

VISAKHAPATNAM PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

EMPLOYMENT NOTICE No. C2/01/2025, Dated : 20-02-2025

Visakhapatnam Port Authority an Autonomous Body under Ministry of Ports, Shipping and Waterways intended to engage one Consultant (Business Promotion & People Engagement) for Business Development & Community Reach through Social Media to work in General Administration Department on contract basis, initially for a period of one year on the terms and conditions specified for engagement of Consultant (Business Promotion & Development) on payment of consolidated monthly remuneration as follows:

Post	Qualifications	Age	Remuneration (consolidated)	Number of Posts
Consultant (Business Promotion & People Engagement)	Essential Educational Qualifications: 1. Master of Business Administration from recognized University / Institution. 2. 03 Months Computer Course Certificate from any Govt. recognized institute. Experience: Minimum 3 (three) years working as Executive in Public Sector / Private Sector / Ports / Shipping Industry in Public Relations/ Corporate Communications / Event Management/ Handling Social Media Platforms / Guest House Management. Desirable: Preference will be given to those who worked in Port Sector.	35 Years (Should not exceed 35 years as on the date of notification)	Rs. 60,000/- (per month)	One (1)

Capabilities:

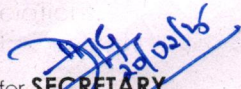
- Should have excellent communication skills, especially in English, Hindi, Telugu etc and should be adept in operating computers & MS office.
- Should be adept in preparing PPTs and should possess good analytic skills for data analysis etc.,
- Should prepare data and timely tweeting on behalf of VPA for global recognition.
- Should feed the data regularly through Digital Arena (in AOB) including to feed daily cargo output in order to sensitize the Officers & Employees.
- Should have qualities for maintaining good Industrial / Trade and Public relations.
- Should take part in Media Management Systems / Outreach programs and shall promote Ministry Flagship Programs.
- Should design and develop various Media Programs and related Materials viz Flex's, Banners & Brochures/Souvenirs etc.
- Should be young, dynamic, energetic go getter and ready to travel throughout the country, etc., on call / short nature.

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 21-03-2025** to the following address :

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

Canvassing any form will be a disqualification and VPT 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


for SECRETARY
VISAKHAPATNAM PORT AUTHORITY

**VISAKHAPATNAM PORT AUTHORITY
GENERAL ADMINISTRATIVE DEPARTMENT
(PERSONNEL DIVISION)**

TERMS & CONDITIONS APPLICABLE TO THE CONSULTANT (BUSINESS PROMOTION & PEOPLE ENGAGEMENT) ENGAGED PURELY ON CONTRACT BASIS ON PAYMENT OF CONSOLIDATE REMUNERATION IN VISAKHAPATNAM PORT AUTHORITY

- 1. Period of engagement:** Contractual engagement of full time is initially for a period of 01 years from the date of reporting to duty and further extendable to the maximum period of further 02 more years subjected to the performance of the Candidate and requirement of the Post thereon.
- 2. Consolidated Remuneration:** Consolidated remuneration of Rs.60,000/- (Rupees Sixty Thousand only) per month will be paid and no another services benefits will be paid / applicable. TDS as applicable will be deducted from the Consolidated Remuneration as per the extant Rules / IT Act. The remuneration will be paid as per the attendance recorded and certified by the Reporting Officer. Unauthorized absence / absence without leave will be treated as '**No Work – No Pay**' and accordingly, proportionate amount will be deducted from monthly remuneration.
- 3. Place of posting:** The place of posting would be initially in the Public Relations wing of General Administration Department at Visakhapatnam Port Authority or as may be decided by the competent authority, but during the course of the tenure, He / She shall be liable to be posted / transferred anywhere to serve any of the projects. He / She shall report to the Secretary or any other GAD Officer decided by the Secretary, Visakhapatnam Port Authority.
- 4. Hours of work:** He / She shall be required to work **06 days in the week** from 10.00 AM to 6.00 PM and such extended hours as necessary for proper discharge of the duties. He / She are also expected to work for additional hours depending on the necessity and urgency of work, for which no additional remuneration will be paid. He / She may be required to attend work on weekly off days/holidays due to exigency of work for which no additional remuneration will be paid. Any refusal to carry out any acts without sufficient reasons will be liable for action by the Port as ordered by the Competent Authority
- 5. Leave / Holidays:** (i) He / She are entitled to avail 12 casual Leaves in a calendar year on prorata basis and is not entitled for any other Leave. (ii) The said leave cannot be carried forward over the next calendar year. (iii) In case of absence for a continuous period of 07 days without the prior approval of the Head of Department/ Authorized Officer, the contractual engagement shall automatically cease to exist without any notice or intimation. (iv) Prior permission should be obtained from the Competent Authority for late coming / leave / leaving headquarters.
- 6. Job Role & Responsibility:** The job roles will be assigned by Secretary or any Authorized Officer, based on the requirements from time to time. He / She shall perform to the best of his / her ability in respect of all the duties as assigned from time to time.
- 7. Accommodation and Transportation:** The port will not provide any Accommodation or transportation facilities and the same shall be borne by the candidate.
- 8. Pre-Closure or Extension:** The port management reserves the right for pre-closure or extension of the period of contractual engagement. In case of pre-closure, no notice pay or retrenchment compensation will be paid by the port.

