



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



No.AD/RSC-22/106/2015(Pt.-I)/273

Dated, the 01-Jan., 2022
FEB-

ADVERTISEMENT

Paradip Port Trust, an Autonomous Body under the Ministry of Ports, Shipping & Waterways, invites applications for filling up the following engagement on contract basis :

Sl. No	Post	No. of engagements	Consolidated Remuneration
1	Chief Manager (Business Development & Trade Promotion) (on contract)	01 (one)	Rs.93,000/- per month

2. The above contractual engagement will for (01) one year and extendable further based on performance and requirement of Paradip Port Trust.
3. Age : Less than 55 years. Age limits can be relaxed for deserving candidates at the discretion of PPT.
4. **Further details on professional qualification, experience, duties and responsibilities, Performa of applications, etc. the candidates may visit Port website www.paradipport.gov.in.**
5. Interested candidates may submit the application in the prescribed format along with self attested certificates addressed to **the Secretary, Paradip Port Trust, Administrative Building, Paradip-754142, Jagatsinghpur, Odisha.**
6. Applications received after due date, incomplete application etc., will not be considered.
7. Last date for receipt of application is **28.02.2022**.

[Handwritten Signature]
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

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.

(D) OTHER TERMS & CONDITIONS

(i) Age limits:

SR No	POST	AGE LIMIT (*)
1	CHIEF MANAGER (Business Development & Trade Promotion)	Below 55 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	Post	Monthly Remuneration (*)
1	CHIEF MANAGER (Business Development & Trade Promotion)	Rs.93,000/-

(*) 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 **01 years** and extendable further based on the performance and requirement of Paradip Port Trust. 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) The cutoff date for determining the age is **01.01.2022**.
- (vi) If the Port desires to follow interview mode for selection of the professionals, it must ensure that at least 90% weight age is given to qualifications and experience of the candidates and not more than 10% weight age is given to performance in the interview. Further, while short listing 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 short listing.
- (vii) **Medical Facilities** : The professional functionary will be entitled for medical consultation in Paradip Port Trust Hospital **for self only**.
- (viii) **Accommodation**: Unfurnished Type-B/C quarters on payment of usual rent along with Electricity/Water charges as applicable to Class-I Officers of PPT subject to availability.
- (ix) The professional functionary will be eligible to get admissible TA/DA as applicable to Class-I Officers of PPT when deputed outside the Head Quarter on Official Duty.
- (x) Hired vehicle facilities, as admissible to Port Officers may be provided.
- (xi) 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.
- (xii) Appointing Authority reserves the right to cancel selection process fully or partly without assigning any reason thereof.
- (xiii) The engagement is purely temporary and may be terminated without assigning any reasons by giving a notice of fifteen days.
- (xiv) The contract shall not confer any right/claim for absorption in Paradip Port Trust.
- (xv) 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 photocopies of certificates of age and required educational /professional qualifications & experience, etc.


Secretary,
Paradip Port Trust

PARADIP PORT TRUST
ADMINISTRATIVE DEPARTMENT
APPLICATION FOR THE POST OF: CHIEF MANAGER (BUSINESS DEVELOPMENT &
TRADE PROMOTION) ON CONTRACTUAL BASIS

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 01.01.2022 : _____
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. Nationality : _____
9. Religion : _____
10. Whether belongs to Minority /Community, If yes, please specify. : _____
11. Whether belongs to ST/SC/ OBC/GEN : _____
12. Gender : _____
13. Marital Status : _____

Affix
Passport
size
Photograph

14. Details of Educational Qualifications 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/ etc.					

15. 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) Scale of pay						
f) Total Salary						

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

17. Additional information, if any, which the candidate 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] : _____

18. Language(s) 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 also undertake that, if at any stage of selection, the information furnished is forward to be false or misleading, 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 educational qualification and experience must be enclosed. Application will not be considered without self attested copies of all supporting documents.