

VISAKHAPATNAM PORT AUTHORITY

AN AUTONOMOUS BODY UNDER MINISTRY OF PORTS SHIPPING & WATERWAYS
GOVERNMENT OF INDIA



GENERAL ADMINISTRATION DEPARTMENT

No.C1&C2/Rect./PFFOPR/2025
Dt. 03.03.2025.

EMPLOYMENT NOTICE No: C1&C2/01/2025, dt. 03.03.2025

Visakhapatnam Port Authority, an Autonomous Body under the Ministry of Ports, Shipping and Waterways is intended to engage Professional Functionaries in the fields of IT, Legal, Business Development, Environment Planning and Safety purely on Contract basis initially for a period of 03 years on the terms and conditions specified on payment of Consolidated monthly remuneration.

Applications are invited from the eligible Indian Nationals for the following posts Purely on Contract & consolidated payment basis:


S.No	Stream	Position	Remuneration per month (Rs.) (Income Tax as applicable)	No. of Posts
1	Information, Communication and Technology	Senior Manager	1,60,000/-	01
		Manager	1,20,000/-	03
2	Corporate Legal	Chief Manager	2,00,000/-	01
		Senior Manager	1,60,000/-	01
		Manager	1,20,000/-	02
3	Environment Planning and Safety	Chief Manager (Environment)	2,00,000/-	01
		Senior Manager (Safety)	1,60,000/-	01
		Manager (Environment)	1,20,000/-	02
4	Business Development & Trade Promotion	Chief Manager	2,00,000/-	01
		Senior Manager	1,60,000/-	01
		Manager	1,20,000/-	02

The maximum age limit for all the above positions is as follows.

- Chief Manager - 55Yrs
- Sr. Manager - 45Yrs
- Manager - 40Yrs

Please refer attached Annexures for (I) Qualification & Experience, Job Role/Profile, (II) Terms & Conditions, (III) Selection Process and (IV) Application Format, respectively.

Candidates should enclose two additional passport size photographs to the application.


अजय तेजा .वि/Ajay Teja
सहायक सचिव श्रेणी-I
Assistant Secretary Gr-I
विशाखपट्टणम पोर्ट प्राधिकरण
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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 and they will have to resign 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 **31.03.2025**, i.e. the last date of receipt of application.

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.

Applications 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 Authority, Visakhapatnam – 530 035** super-scribing on the envelope as " Application for the post of _____ on contract". The last date for receipt of the application is **31 .03.2025**.

For further details visit www.vizagport.com (Useful information / careers section).

For SECRETARY
VISAKHAPATNAM PORT AUTHORITY

अजय तेजा .वि / Ajay Teja . .

सहायक सचिव श्रेणी-I

Assistant Secretary Gr.-I

विशाखपट्टणम पोर्ट प्रधिकरण

Visakhapatnam Port Authority

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VISAKHAPATNAM PORT AUTHORITY

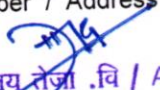
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TERMS AND CONDITIONS

- 1. Tenure of Engagement:** The tenure of contract is for a period of 3 years from the date of joining which may be extended by another 2 years based on the performance of the candidate/necessity of engagement.
- 2. Emoluments-** The following consolidated monthly amount will be applicable to the appointee:
Chief Manager : Rs.2,00,000
Sr.Manager : Rs.1,60,000
Manager : Rs.1,20,000
(The above amount will be subject to a maximum of 5% annual increment. He / She will not receive any other allowance and/or DA).
- 3.** He / She will be allowed to avail weekly day off, closed holidays, national holidays & Casual Leave as applicable to regular officers with prior permission of reporting HoD. Failure to report for duty will be entail deduction of wages on pro-rata basis.
- 4.** Working days/hours would be on par with regular employee/officer. This includes overstay beyond normal working hours in case of exigencies.
- 5.** He / She should not leave the headquarters without prior permission.
- 6.** The Port will reserve the right to terminate the contract at any time on the ground of misconduct or otherwise, without any notice.
- 7.** He/ She has to give 3 months advance notice prior to leaving the contract engagement. If he/she leaves without notice, or without acceptance of notice of termination, the amount due, i.e. consolidated pay payable will be forfeited.
- 8.** The engagement is purely on contract basis and will not confer any right to claim regular appointment etc.
- 9.** He/ She cannot claim any right/title/interest at par with the regular employees of the Port on similar or any other post doing similar work or otherwise.
- 10.** He/ She will be entitled for medical treatment in the Port hospital to the extent the facilities are available in-house, for self only. No medical claims for treatment in any other hospital / facility will be entertained.
- 11.** He/ She may be provided with residential quarters on Port as per availability, upon mutual agreement, and on payment of user charges as applicable to regular employees/ officers.
- 12.** The contractual appointment will be subject to verification of antecedents by the Police. If any adverse report is received from the Police, his/her services are liable to be terminated.
- 13.** He / She will not be permitted to take any other assignment during the period of contract with the Port.
- 14.** On official tour outside the headquarters, the entitlement to TA/DA will be as per the rates prescribed.
- 15.** The contractual appointment will be subject to the candidate being found medically fit, as per the requirements of the Port.
- 16.** 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 attributable to him/her during the period of contractual engagement.
- 17.** He/ She will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose any information/ date available during their engagement to any unauthorized person(s).
- 18.** The engaged Official shall make his own arrangement for transport to deliver his daily duties.
- 19.** Eligible candidates will be called for further process through SMS/e-mail/postal address given only. No change of email/Mobile number / Address is entertained during the entire process of Recruitment.


