

VISAKHAPATNAM PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

EMPLOYMENT NOTICE No. C2/05/2025, Dated :01.10.2025

Visakhapatnam Port Authority requires Fire Officer on Contract basis to work in Marine Department, initially for a period of one year on the terms and conditions specified for engagement of Fire Officer on payment of consolidated monthly remuneration as follows:

Name of the Post / Designation	Qualifications	Age	Remuneration (consolidated)	Number of Posts
Fire Officer on contract	<u>Essential Educational Qualifications:</u> 1. Must be a Graduate from recognized University / Institution. 2. Must have undergone 6 (six) months training in a recognized Fire Training School / Institute / College. 3. Must have three months certificate course in Computer Applications from a recognized Institute. 4. Should Possess Driving License for Light / Heavy Vehicles. <u>Experience:</u> Minimum 3 (three) years working experience in a supervisory capacity in a large Fire Service Establishment in an Industry.	Below 40 Years (Should not exceed 40 years as on the date of notification)	Rs. 60,000/- (per month)	ONE (1)

Capabilities:


- Should have excellent communication skills, especially in English, Hindi, Telugu etc and should be adept in operating computers & MS office.
- Should be capable in all Fire Fighting and fire prevention arrangements in the Port area.
- Should attend to all correspondence on Fire Service matters relating to Establishment, stores etc.
- Should be capable to supervise the work of Fire Safety Inspector in all his duties and responsibilities prescribed.
- Should advise and instruct the Fire Safety Inspector in maintaining in all Fire Fighting Units in Port in Good repair.
- Should be capable to Supervise all safety arrangements for handling of Hazardous Cargo in Port Area.
- Should be capable to maintain liaison with other Fire Fighting Services in Visakhapatnam and implement the mutual aid scheme.
- Should be capable to assist in drawing and implementation of a Civil Defence Plan when called upon.
- Should be capable to attend all other duties and responsibilities as and when prescribed by the Competent Authorities.

Applications are invited from the interested eligible candidates to submit their candidature as in the Model Application Format (Annexure-I) along with Photocopies of all certificates in support of educational qualification & experience **on or before 01-12-2025** to the following address :

Address: **SECRETARY**
1st Floor, Administrative Office Building
Visakhapatnam Port Authority.
Visakhapatnam-530035.

Canvassing any form will be a disqualification and VPA reserve the right either to cancel the notification or increase or decrease number of posts including device in its own method in selecting the candidates. Mere submission of application is not a right to call for selection / interview. Only eligible candidates recommended by the certificate verification committee will only be considered.

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


SECRETARY
VISAKHAPATNAM PORT AUTHORITY
सचिव / SECRETARY
विशाखपट्टणम पोर्ट ट्रस्ट
Visakhapatnam Port Trust
विशाखपट्टणम-530 035
Visakhapatnam -530 035

MODEL APPLICATION FORMAT

PARTICULARS OF THE CANDIDATES APPLYING FOR THE POST OF FIRE OFFICER ON CONTRACT
BASIS ON PAYMENT OF CONSOLIDATED REMUNERATION IN RESPONSE TO THE EMPLOYMENT
NOTICE NO.C2/05/2025 Dt. 01.10.2025

1. Name of the Candidate :
2. Father's Name :
3. Date of Birth & Age as on 01.10.2025 :
4. Nationality and Religion :
5. Whether belongs to SC/ST/OBC :
(Enclose latest Caste Certificate)
6. Qualifications :
(i)
(ii)
(iii)
7. Details of Experience :

	From	To	Total
(i)			
(ii)			
(iii)			
8. Copies of Supportive Documents w.r.t :
Qualification, Experience & Caste etc.
9. Address for communication :
10. Telephone No. & E-mail address :
(Land line / Cell)

DECLARATION

I here by declare that the information furnished above is true to the best of my knowledge.

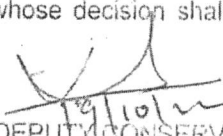
Visakhapatnam:
Dt. .2025.

(Signature of the Candidate)

VISAKHAPATNAM PORT AUTHORITY

Sub: Terms & Conditions applicable to the Fire Officers Engaged on contract basis in
Marine Department of Visakhapatnam Port Authority – Reg.

1. Duration of the contract Fire Officer: The tenure of contract is initially for a period of one year from the date of joining/reporting to VPA. The contract is extendable at the discretion of the VPA which will be renewed (any number of times) on satisfactory performance of the officers. The temporary engagement is strictly on contract basis which does not confer any right for claiming any regular appointment for any post in the Port Authority.
2. Remuneration: Fire Officer engaged on contract basis will be paid a monthly consolidated remuneration of Rs.60,000/- (Rupees Sixty thousand only). Fire Officer will not be entitled to any benefits except the monthly consolidated remuneration prescribed.
3. He shall report to duty immediately from the date of issue of appointment order and work under the control of Dy. Conservator (HoD), VPA. He has to work at Fire Service Section as assigned from time to time.
4. Leave: He is eligible for 12 days leave in a year on pro-rata basis. If he remains absent from duty on any working day/days (without prior permission), a proportionate amount will be deducted from the consolidated remuneration.
5. Periodical Fitness: He shall have to undergo Medical Tests as prescribed in VPA Regulations and report to duty subject to Medical Fitness Certified by CMO/VPA.
6. Training: He has to undergo on-the-job training to operate the Fire Fighting system at VPA.
7. He is entitled for reimbursement upto Rs.500/- towards mobile phone services.
8. He is required to wear proper uniform on his own during duty hours including following all the safety norms.
9. He should not leave the headquarters without proper permission of Deputy Conservator, VPA.
10. The VPE (temporary) Regulations are not applicable to employees engaged on contract basis.
11. Income Tax as applicable will be recovered from the remuneration paid as per the extent I.T. Rules.
12. He has to attend on all working days and on Port holidays if required including in case of emergency.
13. He should make his own transport for attending work spot by the schedule time as decided by the competent authority.
14. Refusal to carry out any assigned work without sufficient reasons will be liable for action by the Port as approved by the competent authority.
15. His services are terminable on one month notice on either side without assigning any reason. VPA has got every right to rescind the contract at any time without assigning any reason.
16. He 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 during the period of his contract engagement. VPA reserves the right to terminate/rescind the contract at any time without assigning any reasons. The contract Fire Officer shall however give at least one month notice before resigning.
17. For any disputes arising out of and during the contract period between VPA and Fire Officer (on contract basis), the same shall be referred to CHAIRMAN/VPA whose decision shall be final and binding.


DEPUTY CONSERVATOR
VISAKHAPATNAM PORT AUTHORITY