9. **Termination:** The contractual engagement may be terminated by giving **one months' notice** from either side. However, the engagement is terminable with 24 hrs on notice for unsatisfactory performance and for any act considered to be derogatory/detrimental to the interest of Visakhapatnam Port Authority.

10. **Claim for Regular Appointment / Applicability of VPA Permanent Officers/ Employee Rules:** The entitlements/privileges/benefits available to the regular Officers/Employees of the port are not applicable to the employees working on contract basis. He/She doesn't confer any Right for claim of Appointment/Absorption under Permanent Vacancy. 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.

11. **Maintenance of Confidentiality:**

(i) During tenure of service with the port, shall devote the whole time, attention and skill to the best of the ability for Port development. Shall not, directly or indirectly, engage or associate himself / herself with any other business or activities or any other Post or work part time or pursue any course of study whatsoever, without prior permission of the port.

(ii) Must always maintain the highest degree of confidentiality and keep confidential the records, documents and other Confidential Information relating to the business of the port which may be known to individual or confine to individual by any means and shall use such records, documents and information only in a duly authorized manner in the interest of the port. For the purpose of this clause **Confidential Information** means information about the port's business planning, employee's service details relating to its customers and any other information which is not available to the public domain and which may be learnt by the candidate in the course of engagement. This included but is not limited to, information relating to the organization, its Customer lists, engagement policies, personnel, and information about the Port's business development/ strategy, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

- (i) At any point of time, He/She shall not remove / share any Confidential Information from the office without prior permission.
- (ii) It is the duty to safeguard and non-disclosure of Confidential Information will survive even the expiration or termination of this engagement with the port.
- (iii) Breach of the conditions of this engagement will render He/She liable for summarily termination of the service from the port under clauses above in addition to any other remedy as may be deemed fit against the candidate as per law.

12. **Interpretation:** For any dispute arising out of and during the contract period between VPA & the Consultant, the same shall be referred to Chairperson/VPA, whose decision shall be final and binding.

13. **Amendments to the Contract:** Any other conditions which may be required will be included/ incorporated in addition to these by VPA by serving a notice to the Consultant to meet the requirements of exigencies during the contract period.

MODEL APPLICATION FORMAT**FOR THE POST OF CONSULTANT (BUSINESS PROMOTION AND PEOPLE ENGAGEMENT) (ON CONTRACT BASIS) IN VPA IN RESPONSE TO NOTIFICATION NO. C2/01/2025 Dt. 20.02.2025**

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Passport size Photo

1	Name of the Candidate:					
2.	Father Name :					
3	Date of Birth: (Age as on 20.02.2025) (Enclose attested copy of proof)					
4	Nationality & Caste:					
5	Educational Qualifications: (Enclose attested copies of certificates)					
6	Educational Qualification	Name of College/ University	Year of passing	Discipline /Branch / Specialization / Elective Subjects	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	Salary Drawn Per month.
(i)						
(ii)						
(iii)						
(iv)						
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. 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: