

VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

No.C1&C2/Rect./PFFOPR/2017

Dt.12.02.2018.

Re-Employment Notification No:03/2018, dt.08.02.2018

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
	iii) 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.	Corporate Relations & Communications		
	i) Manager	(Pay Scale Rs.29100-54500) Total Consolidated pay Rs.88, 000/- (Approximately) per month)	01
IV.	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
V.	Business Development and Trade Promotion		
	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
TOTAL:			10

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 01.01.2018. In case eligible internal Port Officers responds, on their selection, they will have to resign from Port Services and further, all the positions are on contract basis only.

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 **16.03.2018**.

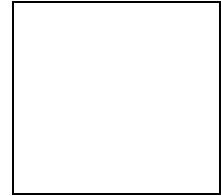
For further details visit WWW.VIZAGPORT.COM (Useful information / careers section).

Sd/-
SECRETARY
VISAKHAPATNAM PORT TRUST

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.

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 :					
11	Languages Known :					

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

Job role, Profile of the incumbents of the new Department “ Corporate Development and Strategic Planning”

1 Information, Communication and Trade Facilitation.

1.(i) Chief Manager: (Pay Scale: 36600 – 62000):

(A) Role & 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 & Experience:

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 in 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.

(ii) Experience:

- ❖ 10 years experience in the related field of which 04 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 (Data base Administrator) Oracle & MS SQL, Unix Administration, B2B (Business to Business) solutions like Wireless Technology (tecklogix), as well as location systems. etc.

(C) Desirable Qualification and Experience:

- ❖ Qualification:
 - Master Degree in Business Administration (MBA / PGDM) or equivalent from a recognized University / Institution.
- ❖ Experience:
 - Experience in Port / Shipping Sector.

1.(ii) Senior Manager: (Pay Scale – 32900 – 58000)

(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 & Experience:

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 in 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.

(ii) Experience:

- ❖ 7 years experience in the related field of which 03 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 & MSSQL), Unix Administration, B2B (Business to Business) solutions like Wireless Technology (tecklogix) as well as location systems etc.

(c) Desirable Qualification and Experience:

(i) Qualification:

- Master Degree in Business Administration (MBA / PGDM) or equivalent from a recognized University / Institution.

(ii) Experience:

- Experience in Port / Shipping Sector.

1.(iii) Manager: (Pay Scale: 29100 – 54500):

(A) Role & Responsibilities:

- ❖ Maintains an understanding of Terminal Operating Systems, processes and re-engineering efforts and provides recommendations for internal efforts that meet corporate objectives.
- ❖ Responsible for determining how changing business needs will affect the applications ecosystem.
- ❖ Ensure management of version control, patch planning, new feature review, interaction with vendor project managers and key account managers etc.

(B) Essential Qualification & Experience: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 in 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.

(ii) Experience:

- ❖ 5 years experience in the related field of which 02 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 & MSSQL), Unix Administration, B2B (Business to Business) solutions like Wireless Technology (tecklogix) as well as location systems etc.

(c) Desirable Qualification and Experience:

(i) Qualification:

- Master Degree in Business Administration (MBA / PGDM) or equivalent from a recognized University / Institution.

(ii) Experience:

- Experience in Port / Shipping Sector.

2.0 Project Management

2.(i) Chief Manager: (Pay Scale: 36600 – 62000):

(A) Role & 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 & Experience:

(i) Qualification:

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

(ii) Experience:

- ❖ 10 years work experience in Planning and Project implementation.

(c) Desirable Qualification and Experience:

(i) 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.

(ii) Experience:

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

2.(ii) Senior Manager: (Pay Scale: 32900 – 58000)

(A) Role & Responsibilities:

- ❖ Responsible for the implementation of all the projects
- ❖ Develop a schedule for project completion and effectively allocates the resources to the activities.
- ❖ Review the project schedule with senior management and all other staff that will be affected by the project activities.
- ❖ Determine the objectives and measures upon which the project will be evaluated at its completion.

(B) Essential Qualification & Experience:

(i) Qualification:

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

(ii) Experience:

- ❖ 10 years work experience in Planning and Project implementation.

(C) Desirable Qualification and Experience

(i) 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

(ii) Experience:

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

3.0 Corporate Relations & Communications:

3.(i) Manager: (Pay Scale: 29100 – 54500):

(A) Role & 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 & Experience:

(i) Qualification:

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

(ii) Experience:

- ❖ 7 years work experience in Marketing / Public Relations / Mass Communications / Media.

(C) Desirable Qualification and Experience:

(i) Qualification:

- ❖ PG Diploma in Computer Applications.

(ii) Experience:

- ❖ Experience in Port / Shipping Sector
- ❖ Capacity to build network and flair to write and compassionately associated with the Port / Infrastructure.
- ❖ Corporate experience in Corporate Relations & Communications and PR activities in Government Sectors, Limited Companies and other larger companies.

4.0 Environment and Safety:

4.(i) Chief Manager: (Pay scale: 36600-62000)

(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 projects 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 & Experience:

(i) Qualification:

- ❖ A Post Graduate Degree in Environmental sciences / Environmental Engineering or Environmental law from a recognised National / International University.

(ii) Experience:

- ❖ 10 years experience in Environmental Assessment / Regulations.

(C) Desirable Qualification and Experience:(i) Qualification:

- ❖ Post Graduate Diploma in safety Engineering / Industrial Health.

(ii) Experience:

- ❖ Experience in Port / Shipping Sector / Infrastructure/Heavy Engineering.
- ❖ Must have 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.(ii) Senior Manager (Safety): (Pay scale: 32900-58000)

(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 & Experience:(i) Qualification:

- ❖ Post Graduate Degree in Safety Engineering (or) Equivalent from a recognised National / International University.

(ii) Experience:

- ❖ 7 years of work experience in Industrial / Marine Safety.

(C) Desirable Qualification and Experience:(i) Qualification:

- ❖ Post Graduate Diploma in safety Engineering / Industrial Health.

(ii) Experience:

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

5.0 Business Development & Trade Promotion:**5.(i) Senior Manager – (Pay Scale: 32900 - 58000):**

(A) Role & Responsibilities:

- ❖ 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.
- ❖ Will plan, organise and implement direct sales activities with shippers to maximise business development opportunities and attract new cargo and passengers to the Port.
- ❖ Identify, priorities and participate in key industry trade events, conferences and seminars to support the attraction of business and investment to the Port.

(B) Essential Qualification & Experience:(i) Qualification:

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

(ii) Experience:

- ❖ 7 years work experience in the area of Business Development and Trade Promotion in a service Sector / Public Sector / Private Sector entity.

(C) Desirable Qualification and Experience:

(i) 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)

(ii) Experience:

- ❖ Experience in Port / Shipping Sector.

5.(ii) Manager – (Pay Scale: 29100 - 54500):

(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 & Experience:

(i) Qualification:

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

(ii) Experience:

- ❖ 5 years work experience in the area of Business Development and Trade Promotion in a service Sector / Public Sector / Private Sector entity.

(C) Desirable Qualification and Experience:

(i) 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)

(ii) Experience:

- ❖ Experience in Port / Shipping Sector.