



வ.உ.சிதம்பரனார் துறைமுக ஆணையம்  
वी.ओ. चिदम्बरनार पत्तन प्राधिकरण  
**V.O.Chidambaranar Port Authority**  
(Ministry of Ports, Shipping & Waterways, Government of India)  
Administrative Office, Harbour Estate, Tuticorin - 628 004  
Tamilnadu  
General Administration Department

Telephone : 0461 - 2352232  
Email id : secretary@vocport.gov.in  
Website : www.vocport.gov.in

## Advertisement for Engagement of contractual personnel in various discipline/fields

Advertisement Notice No. No.GAD-EST10ESTC(EST)/6/2023-GADsRDS (4300)

Date: 29.03.2023

Applications are invited for the following positions on contractual basis in V.O. Chidambaranar Port Authority.

### PROFESSIONAL FUNCTIONARY

Sl No	Discipline/Field	Position	Number of Positions	Educational Qualifications	Monthly consolidate remuneration
1.	Corporate Relations and Communications	Chief Manager	01	<b>Essential Qualification:</b> PG (Marketing/Mass Comm./ Journalism / Public Relations) <b>Experience:</b> 15 years in Marketing / PR/Mass Comm./Media <b>Desirable:</b> <b>Qualification:</b> PG Dip. (Computer Applications) <b>Experience:</b> Port/Shipping Sector, flair for writing - Port/Infrastructure	Rs. 1,00,000/-
2.	Business Development and Trade Promotion	Chief Manager	01	<b>Essential Qualification:</b> Degree + PG /MBA / equivalent <b>Experience:</b> 10 years – Business Development & Trade Promotion in service sector (Public/Private sector) <b>Desirable:</b> <b>Qualification:</b> Member , fellow or associates of Institute of Chartered Ship Brokers or Institute of Chartered Logistics & Transport <b>Experience:</b> Port/Shipping Sector	Rs. 1,00,000/-
3.	Information, Communication and Trade Facilitation	Chief Manager	01	<b>Essential Qualification:</b> P.G. (CS) or Engg.+PG Dip. (CS/ CA/ IT) or Engg.deg. (CS/IT) or PG (CA/IT) or PG (Phy./Math /Stat./Opr.Res. /Elct.) + PG Dip. (IT/CS/CA). <b>Experience:</b> 10 yrs., 4 yrs. in supervisory capacity.	Rs. 1,00,000/-

Sl No	Discipline/Field	Position	Number of Positions	Educational Qualifications	Monthly consolidate remuneration
				<b>Desirable:</b> <u>Qualification:</u> MBA/PGDM <u>Experience:</u> Port/Shipping Sector	
4.	Project Management	Chief Manager	01	<b>Essential</b> <u>Qualification:</u> Engg. (Mech) <u>Experience:</u> 10 yrs. in Planning & Project implementation <b>Desirable:</b> <u>Qualification:</u> PG (Mech.), PG Dip. (Finance/Project Management), PG Dip (Opr. Research.) <u>Experience:</u> Port/Shipping/ Infrastructure Sector, Project Management Skills & Proficiency in use of computers	Rs. 1,00,000/-
5.	Environmental Planning and Safety	Chief Manager	01	<b>Essential</b> <u>Qualification:</u> PG (Environmental Sciences /Environmental Engineering/ Environmental Law) <u>Experience:</u> 10 years – Environment Assessment/ Regulations <b>Desirable:</b> <u>Qualification:</u> PG Dip. (Safety Engg./Industrial Health) <u>Experience:</u> Port/Shipping/ Infrastructure Sector/Heavy Engineering. Knowledge in Training & Exp. in interpreting and Navigating & Env. Regulations & Local State issues & Federal Regulatory requirement and permit process	Rs. 1,00,000/-
6.	Corporate Relations and Communications	Senior Manager	01	<b>Essential</b> <u>Qualification:</u> PG (Marketing/Mass Comm./Journalism/ Public Relations) <u>Experience:</u> 10 years in Marketing / PR/Mass Comm./Media <b>Desirable:</b> <u>Qualification:</u> PG Dip. (Computer Applications) <u>Experience:</u> Port/Shipping Sector, flair for writing - Port/Infrastructure	Rs. 80,000/-
7.	Business Development and Trade Promotion	Senior Manager	01	<b>Essential</b> <u>Qualification:</u> Degree + PG /MBA / equivalent <u>Experience:</u> 7 years – Business Development & Trade Promotion in service sector (Public/Private sector) <b>Desirable:</b> <u>Qualification:</u>	Rs. 80,000/-

