



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



No.AD/RSC-22/196/2015(Pt.-VI)/20


Dated 04/01 / 2023

ADVERTISEMENT

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

Sl. No	Post	No. of Posts	Total Consolidated Monthly Remuneration
1	Chief Manager (Corporate Relations & Communications) (on contract)	1 no.	Rs.1,40,000/- per month

- The above contractual engagement will for (01) one year and extendable further based on performance and requirement of Paradip Port Authority.
- Age : Less than 55 years. Age limits can be relaxed for deserving candidates at the discretion of PPA.
- Further details on professional qualification, experience, duties and responsibilities, Pro-forma of applications, etc., the candidates may visit Paradip Port website www.paradipport.gov.in.
- Interested candidates may submit the application in the prescribed format along with self attested certificates addressed to **the Secretary, Paradip Port Authority, Administrative Building, Paradip-754142, Jagatsinghpur, Odisha.**
- Applications received after due date, incomplete application etc., will not be considered.
- Last date for receipt of application is **10.02.2023**.


Secretary, 01/01/2023
Paradip Port Authority

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

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 organisation.

B) **Essential Qualification & Experience:**

(i) Qualification:

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

(ii) Experience:

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

C) **Desirable Qualification and Experience :**

(i) Qualification:

- ❖ P.G. 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.

(D) OTHER TERMS & CONDITIONS

(i) **Age limits:**

SR No	POST	AGE LIMIT (*)
1	CHIEF MANAGER (Corporate Relations & Communications)	Below 55 years

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

(ii) **Monthly consolidated remuneration**


Sl. No	Post	Monthly Remuneration (*)
1	CHIEF MANAGER (Corporate Relations & Communications)	Rs.1,40,000/- per month

(*) The consolidated remuneration may vary according to the IDA variation applicable from time to time during the period of engagement.

- (iii) The professional functionaries will be engaged purely on contractual basis for a period of **01 year** and extendable further based on the performance and requirement of Paradip Port Authority. 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.

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- (iv) No retired officers or deputationists will be engaged for these assignments.
- (v) The cutoff date for determining the age is **01.01.2023**.
- (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, PPA 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 Authority 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 PPA subject to availability.
- (ix) The professional functionary will be eligible to get admissible TA/DA as applicable to Class-I Officers of PPA 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 Authority.
- (xv) Desirous candidates may submit the applications in the prescribed format (attached herewith), addressed to **the Secretary, Paradip Port Authority, Administrative Department, Paradip Port Authority, Dist- Jagatsinghpur, Pin-754142, Odisha**, along with self-attested photo copies of certificates of age and required educational /professional qualifications & experience, etc.


Secretary,
Paradip Port Authority

PARADIP PORT AUTHORITY
ADMINISTRATIVE DEPARTMENT
APPLICATION FOR THE POST OF: CHIEF MANAGER (CORPORATE RELATIONS & COMMUNICATIONS) 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 01.01.2023 : _____
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.					

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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.

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