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OTHER CONDITIONS

1. 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.
2. 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).
3. 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.
4. Canvassing in any form will disqualify the candidate and no correspondence shall be entertained.
5. 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.
6. 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.
7. VPA is not responsible for any printing error that might have inadvertently crept in.
8. Court of jurisdiction for any dispute will be at Visakhapatnam only.
9. **Settlement of Disputes:** In the event of any dispute arising out of this contract, the interpretation and decision of the Chairperson, VPA will be final and binding.
10. The candidates shall attach one set of self attested photo copies of certificates, claiming their eligibility without which application will be summarily rejected.

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Annexure -III

SELECTION PROCESS

1. 90% weightage for educational qualification and experience; 10% weightage for interview.
2. The prescribed ratio for shortlisting the number of candidates is 1:3 (i.e. 3 candidates against one post).
3. Post Qualification experience is only reckoned as experience for eligibility.
4. The crucial date for determining the eligibility criteria viz. educational qualifications, experience, age etc., shall be as on 31.03.2025.
5. The Port Authority may adopt any methodology for shortlisting the candidates and has full rights in this regard.


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ANNEXURE-I

DETAILS OF THE ENGAGEMENT OF THE PROFESSIONAL FUNCTIONARIES ARE AS FOLLOWS:

Category: Information Communication and Technology

Level (1)	Name of post (2)	Educational Qualification (3)	Experience (4)	Roles & Responsibilities (5)
1.	Senior Manager	<p>Essential: First Class Graduate in B.E./ B.Tech in Computer science & Engineering / Information Technology / specialization in relevant field of IT from a recognized university/ Institution.</p> <p>Desirable: Post Graduate Degree in Computer Science & Engineering / Information Technology from a recognized University/ Institution</p>	<p>Essential: 9 years experience in Executive cadre in Programming/ Electronic Data Processing/ Network/ System design & Analysis/ relevant fields of information Technology in any Industrial / Commercial organization.</p> <p>Desirable: Experience in Port/ Shipping sector.</p>	<ol style="list-style-type: none"> 1. 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 the release management. 2. 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. 3. Controlling and evaluating IT and electronic data operations.
2.	Manager	<p>Essential: First Class Graduate in B.E./ B.Tech in Computer science & Engineering/ Information Technology/ specialization in relevant field of IT from a recognized University / institution.</p> <p>Desirable : Post Graduate Degree in Computer Science & Engineering/ Information Technology from a recognized University/ Institution</p>	<p>Essential: 5 years experience in Executive cadre in Programming/ Electronic Data Processing/ Network/ system design & Analysis/ relevant fields of Information Technology in any Industrial /Commercial organization.</p> <p>Desirable: Experience in Port / Shipping sector.</p>	<ol style="list-style-type: none"> 1. Maintain essential IT infrastructure, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software and hardware. 2. Maintain an understanding of Terminal Operating Systems, processes and re-engineering efforts and provide recommendations for internal efforts that meet corporate objectives. 3. Responsible for determining how changing business needs will affect the applications ecosystem. 4. Ensure management of version control, patch planning, new feature review, interaction with vendor project managers and key account managers etc.