Sl No	Discipline/ Field	Position	Number of Positions	Educational Qualifications	Monthly consolidate remuneration
				Member , fellow or associates of Institute of Chartered Ship Brokers or Institute of Chartered Logistics & Transport <u>Experience</u> Port/Shipping Sector	
8.	Information, Communication and Trade Facilitation	Senior Manager	01	<b>Essential</b> <u>Qualification:</u> P.G. (CS) or Engg.+PG Dip. (CS/CA/ IT) or Engg.deg. (CS/IT) or PG (CA/IT) or PG (Phy./Math/Stat./Opr.Res../Elct.) + PG Dip. (IT/CS/CA). <u>Experience:</u> 7 yrs., 3 yrs. in supervisory capacity. <b>Desirable:</b> <u>Qualification:</u> MBA/PGDM <u>Experience</u> Port/Shipping Sector	Rs. 80,000/-
9.	Project Management	Senior Manager	02	<b>Essential</b> <u>Qualification:</u> Engg. (Civil) <u>Experience:</u> 10 yrs. in Planning & Project implementation <b>Desirable:</b> <u>Qualification:</u> PG (Civil), PG Dip. (Finance/Project Management), PG Dip (Opr. Research.) <u>Experience</u> Port/Shipping/ Infrastructure Sector, Project Management Skills & Proficiency in use of computers	Rs. 80,000/-
10.	Environmental Planning and Safety	Senior Manager	01	<b>Essential</b> <u>Qualification:</u> PG Safety Engg. Or equivalent <u>Experience:</u> 7 years – Industrial / Marine Safety <b>Desirable:</b> <u>Qualification:</u> PG Dip. (Safety Engg./Industrial Health) <u>Experience</u> Port/Shipping/ Infrastructure Sector/Heavy Engineering	Rs. 80,000/-
11.	Corporate Relations and Communications	Manager	01	<b>Essential</b> <u>Qualification:</u> PG (Marketing/Mass Comm./Journalism/ Public Relations) <u>Experience:</u> 7 years in Marketing / PR/Mass Comm./Media <b>Desirable:</b> <u>Qualification:</u> PG Dip. (Computer Applications) <u>Experience:</u> Port/Shipping Sector, flair for writing - Port/Infrastructure	Rs. 60,000/-

Sl No	Discipline/Field	Position	Number of Positions	Educational Qualifications	Monthly consolidate remuneration
12.	Business Development and Trade Promotion	Manager	01	<p><b>Essential:</b>  <u>Qualification:</u>  Degree + PG /MBA / equivalent  <u>Experience:</u> 5 years – Business Development &amp; Trade Promotion in service sector (Public/Private sector).  <b>Desirable:</b>  <u>Qualification:</u> Member, fellow or associates of Institute of Chartered Ship Brokers or Institute of Chartered Logistics &amp; Transport.  <u>Experience:</u> Port/Shipping Sector</p>	Rs. 60,000/-
13.	Project Management	Manager	01	<p><b>Essential</b>  <u>Qualification:</u>  Engg. (Mech)  <u>Experience:</u>  7 yrs. in Planning &amp; Project implementation  <b>Desirable:</b>  <u>Qualification:</u>  PG (Mech.), PG Dip. (Finance/Project Management), PG Dip (Opr. Research.)  <u>Experience</u>  Port/Shipping/ Infrastructure Sector, Project Management Skills &amp; Proficiency in use of computers</p>	Rs. 60,000/-
14.	Environmental Planning and Safety	Manager	01	<p><b>Essential</b>  <u>Qualification:</u>  PG (Environmental Sciences /Environmental Engineering/ Environmental Law)  <u>Experience:</u>  5 years – Environment Assessment/ Regulations  <b>Desirable:</b>  <u>Qualification:</u>  PG Dip. (Safety Engg./Industrial Health)  <u>Experience</u>  Port/Shipping/ Infrastructure Sector/Heavy Engineering.  Knowledge in Training &amp; Exp. in interpreting and Navigating &amp; Env. Regulations &amp; Local State issues &amp; Federal Regulatory requirement and permit process.</p>	Rs. 60,000/-

