

**VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)**

EMPLOYMENT NOTICE No. C2/2/2020, dated 18 -12-2020

Visakhapatnam Port Trust, intent to engage 2 (two) Business Development Officers (Team Leaders) for Business Development and Trade Promotion purely on contract basis for a period of one year on consolidated monthly remuneration with the incumbents possessing the following eligibility.

Post	Qualifications	Age	Remuneration (consolidated)	Number of Posts
Business Development Officer (Team Leader)	<u>Essential:</u> <u>Qualifications:</u> M.B.A from any Indian Institute of Management <u>Experience:</u> Post qualification experience of Minimum 3 (three) years in working as Executive in Public Sector/Private Sector/Shipping Industry in Marketing/Business Development.	35 years as on 01.12.2020 (Should not exceed 35 years)	Rs.1,25,000/- (per month) + (Incentive for attracting new Customers and new Cargoes)	Two (2)

Capabilities:

- Should have subject knowledge on the logistics sector. Preference will be given for the experience in Port, Shipping & Railways.
- Should have an excellent communication skills especially in English, Hindi and working knowledge of Telugu etc. Knowledge in Computers & M.S. Office; PPTs and possess good analytical skills for data analysis etc.
- Should have qualities for maintaining good industrial / Trade and Public relations.
- Should be dynamic, Go getter and willing to travel throughout the country etc., on call.

Method of Selection:

- VPT reserves its right whether to conduct written test or interview or both.

Applications are invited from the eligible candidates to submit their candidature as in the prescribed proforma (Annexure-I) along with attested copies of certificates in support of educational qualification/experience and the same should reach to the following address **on or before 20-01-2021 at 5.00 pm** to the following address. The Applications received before the last date shall only be considered and incomplete applications in the form of unsigned and without enclosures should not be entertained.

Address: Secretary
1st Floor, Administrative Officer Building
Visakhapatnam Port Trust
Visakhapatnam-530035.

Canvassing any form will be a disqualification and VPT reserve the right either to cancel the notification or increase or decrease a number of posts including device in its own method in selecting the candidates.

For further details, visit Port Website i.e. www.vizagport.com


for **SECRETARY**

APPLICATION FORMATPassport size
photo

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.	Qualifications: (Enclose attested copies certificates)				
	Qualification (with Discipline/Branch	Name of College/ University	Year of passing	Marks secured	Percentage
(i)					
(ii)					
(iii)					
(iv)					
Note: In case of CGPC 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.					
7.	Experience: (Enclose copies of proof):				
	Name of the Organization	Post held	From	to	Nature of duties
(i)					
(ii)					
8.	Permanent Address:				
9.	Address for Communication With e-mail address and Telephone No.				
10.	Any other points, applicant 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 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:

SIGNATURE OF THE CANDIDATE

Date:

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TERMS & CONDITIONS APPLICABLE TO THE BUSINESS DEVELOPMENT OFFICER
(TEAM LEADER) TO BE ENGAGED PURELY ON CONTRACT BASIS IN VISAKHAPATNAM PORT
TRUST VISAKHAPATNAM

01. The Business Development Officer should work in Visakhapatnam Port Trust under the Administrative control of Dy. Chairman / Traffic Manager (HoD) of Traffic Department/VPT.
02. He /She will be posted in Traffic Department and should attend on all working days. He /She should attend the works entrusted by the Traffic Manager/Sr. DTMs.
03. He /She will be paid a consolidated payment of Rs.1,25,000/- (Rupees one Lakh twenty five thousand only) per month + incentive based on performance.
04. Income Tax as applicable will be recovered from the consolidated remuneration as per the extant I.T rules.
05. He /She will be eligible for 12 days Leave in One Year on pro-rata basis. Prior permission should be obtained from the Competent Authority for late coming. In the event of absence, the remuneration will be paid on pro-rata basis, for actual days of working.
06. He /She will not be entitled to any benefits except the consolidated remuneration prescribed and incentive on his performance.
07. He /She is forbidden from receiving any remuneration or reward from the Shipping Agencies/Stevedores, Clearing & Forwarding agents etc., and its staff for professional services rendered in his /her official capacity.
08. His /Her services are terminable with one month notice on either side or one month consolidated monthly pay in lieu of such notice without assigning any reason. VPT has got every right to rescind the contract at any time without assigning any reason.
09. This temporary engagement is strictly on contract basis for a period of one year only which does not confer any right for claiming any regular appointment for any post in the Port Trust, in future. The continuation is subject to review of his performance after one year with the TOR to be drawn separately.
10. The terms of appointment of BDO (Team Leader) initially is for a period of one year from the date of taking up the appointment. However, in case of necessity, at the sole discretion of VPT may continue for a further period on terms and conditions that may be indicated by the Port.
11. He /She will maintain absolute integrity and devotion to duty and will be liable for penal action for misconduct or causing loss to Port property out of neglect or fault attributed to him/ her during the period of his/ her contract engagement. No commercial information pertaining to VPT should be shared with any individual or organization without prior knowledge of the competent authority. Otherwise, they are liable for action.

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12. The BDO (Team Leader) should make his/ her own arrangement of transport for attending and leaving the office.
13. He /She will attend to any another work allotted by the Dy. Chairman / Traffic Manager from time to time.
14. He /She has to devote his/ her whole time and attention to the interest of the Organisation and will not engage himself/ herself to any other work either paid or in honorary capacity. Any refusal to carry out any acts without sufficient reasons will be liable for action by the Port as ordered by the Competent Authority.
15. Any other conditions which may be required will be included/ incorporated in addition to these by VPT by serving a notice to the BDO (Team Leader) to meet the requirements of exigencies during the contract period.
16. For any dispute arising out of and during the contract period between VPT & BDO (Team Leader), the same shall be referred to Chairman/VPT, whose decision shall be final and cannot be questioned by the BDO (Team Leader)
17. The VPE (Temporary Service) Regulations, 1991 with effect from 26.07.1991 shall not apply to employees engaged on contract, as per para-3 of the said Regulation.


for SECRETARY