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Category: Corporate Legal

Level (1)	Name of post (2)	Educational Qualification (3)	Experience (4)	Roles & Responsibilities (5)
1.	Chief Manager	<p>Essential: Degree in Law from a recognized National/International University.</p> <p>Desirable: Master's Degree in Corporate/ Maritime Law from a recognized National/ International University.</p>	<p>Essential: 15 years work experience in Legal wing of Corporates, Proven track record in contract negotiation and drafting.</p> <p>Desirable: Experience in Port/ Shipping Sector, Practicing experience as an Advocate.</p>	<p>1. Responsible for the court cases and advise the management in handling right perspective to take appropriate decision in pursuing the cases.</p> <p>2. Responsible for managing a team, establishing goals & objectives, managing performance & deliverables and developing & mentoring staff.</p> <p>3. Will advise and act on legal risk, Policy development, litigation management, regulatory competence, contract negotiation etc.</p>
2.	Senior Manager	<p>Essential: Degree in Law from a recognized National/ International University.</p> <p>Desirable: Master's degree in Corporate/ Maritime Law from a recognized National/ International University.</p>	<p>Essential: 10 years work experience in Legal wing of Corporates. Proven track record in contract negotiation and drafting.</p> <p>Desirable: Experience in Port/Shipping Sector. Practicing experience as an Advocate.</p>	<p>1. He will provide strategic vision & plan in the implementation of various initiatives of the Port for better image building.</p> <p>2. Responsible for managing a team, establishing goals & objectives, managing performance & deliverables and developing & mentoring staff.</p> <p>3. Will advise and act on review and provide legal advice on tender documents.</p> <p>4. Liaise with relevant Department to ensure that where legal risks have been identified, appropriate courses of action have been taken.</p> <p>5. Provide legal protection and risk management advice to Management especially on contract management.</p> <p>6. Also take care of policy development, litigation management, regulatory compliance, contract negotiation etc.</p>

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सहायक सचिव श्रेणी-1

Assistant Secretary Gr.-1

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3.	Manager	<p>Essential: Degree in Law from a recognized National/ International University.</p> <p>Desirable: Master's degree in Corporate/ Maritime Law from a recognized National/ International University.</p>	<p>Essential: 5 years work experience in Legal wing of Corporates.</p> <p>Desirable: Experience in Port/ Shipping Sector. Practicing experience as an Advocate.</p>	<p>1. Liaise with relevant department to ensure that where legal risks have been identified, appropriate courses of action have been taken.</p> <p>2. Continuously monitor compliance with statutory obligations and advise management accordingly.</p> <p>3. Review progress of outstanding litigation and liaise with the external lawyers etc.</p>
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Category: Environment and Safety

Level (1)	Name of post (2)	Educational Qualification (3)	Experience (4)	Roles & Responsibilities (5)
1.	Chief Manager (Environment)	<p>Essential: A Post Graduate Degree in Environmental Science/ Environmental Engineering or Environmental law from a recognized National/ International University.</p> <p>Desirable: A Post Graduate Diploma in safety Engineering /Industrial Health.</p>	<p>Essential: 10 years work experience Environmental Assessment/ Regulations.</p> <p>Desirable: 1.Experience in Port/Shipping Infrastructure/ Heavy Engineering.</p> <p>2.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.</p>	<p>1. He will provide Strategic vision & plan in the implementation of various initiatives in compliance with domestic environment laws and IMO conventions.</p> <p>2. Responsible for managing a team, establishing goals & objectives, managing performance & deliverables and developing & mentoring staff.</p> <p>3. Responsible for improving the Port's environment compliance including implementation and management of various environmental and safety plans environmental project permitting, sustainability and environmental policy development and implementation.</p> <p>4. Incumbent will also assist in the Management of Port's storm water, waste water and air emission permit compliance.</p>