**Upper Age Limit:**

Chief Manager : Upto 50 years

Senior Manager : Upto 45 years

Manager : Upto 40 years

**Tenure of engagement** : 1 year (subject to Annual Review)  
(Extendable upto 5 years)

### **Job Description & Competencies:**

Job description and Competencies is attached Annexure – II.

### **Note:**

- i) Candidature must possess the essential qualifications mentioned against each post.
- ii) Qualifications mentioned above should be from any of the recognized Indian Universities duly approved by the UGC. The candidate must possess valid Mark-sheet/Degree/Diploma/Certificate/Membership of the necessary qualification and Experience **as on 27.04.2023**.
- iii) The eligibility criteria specified herein are the basic criteria for applying for the post.
- iv) Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications, etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the application form at any time of engagement process.
- v) No change of category will be permitted at any stage after submission of the application.
- vi) Candidates should possess a valid e-mail ID and mobile phone number. Candidates are advised to keep their e-mail ID/mobile no. alive during the engagement process.
- vii) Candidates with qualifications acquired through Distance Learning mode /Part time mode /Correspondence mode shall not be considered.

### **Selection Procedure: -**

- (i) The candidates will be selected based on marks scored in written examination and interview.
- (ii) The marks allotted for written examination and interview will be in the ratio of 90:10.
- (iii) The merit list(s) will be uploaded on VOCPA website [www.vocport.gov.in](http://www.vocport.gov.in).
- (iv) The provisionally selected candidates will be informed for document verification through registered E-mail ID. VOCPA is not liable for delay /loss or non- receipt of E-mail due to incorrect /false/change of registered Email ID.

- (v) If the applicant on the merit list does not remain present on the specific date of reporting for document verification or the details declared by candidate while applying is found incorrect /false / incomplete, his/her candidature will be rejected and the next applicant (s) on the merit list will be considered.
- (vi) Representation of the applicant in above circumstances will not be entertained.

### **How to Apply**

(1) The applicant shall take a print out of the Application Form (Annexure I) available at V.O.Chidambaranar Port Authority ([www.vocport.gov.in](http://www.vocport.gov.in)) and send the same duly filled in along with recent passport size photograph affixed on the right hand corner of the application and self attested copies of education/experience/age certificate so as to reach the same **on or before 27.04.2023** at the following addresses:-

The Secretary,  
V.O.Chidambaranar Port Authority,  
Administrative Office Building,  
Harbour Estate,  
Tuticorin – 628 004.

(2) V.O.Chidambaranar Port Authority shall not be responsible for any postal delay /loss in transit in submission of the application within specified time. No request in this regard will be entertained. Incomplete applications or applications received late shall be summarily rejected.

### **Instructions:**

1. Any canvassing directly/indirectly by the applicant may disqualify his/her candidature.
2. The candidature of applicant would be provisional and subject to subsequent verification of certificates/testimonials. In case it is detected at any stage of engagement or thereafter, that a candidate does not fulfil the eligibility norms and /or that he/she has furnished any incorrect/doctored/false information/certificate /documents or has suppressed any material fact (s), his /her candidature will stand cancelled. If any of these shortcomings is/are detected even after engagement, his/her engagement is liable to be terminated.
3. No Travelling, Boarding or lodging expenses are admissible to the candidates for participating in selection process or for joining at place of posting (in case of selection).

