water and air emissions permit compliance.

(B) Essential Qualification:

❖ **A Post Graduate Degree in Environmental sciences or Degree in Environmental Engineering or Civil Engineering or Environmental law from a recognized National/International University.**

Desirable Qualification

❖ Post Graduate Diploma in safety Engineering (or) Industrial Engineering.

(C) Experience:-

❖ **15 years of experience in Environmental works** or Environment Management including Assessment/Regulations related to environment out of which 5 years experience in the capacity of Rs. 32900-58000/- scale of Port Sector or equivalent.

Desirable Experience :-

❖ Experience in Port / Shipping Sector/Infrastructure/Heavy Engineering.

❖ Broad knowledge in training and direct experience in interpreting and navigating environmental regulations and issues encompassing local, state and federal regulatory requirements and permit processes.

4. SENIOR MANAGER (Safety)

(A) Role & Responsibilities:

❖ Responsible for leading the effort to create and save environment for workmen.

❖ Also responsible and co-ordinate developing the safety manuals by all departs and adhere to them.

(B) Essential Qualification:

❖ **Graduate degree in Engineering in Mechanical/Electrical Engineering** (or) Equivalent from a recognized University.

❖ **Diploma in safety Engineering/Management.**

(C) Experience:-

❖ **10 years of work experience in Industrial/Marine Safety** out of which 5 years experience in the Executive Cadre.

Desirable Experience :-

❖ Experience in Port / Shipping Sector/Infrastructure/Heavy Engineering.

5. CHIEF MANAGER (Business Development & Trade Promotion)

(A) Role & Responsibilities:

❖ He will provide Strategic vision & Plan in the implementation of various Business Development and Trade promotion initiatives of the Port.

❖ Responsible for Managing a team, Establishing goals & objectives, Managing performance & deliverables and Developing & Mentoring staff.

❖ Responsible for creating image building of the organization and bringing additional throughput to the Port.

❖ Responsible for promotion and optimal utilization of the Port properties, facilities and services with existing and potential customers and maximizing the economic benefit to the community and region resulting from the activities of the Port.

❖ Also will focus on any strategic tie ups/long term relationships with customers, Port authorities or similar such entities to foster growth and efficient Port operations.

(B) Essential Qualification:

❖ **Any recognized degree with Post Graduate degree/MBA/equivalent** qualification from a recognized National/International University.

Desirable Qualification:

❖ Professional qualifications from Institute of Chartered Ship brokers or Institute of Chartered logistics and transport (member, fellow or associate of the Institute obtained after passing prescribed examinations. Not honorary membership).

(C) Experience:-

❖ **10 years work experience in the area of Business Development and Trade Promotion** in a service sector / public sector / private sector entity in executive cadre.

Desirable Experience :-

❖ Experience in Port / Shipping/Logistics Sector

6. MANAGER (Business Development & Trade Promotion)

(A) Role & Responsibilities:

- ❖ Develop and maintain an effective promotional programme that fosters positive working relationships with current customers and attracts new business to the Port.
- ❖ Research, plan and execute marketing strategies in support of the achievement of the Port's corporate objectives.

(B) Essential Qualification:

- ❖ **Any recognized degree with Post Graduate degree/MBA/equivalent** qualification from a recognized National/International University.

Desirable Qualification:

- ❖ Professional qualifications from Institute of Chartered Ship brokers or Institute of Chartered logistics and transport(member, fellow or associate of the Institute obtained after passing prescribed examinations. Not honorary membership).

(C) Experience:

- ❖ 5 years work experience in the area of Business Development and Trade Promotion in a service sector / public sector / private sector entity, in executive cadre.

Desirable Experience:-

- ❖ Experience in Port / Shipping /Logistics Sector.

7. CHIEF MANAGER (CORPORATE RELATIONS & COMMUNICATIONS)

A) Role and Responsibilities.

- ❖ He will provide Strategic vision & Plan in the implementation of various initiatives in the area of Corporate relations and communications.
- ❖ Responsible for Managing a team, Establishing goals & objectives, Managing performance & deliverables and Developing & Mentoring staff.
- ❖ Shall create Company Literature. Thought leadership, materials and other forms of communications for better image building of the organization.

B) Essential Qualification

- ❖ Degree with Post Graduate Degree in Marketing / Mass Communication / Journalism / Public Relations from a recognized National/International University.

Desirable Qualification

- ❖ PG Diploma in Computer Applications.

C) Experience

- ❖ 15 years work experience in Marketing / Public Relations / Mass Communications / Media in an executive cadre in a responsible capacity in Govt./Autonomous/Public Sector or reputed private/industrial establishments.

Desirable Experience :-

- ❖ Experience in Port / Shipping Sector.
- ❖ Capacity to build network and flair to write and compassionately associated with the Port/ Infrastructure.

8. MANAGER (CORPORATE RELATIONS & COMMUNICATIONS)

A) Role and Responsibilities

- ❖ He will provide Strategic vision & Plan in the implementation of various initiatives of the Port for better image building.
- ❖ Responsible for Managing a team, Establishing goals & objectives, Managing performance & deliverables and Developing & Mentoring staff.
- ❖ Shall create Company Literature, Thought leadership, materials and other forms of communications.
- ❖ Shall create marketing and promotional materials both print and electronic.
- ❖ Promote products and services through public relations initiatives.
- ❖ Develop marketing communications campaigns.
- ❖ Create thought leadership materials.

B) Essential Qualification

- ❖ Degree with a Post Graduate Degree in Marketing / Mass Communication / Journalism / Public Relations from a recognized National/International University.

Desirable Qualification

- ❖ PG Diploma in Computer Applications.

C) Experience:-

- ❖ 7 years work experience Marketing / Public Relations / Mass Communications / Media in an executive cadre in a responsible capacity in Govt/autonomous/public sector or reputed private/industrial establishments.

Desirable Experience:

- ❖ Experience in Port / Shipping Sector.
- ❖ Capacity to build network and flair to write and compassionately associated with the Port/Infrastructure.

7. OTHER TERMS & CONDITIONS

(i) Age limits:

SR No	POSITION	AGE LIMIT (*)
1	Chief Manager	Below 55 years
2	Senior Manager	Below 52 years
2	Manager	Below 50 years

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

(ii) Monthly consolidated remuneration

Sl. No	Position	Monthly Remuneration (approx.) (*)
1	Chief Manager	Rs.98,000/-
2	Senior Manager	Rs. 88,000/-
3	Manager	Rs.78,000/-

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

- (iii) 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.
 - (iv) No retired officers or deputationists will be engaged for these assignments.
 - (v) If the Port desires to follow interview mode for selection of the professionals, it must ensure that atleast 90% weightage is given to qualifications and experience of the candidates and not more than 10% weightage is given to performance in the interview. Further, while shortlisting candidates for the interview, the ratio of 1:3 may be followed with regard to vacancies and candidates called for interview. However, PPT reserves the right to alter the ratio as would be felt necessary at the time of shortlisting.
 - (vi) The cutoff date for determining the age is **19.09.2017**.
 - (vii) 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.
 - (viii) Appointing Authority reserves the right to cancel selection process fully or partly without assigning any reason thereof.
- 8) 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.



PARADIP PORT TRUST
ADMINISTRATIVE DEPARTMENT

Affix Passport
size
Photograph

APPLICATION FOR THE POSITION OF:.....

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 **19.09.2017** : _____
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						

14. Details of computer knowledge Language(s) : _____
known and application Software used

15. 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] : _____
16. 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: _____

Signature: _____

Place: _____

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.