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2.	Senior Manager (Safety)	<p>Essential: A Post Graduate Diploma in safety Engineering (or) Equivalent from a recognized National/ International University.</p> <p>Desirable: A Post Graduate Diploma in safety Engineering Industrial Health.</p>	<p>Essential: 7 years of work experience in Industrial / Marine Safety.</p> <p>Desirable: Experience in Port/ Shipping Sector/ Infrastructure/ Heavy Engineering.</p>	<ol style="list-style-type: none">1. Responsible for leading the effort to create a safe environment for workmen.2. Also responsible for coordinating with all Departments to develop the safety manuals and adhere to them.
3.	Manager (Environment)	<p>Essential: A Post Graduate Degree in Environmental Science/ Environmental Engineering from a recognized National / International University.</p> <p>Desirable: Post Graduate Diploma in safety Engineering / Industrial Health.</p>	<p>Essential: 5 years work experience Environmental Assessment / Regulations.</p> <p>Desirable:</p> <ol style="list-style-type: none">1. Experience in Port/ Shipping Sector/ Infrastructure/ Heavy Engineering.2. Must have broad knowledge in training and direct experience in interpreting and navigating environmental regulations and issues encompassing local, state and federal regulatory requirement and permit processes.	<ol style="list-style-type: none">1. Develop, implement and manage long term port environmental programs such as the Green Marine program, sustainability plan, air strategies, tenant environment plan and tenant lease management.2. Represent the Port in local, state and federal agency meetings.3. Assist in the development and updating of the Port's comprehensive scheme of Harbour improvements and strategic plan.4. Monitor and conduct regular mock drills to train the employees at different levels for safety.

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Category: Business Development & Trade Promotion

Level (1)	Name of post (2)	Educational Qualification (3)	Experience (4)	Roles & Responsibilities (5)
1.	Chief Manager	<p>Essential: Any recognized Degree with Post Graduate Degree/ MBA/ equivalent qualification from a recognized National/ International University.</p> <p>Desirable: 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 examination. Not honorary membership).</p>	<p>Essential: 10 years work experience in the area of Business Development and trade Promotion in a service sector/ public sector/ private sector entity.</p> <p>Desirable: Experience in Port/ Shipping Sector.</p>	<p>1. He will provide Strategic vision & Plan in the implementation of various Business Development and Trade promotion initiatives of the Port.</p> <p>2. Responsible for managing a team, establishing goals & objectives, managing performance & deliverables and developing & mentoring staff.</p> <p>3. 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.</p> <p>4. Also will focus on any strategic tie ups/long term relationships with customers, Port authorities of similar such entities to foster growth and efficient Port operations.</p>
2.	Senior Manager	<p>Essential: Any recognized degree with Post Graduate degree/ MBA/ equivalent qualification from a recognized National/ International University.</p> <p>Desirable: Professional qualifications from institute of Chartered Ship brokers or institute of Chartered logistics and transport (member, fellow or associate of the institute obtained after</p>	<p>Essential: 7 years work experience in the area of business Development and Trade Promotion in a service sector/public sector/ private sector entity.</p> <p>Desirable: Experience in Port / Shipping Sector.</p>	<p>1. 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.</p> <p>2. Will plan, organize and implement direct sales activities with shippers to maximize business development opportunities and attract new cargo and passengers to Port.</p> <p>3. Identify, prioritize and participate in key industry trade events, conferences and seminars to support and attraction of business and investment to the Port.</p>

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		passing prescribed examinations. Not honorary membership).		
3.	Manager	<p>Essential: Any recognized degree with Post Graduate degree/ MBA/ equivalent qualification from a recognized National/ International University.</p> <p>Desirable: 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).</p>	<p>Essential: 5 years work experience in the area of Business Development and Trade Promotion in a service sector/ public sector/ private sector entity.</p> <p>Desirable: Experience in Port/ Shipping Sector.</p>	<p>1. Develop and maintain an effective promotional program that fosters positive working relationships with current customers and attracts new business to the Port.</p> <p>2. Research, plan and execute marketing strategies in support of the achievement of the Port's corporate objectives.</p>

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Annexure -IV

APPLICATION FORMAT



1	Name of the Post	:				
2	Notification No. and date	:				
3	Name of the Candidate	:				
4	Date of Birth (Enclose self 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						
<p>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. The candidates shall submit the specialization certificate if there is no mention in the Graduation/Post Graduation issued by Asst.Registrar/Registrar/Principal/ Director/ other Competent Authority of the college in the Institution letter Head.</p>						
7	Experience in earlier posts held in the Chronological order as in below table (Enclose copies of Self attested documents)					
Sl. No.	Name of the Organization with TAN Number	Post held	Scale of Pay	From	To	Nature of Duties
(i)						
(ii)						
(iii)						

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8	Permanent Address :
9	Address for communication with e-mail address and Telephone No. :
10	Any other points, applicant wish to submit :

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

For Official Use:

Date of Receipt of Application to the Section	VPA Reference	Application Serial No