4. V.O.Chidambaranar Port Authority reserves right to accept or reject any application without showing any cause/reason what so ever.
5. V.O.Chidambaranar Port Authority reserves the right to restrict the number of candidates for short listing for engagement.
6. V.O.Chidambaranar Port Authority has no obligation to offer employment to personnel during and/or after the completion of their contractual engagement period nor the contractual personnel claim right for employment on the grounds of completion of their engagement.
7. The decision of Management will be final and binding on all candidates on all matters relating to eligibility, acceptance, or rejection of the applications, reservation, mode of selection, cancellation of the selection process either in part or full etc. No correspondence will be entertained in this regard.
8. For any doubts, candidates may send their queries at e-mail ID [secretary@vocport.gov.in](mailto:secretary@vocport.gov.in).



Secretary  
V.O. Chidambaranar Port Authority

**PROFORMA**

Affix recent  
passport  
size photo

**BIO-DATA**

	Position applied for	:	
Advertisement No. _____		dated	_____
1.	Full Name (in block letters)	:	
2.	(a) Address for communication	:	
	(b) Telephone No./Mobile No.	:	
	(c) e-mail address	:	
3.	Date of birth	:	
4.	Age as on _____	:	
5.	Whether belongs to SC/ST/OBC	:	
6.	Educational and Professional Qualifications	:	
		:	
		:	

7. Details of employment /experience in Chronological order: \_\_\_\_\_

Name of the organisation	Post held	Monthly Pay	From	To	Nature of Duties
8.	Any other relevant information		:		
9.	Suitability for the post		:		
10.	Enclosures		:		

Date:

(Signature of the Applicant)



**Professional Functionary Job description and work competencies**

Sl. No.	Department	Fields	Name of the position	Number of position	Job Description	Competencies
1.	General Administration Department	Corporate Relations and Communications	Chief Manager	1	<p>1. Preparation of Press Release in regard to Port activities in English &amp; Tamil and issue them to the Print &amp; Electronic Media and co-ordination with Media.</p> <p>2. Preparation of periodical Write-ups in regard to the Port for IPA, Ministry's publications, Media and Journals.</p> <p>3. To Ensure uploading of press releases in the Port's website.</p> <p>4. Issuance of Advertisements/Tenders to Media and Journals.</p> <p>5. Uploading of News items of the Port in the Port's official Face book &amp; Twitter handle.</p> <p>6. Preparation of Speech for Minister / Chairperson / Deputy Chairperson.</p> <p>7. Making all arrangements for Port's participation in Exhibitions / Summits / Parliamentary Committee visits and Trade meets etc.</p> <p>8. In-charge of the Port's information Centre.</p> <p>9. Administration of Guest House at Tuticorin.</p> <p>10. Issuance of School / College and general public permit for Port visits on chargeable basis.</p> <p>11. Issuance of VIP passes for entry into Port.</p> <p>12. Forwarding of press clipping on daily basis to Ministry's Media Consultant.</p> <p>13. Putting up the press clipping on daily basis to Chairperson and Deputy Chairperson.</p> <p>14. Organizing all Statutory Events of the Port like Republic Day, Independence Day, Birth Anniversary of VOC, Dr. Ambedhkar Birthday, Hindi Day, and coordinating with user departments for conduct of Safety Week, Vigilance Awareness Week, Women's Day, Maritime Day Celebration, productivity week etc.</p> <p>15. Executing all works with regard to printing of Port's Diary, Calendar, Brochure and other publicity matters.</p> <p>16. Day to day Liaison with State Government officials, Railway Officials, Airports and other agencies with regard to Port affairs.</p>	<p>1. Excellent communication, interpersonal and writing skills</p> <p>2. Relationship-building skills</p> <p>3. Ability to multitask and cope under pressure</p> <p>4. A thorough approach to work and attention to detail</p> <p>5. Adaptability</p> <p>6. Strategic thinking</p> <p>7. Social media savvy</p> <p>8. Knowledge of media production and communication</p> <p>9. Awareness of different media agendas</p>

