



PARADIP PORT AUTHORITY

PARADIP - 754 142, ODISHA (INDIA)

ADMINISTRATIVE DEPARTMENT



No.AD/RSC-II-21-23/2014/507

Dated, the 03-March., 2023

ADVERTISEMENT


Paradip Port Trust, an Autonomous Body under the Ministry of Ports, Shipping & Waterways, invites applications for filling up the following post on contract basis for a period of (03) three years extendable another (2) years. The details regarding post showing qualifications, remunerations etc. for the post are as below:

Sl. No	Post	No. of Posts	Age Limit(*)	Total Consolidated Monthly Remuneration
1	MANAGER (TRADE PROMOTION CENTRE) (On Contract)	01 no.	Above 40 up-to 55 years	Rs.40,000/- per month(approx.)

The remuneration may be revised as per IDA rates.

Further details on professional qualification, experience, role and responsibilities etc. the candidates may visit Port website www.paradipport.gov.in.

The last date for receipt of application in this Port is **24.03.2023** to Secretary, Paradip Port Authority, Administrative Building, Paradip-754142, Jagatsinghpur, Odisha. Applications received after due date, incomplete application etc., will not be considered.


Secretary, 03/03/2023
Paradip Port Authority

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

(A) Role & Responsibilities :

- ❖ He will be placed at Bhubaneswar and Overall management of Guest House at Bhubaneswar of Paradip Port Authority.
- ❖ Travel arrangement for PPA officials and VIPs & others as and when required.
- ❖ Liaisoning with State Government/Govt. Departments/Organizations.
- ❖ Work relating to conducting Port functions/Conclaves/Exhibitions etc.
- ❖ Any other works as and when required as per the orders of the competent authority

(B) Essential Qualification:

- ❖ A Graduate from recognized University.
- ❖ MBA/Post Graduate Diploma in Management(Hotel Management/Hospitality Management/HR/IR/Marketing).

(C) Experience:-

- ❖ Minimum 10 years experience in Guest Houses of Central/State/ Public Sector undertakings/Hospitality Sector.

(D) OTHER TERMS & CONDITIONS

(i) Age limits:

SR No	POST	AGE LIMIT
1	MANAGER (TRADE PROMOTION CENTRE) (On Contract)	Above 40 up-to 55 years

(ii) Monthly consolidated remuneration

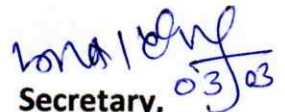
Sl. No	Post	Monthly Remuneration (approx.)
1	MANAGER (TRADE PROMOTION CENTRE) (On Contract)	Rs.40,000/-

- (iii) The professional functionaries will be engaged purely on contractual basis for a period of 3 years, extendable by another 2 years.
- (iv) No retired officers or deputationist will be engaged for these assignments.
- (v) Persons employed in Central/State/ Public Sector undertakings/Hospitality Sector should submit the NoC along with their application. If they will unable to submit the NoC within the time period, they may submit the NoC from the Employer at the time of Test / Interview failing which they will be debarred to attend the Test/ Interview.
- (vi) If the Port desires to follow interview mode for selection of the professionals, it must ensure that at least 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

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shortlisting 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 shortlisting.

- (vii) The cutoff date for determining the age is the last date of closing of receipt of applications.
 - (viii) 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.
 - (ix) Appointing Authority reserves the right to cancel the selection process fully or partly without assigning any reason thereof.
1. Desirous candidates may submit the applications in the prescribed format (attached herewith), addressed to the **Secretary, Paradip Port Authority, Administrative Department, Dist- Jagatsinghpur, Pin-754142, Odisha**, along with self-attested photo copies of certificates of age and required educational /professional qualifications & experience, etc.
 2. Last date for receipt of applications is **24.03.2023**


Secretary, 03/03
Paradip Port Authority

PARADIP PORT AUTHORITY

APPLICATION FOR THE POST OF MANAGER (TRADE PROMOTION CENTRE) (ON CONTRACT)

1] Name :

2] Father's Name :

3] Date of Birth :

(Self-Certified copy of proof to be enclosed)

4] Age :

(As on March 01,2021)

5] Permanent Address :

:

:

6] Address for Communication :

:

:

7] Telephone : **Landline** : **Mobile** :

8] E-mail ID :

9] Nationality :

10] Religion :

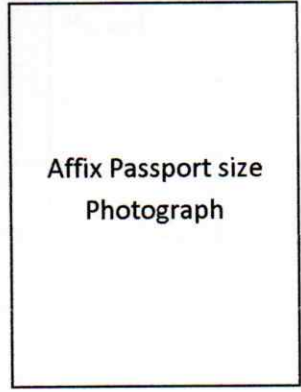
11] SC/ST/OBC :

12] Educational and other qualifications ::

Sl.No.	Examination	Subject/ Honors/ Pass Course	Name of the Board/ College/ University	Percentage(%) with Division/ Class

(Self-certified copies of Marks sheets/ Certificates to be enclosed)

13] Professional qualification : (if any):



14] Experience (Certificate to be attached) :

Post	Scale of Pay & Present Basic Pay & Gross Pay	Organization	From	To	Period

9] Language known
(Read, Write and Speak) ::

10] Any other information ::

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 found to be false or misleading, my candidature/appointment/services will stand cancelled/terminated, without assigning any reasons there for. Further, I will not withdraw my candidature and undertake to accept the terms & conditions of appointment/ posting.

Place:

Date:

Signature of the Applicant