Sl. No.	Department	Fields	Name of the position	Number of position	Job Description	Competencies
					17. Executing necessary Protocol arrangements for VIPs. 18. Dealing applications under RTI Act, reply to audit query, vigilance query, CPGRAMS and preparation of bills, Printing of calendar and other miscellaneous etc.	
2.	Traffic	Business Development and Trade Promotion	Chief Manager	1	<p>1. The Chief Manager of Business Development and Trade Promotion is responsible for developing a comprehensive brand strategy that aligns with the port's overall business objectives. This includes identifying key target markets, developing messaging and positioning, and setting marketing goals and metrics.</p> <p>2. The Chief Manager will oversee the creation and maintenance of the port's brand identity, including developing brand guidelines, logos, visual assets, and other branding elements.</p> <p>3. The Chief Manager will be responsible for developing and executing, marketing and promotional campaigns, to promote the Port's services and capabilities. This includes developing and implementing, advertising, public relations, and digital marketing initiatives.</p> <p>4. The Chief Manager will work closely with other port stakeholders, including Shipping lines, stevedores, PPP operators, captive users, logistics provider and other industry partners, to develop joint marketing initiatives and partnerships.</p> <p>5. The Chief Manager will conduct research and analysis to identify market trends and opportunities, and to measure the effectiveness of branding and marketing initiatives.</p> <p>6. The Chief Manager will be responsible for budgeting and planning for all branding and marketing initiatives, including identifying opportunities for cost savings and optimization.</p> <p>7. The Chief Manager will manage a team of branding and marketing professionals provide guidance, direction, and support to ensure that all initiatives are executed effectively and efficiently.</p>	<p>1. Strategic thinking,</p> <p>2. Marketing and branding expertise,</p> <p>3. Leadership, Collaboration and Analytical skills,</p> <p>4. Communication skills,</p> <p>5. Budgeting and financial Management</p>
3.	EDP Centre	Information Communication and Trade Facilitation	Chief Manager	1	To Monitor and ensure the cyber security and take initiative on ISMS implementation	ISMS certificate for Cyber Security.

Sl. No.	Department	Fields	Name of the position	Number of position	Job Description	Competencies
4.	Mechanical & Electrical Engineering Department	Project Management	Chief Manager	1	<ol style="list-style-type: none"> <li>1. Handle work related to PPP/EPC projects on Mechanization of berths, deployment of ship to shore cargo or container handling equipments</li> <li>2. Preparation of preliminary feasibility report for a project.</li> <li>3. Selection of suitable project with pros and cons/advantage/disadvantages of the different options.</li> <li>4. Benefits likely due to the implementation of proposal / likely drawbacks and disadvantages if any due to non-implementation.</li> <li>5. Preparation of comments on the DPR furnished by the Transaction Adviser /consultant received from Ministry.</li> </ol>	<ol style="list-style-type: none"> <li>1. Effective Communication skills</li> <li>2. Negotiation Skills</li> <li>3. Scheduling and Time Management skills</li> <li>4. Leadership skills</li> <li>5. Technical Expertise</li> <li>6. Risk Management Skills</li> <li>7. Critical Thinking and Problem Solving Skill.</li> </ol>
5.	Marine Department	Environmental Planning and Safety	Chief Manager	1	<ol style="list-style-type: none"> <li>1. Implementation of measures for control of oil pollution.</li> <li>2. Supervising operation &amp; maintenance of oil spill response equipment.</li> <li>3. Any other work assigned by DC/HM</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of different types of oil.</li> <li>2. Experience in O&amp;M of oil pollution control equipment</li> <li>3. Computer knowledge i.e. MS word/excel /PPT.</li> <li>4. Proficiency in English</li> </ol>
6.	General Administration Department	Corporate Relations and Communications	Senior Manager	1	<ol style="list-style-type: none"> <li>1. Preparation of Press Release in regard to Port activities in English &amp; Tamil and issue them to the Print &amp; Electronic Media and co-ordination with Media.</li> <li>2. Preparation of periodical Write-ups in regard to the Port for IPA, Ministry's publications, Media and Journals.</li> <li>3. To Ensure uploading of press releases in the Port's website.</li> <li>4. Issuance of Advertisements/Tenders to Media and Journals.</li> <li>5. Uploading of News items of the Port in the Port's official Face book &amp; Twitter handle.</li> <li>6. Assessment of manpower requirement in all Department in advance and prepare the estimate through SAP.</li> <li>7. Prepare the draft Tender Document as per all Statutory Compliance And Contractual Obligations.</li> <li>8. Issuing the NIT for two cover system through e-tender process ie. CPP Portal and Port Website</li> <li>9. Conducting Pre-Bid meeting</li> <li>10. Opening the technical bid before of the committee members.</li> <li>11. Preparing the comparative statement for technical evaluation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Comprehensive knowledge of contract law and relevant procedures.</li> <li>2. Knowledge of public procurement contracting and tendering principles</li> <li>3. Knowledge of Procurement and E-Tendering Software.</li> <li>4. Strong Technical and commercial writing skills.</li> <li>5. Strong time- management and organisational skills</li> <li>6. Able to work independently and within tight schedule and high pressure working environment</li> <li>7. Knowledge of media production and communication</li> <li>8. Awareness of different media agendas</li> </ol>

Sl. No.	Department	Fields	Name of the position	Number of position	Job Description	Competencies
					<p>12. Scrutiny of technical bid documents along with the committee constituted for the purpose and preparing the proceeding and submission of the same to the Competent Authority for approval.</p> <p>13. To upload the status of pre-qualified bidders also in the Port website &amp; CPP Portal.</p> <p>14. Opening of Price Bid of the eligible pre-qualified bidders selected by the tender committee as per circular issued by the Finance Department,</p> <p>15. Preparation of comparative statement of price bid and proceedings and submission of the same in file for approval of the Competent Authority.</p> <p>16. After approval, work order to be issued to the successful bidder for supply of manpower as per tender conditions, after ensuring necessary compliance.</p> <p>17. In addition to the above works, the contractual personnel will be required to Assist Chief Manager in discharging duties. Besides he will be required to accomplish task as and when provided by the HOD.</p>	
7.	Traffic	Business Development and Trade Promotion	Senior Manager	1	<p>1. Developing and implementing marketing plans and strategies to attract new business to the port, such as targeting specific industries or geographic regions.</p> <p>2. Identifying new market opportunities and developing plans to capitalize on them.</p> <p>3. Conducting market research to understand customer needs and preferences, as well as competitors' offerings.</p> <p>4. Developing marketing collateral, such as brochures and presentations, to showcase the port's capabilities and services.</p> <p>5. Maintaining the port's website and social media channels to ensure that, accurate and up-to-date information is available to potential customers.</p> <p>6. Coordinating marketing campaign and events, such as trade shows and customer appreciation events.</p> <p>7. Managing relationships with existing customers to ensure their ongoing satisfaction with the port's services and identifying opportunities for cross selling or upselling.</p> <p>8. Collaborating with other departments within the port, such as</p>	<p>1. Industry knowledge</p> <p>2. Marketing Skills</p> <p>3. Knowledge in the port or logistics</p> <p>4. Analytical skills</p> <p>5. Relationship management skills</p> <p>6. Creativity</p> <p>7. Project Management Skills</p> <p>8. Strong communication and interpersonal skill, as well as a deep understanding of marketing principles and strategies.</p>

Sl. No.	Department	Fields	Name of the position	Number of position	Job Description	Competencies
					Marine, Civil, MEE and Finance to ensure that marketing strategies are aligned with overall business goals and objectives. 9. Monitoring and analyzing key performance indicators, such as customer satisfaction and utilization rates, to evaluate the effectiveness of marketing initiatives and make data-driven decisions. 10. Collaborating with external stakeholders, such as shipping lines, freight forwarders and government agencies, to promote the port and its services.	
8.	EDP Centre	Information Communication and Trade Facilitation	Senior Manager	1	Network Traffic Monitoring by analysing vulnerability and configuration of firewall and creation of new policies	CCNA certificate for Networking Security.
9.	Civil	Project Management	Senior Manager	2	1. Preparation of estimates, Scrutiny of the Tender, tender processing, award of contract and execution of projects/works. 2. Monitoring and execution of PPP projects and preparation of SFC/PPPAC, RFQ, RFP, MCA approval. 3. Monitoring the NMP, NIP, Sagarmala projects of VOCPA and comply with the Ministry reports & reply to the Ministry observation. 4. Preparation of presentations / Animations for the projects. 5. Supervision/inspect the works, ensure the quality control, various work tests. 6. Preparation of budget estimates /revised estimates. 7. Keeping the files, drawings and relevant records for the works till handling over to the record section. 8. Updating the forms and monthly progress of the projects/review of Civil Engg. Dept. 9. Any other duties assigned by Chief Engineer time to time.	1. Good knowledge in PPP projects, Preparation of SFC/PPPAC, RFQ, RFP & MCA approval for PPP project. 2. Drawing, Auto CAD, estimates preparation of civil projects / works. 3. Well computer knowledge in MS office preparation of Estimates, CPM and PERT chart, Power point Presentation Animations.
10.	Marine Department	Environmental Planning and Safety	Senior Manager	1	1. Supervising fire division for smooth functioning. 2. Ensuring compliance of statutory 3. Supervising fire drills, exercises etc as per annual calendar 4. Preparation of annual calendar 5. Any other work assigned by DC/HM	1. Knowledge of hazardous & dangerous cargoes as per IMDF code 2. Proficiency in English.
11.	General Administration	Corporate Relations and	Manager	1	1. Uploading of News items of the Port in the Port's official Face book & Twitter handle	1. A passion for social development and impacting Society.

Sl. No.	Department	Fields	Name of the position	Number of position	Job Description	Competencies
	Department	Communications			<p>2. Making all arrangements for Port's participation in Exhibitions / Summits / Parliamentary Committee visits and Trade meets etc.</p> <p>3. In-charge of the Port's information Centre</p> <p>4. Receipt of representation/request in the format prescribed for sanction of fund/ undertaking CSR Project from the requisitioning Agency.</p> <p>5. Placing the documents, approved plan, estimation etc. submitted by the agency to the working group committee.</p> <p>6. To forward the report submitted by the CSR working group committee to CSR Board level committee along with the all other relevant papers submitted by the agency with a request to examine the proposal and submit the report with specific recommendations.</p> <p>7. To forward the proposals to ministry for its approval and release the fund as per the approval and in accordance to the CSR policy.</p> <p>8. To ensure that, work done by the firm/agency under CSR is inspected/ monitored by the CSR inspection committee both during implementation and completion.</p> <p>9. The process to be periodically reported to the board level committee.</p> <p>10. The CSR activities carried out shall be placed before the board annually for review project wise.</p>	<p>2. Strong communication skills.</p> <p>3. Logical and analytical thinking skills.</p> <p>4. Sensitivity and understanding.</p> <p>5. Project management</p> <p>6. Knowledge of business operation.</p>
12.	Traffic	Business Development and Trade Promotion	Manager	1	<p>1. Developing and implementing marketing plans and strategies to attract new business to the port, such as targeting specific industries or geographic regions.</p> <p>2. Identifying new market opportunities and developing plans to capitalize on them.</p> <p>3. Conducting market research to understand customer needs and preferences, as well as competitors' offerings.</p> <p>4. Developing marketing collateral, such as brochures and presentations, to showcase the port's capabilities and services.</p> <p>5. Maintaining the port's website and social media channels to ensure that, accurate and up-to-date information is available to potential customers.</p>	<p>1. Industry knowledge</p> <p>2. Marketing Skills</p> <p>3. Knowledge in the port or logistics</p> <p>4. Analytical skills</p> <p>5. Relationship management skills</p> <p>6. Creativity</p> <p>7. Project Management Skills</p> <p>8. Strong communication and interpersonal skill, as well as a deep understanding of marketing principles and strategies.</p>

Sl. No.	Department	Fields	Name of the position	Number of position	Job Description	Competencies
					<p>6. Coordinating marketing campaign and events, such as trade shows and customer appreciation events.</p> <p>7. Managing relationships with existing customers to ensure their ongoing satisfaction with the port's services and identifying opportunities for cross selling or upselling.</p> <p>8. Collaborating with other departments within the port, such as Marine, Civil, MEE and Finance to ensure that marketing strategies are aligned with overall business goals and objectives.</p> <p>9. Monitoring and analyzing key performance indicators, such as customer satisfaction and utilization rates, to evaluate the effectiveness of marketing initiatives and make data-driven decisions.</p> <p>10. Collaborating with external stakeholders, such as shipping lines, freight forwarders and government agencies, to promote the port and its services.</p>	
13.	Mechanical & Electrical Engineering Department	Project Management	Manager	1	<p>1. Handle works related to PPP/EPC projects on Mechanization of berths, deployment of ship to shore cargo or container handling equipments.</p> <p>2. Preparation of documents for obtaining of necessary approvals clearances for the projects.</p> <p>3. Reply to queries received from Ministry on the project proposal</p> <p>4. Appointment of transaction advisor independent engineer</p> <p>5. Works related to execution of Projects and other associated works.</p>	<p>1. Effective Communication</p> <p>2. Negotiation Skills</p> <p>3. Scheduling and Time Management skills</p> <p>4. Leadership skills</p> <p>5. Technical Expertise</p> <p>6. Risk Management Skills</p> <p>7. Critical Thinking and Problem Solving Skill.</p>
14.	Civil Engineering Department	Environmental Planning and Safety	Manger	1	<p>1. Environment Management studies for the projects</p> <p>2. Pollution control measure for the Port</p> <p>3. Monitoring the ambient air quality and water quality standards and provide control measures.</p> <p>4. Preparation of Environment management plans for the Ports and take actions for the proposals.</p> <p>5. Communication with the State Government and Central Government Pollution Control Agencies and comply with the observation and to suggest remedies.</p> <p>6. Monitoring the STP and maintain the water qualities.</p> <p>7. Monitor, all pollution control measures and to process for</p>	<p>1. Good Knowledge in Communication of Safety and environmental needs to all levels of organization from shop-floor employees and Environmental statutory compliance.</p> <p>2. Good computer knowledge in MS Office, preparation of Evaluations, CPM and PERT chart, Power Point Presentation / Animations.</p>

Sl. No.	Department	Fields	Name of the position	Number of position	Job Description	Competencies
					<p>obtaining the statutory compliance to the Port (i.e.) CTE and CTO for the Port and provide Strategic vision and Plan in the implementation of various.</p> <p>8. Environmental and Safety initiatives of the Port.</p> <p>9. Responsible for improving the Port's environmental compliance including implementation and management of various environmental and safety plans, environmental project permitting sustainability, environmental policy development and implementation.</p> <p>10. Incumbent will also assist in Management of Port's storm water, waste water and air emissions permit compliance.</p> <p>11. Solid waste management and hazardous waste management.</p> <p>12. Identify and monitor hazardous situations, often including risk, categorization.</p> <p>13. Investigate incident or near misses and lead root cause analysis.</p> <p>14. Minimize hazards and proactively reduce risk in the work place.</p> <p>15. Organize and maintain all safety and compliance related forms.</p>	