



VISAKHAPATNAM PORT TRUST  
CIVIL ENGINEERING DEPARTMENT

Advertisement No. : CE/EA(Env)/01

Date : 13-12-2021

**ENGANGMENT OF EXPERIENCED PERSONNEL ON CONTRACT BASIS**

Civil Engineering Department of Visakhapatnam Port Trust primarily engaged in the activity of maintenance of the Port Infrastructure including roads, Buildings, Berths, Estate, PPP projects is intended to engage experienced Engineering Assistant (Environment) personnel for its Environment Division.

No	Name of Post ( on Contractual Basis)	Total no. of vacancies	Upper age limit	Crucial Date for Determining Age, Qualifications, Experience
1.	Engineering Assistant (Environment)	02(Two)	28 years	30-09-2021

**JOB SPECIFICATION**

Engineering Assistant (Environment)	
Essential qualifications	Must have passed BE. /B.Tech in Civil Engineering from a recognized university with 6(six) months experience in environmental works  or  Diploma in Civil Engineering with 3(three) year's experience in Environmental works

**EMOLUMENTS:**

Contract personnel will be paid monthly consolidated remuneration of Rs.25000/- PM (Income Tax as Applicable).

**PERIOD OF ENGAGEMENT:**

Contract personnel will be engaged initially for a period of one year which may be further extendable for a period of 2 years i.e., 3 years maximum subjected to the performance of the personnel and continuation of the post thereon.

**OTHER BENEFITS**

- Contract personnel will be entitled to 12 days Casual leave
- Contract personnel will not be eligible for any allowance / Transportation/benefits / PRP / incentives other than those mentioned above.



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### **IMPORTANT INFORMATION**

The engagement of personnel is purely temporary in nature and on Contact basis initially for a period of one year which may be further extendable for a period of 2 years i.e., 3 years maximum subjected to the performance of the personnel and continuation of the post thereon. The actual engagement may vary depending on requirement.

- The personnel engaged will not be entitled to claim for any regular employment in VPT or any relaxations in case of any recruitment for regular posts in VPT.
- The contractual engagement will automatically be terminated on expiry of 3 years or any other date as intimated by the management.
- A Notice period of one month shall be made in the event of resignation.
- He /She will attend any another work allotted by The Chief Engineer from time to time.
- The management reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process, if need so arises, without issuing any further notice or assigning any reason thereafter. The vacancies notified may vary and operation of panel will depend on requirement.
- Selection will involve Interview only, of the eligible and shortlisted candidates. However, the Management reserves the right to raise the minimum eligibility standards / criteria and / or to conduct a screening test, to restrict the number of candidates to be called for Personal Interview, if so required.
- The offer for contractual Engagement shall be issued to the suitable candidates on the basis of merit and requirement.

### **HOW TO APPLY:**

Interested and eligible candidates may submit the application in the prescribed proforma (Annexure-I) duly attaching the **self-attested copies** of the testimonials as per below:

- Date of Birth Proof: Matric /SSC
- Qualification Certificate (Diploma / Degree) along with Mark sheets of all years / semesters along with Proof of norms adopted by the University / Institute to convert CGPA /OGPA/ DGPA into percentage (if applicable) ( all Qualification Certificate & Mark Sheets).
- Experience Certificate (for present as well as previous employment indicating start date, end date, designation, pay scale / emoluments & **area of experience**) issued by authorized / appropriate signatory of the organization. Information regarding this recruitment process shall be made available in the career section of VISAKHAPATNAM PORT TRUST WEBSITE. Applicants are advised to check the website periodically for updates.



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- Applications shall be submitted to

**The Chief Engineer,  
Civil Engineering Department,  
Administrative Office Building,  
Visakhapatnam Port Trust,  
Visakhapatnam- 530 035.**

Applications shall be submitted duly indicating APPLICATION FOR THE POST OF ENGINEERING ASSISTANT (ENVIRONMENT) on the cover/envelope.

- **Candidate shall have all original testimonials for verification at the time of interview / joining if called for in support of Age, Qualifications and Experience.**
- E-mail ID and Mobile number to be entered in application form is mandatory. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying. Candidates are advised to keep the e-mail ID and Mobile number entered in the application form compulsorily active for at least one year. All future correspondence shall be made via E-mail and / or SMS only.
- It is mandatory that candidates go through the full text of the advertisement and agree to all the conditions given, while applying for the post.
- **Applications received with incomplete details/ without testimonials/ after the specified date will be summarily rejected.**

**GENERAL INFORMATION & INSTRUCTIONS:**

- Only Indian Nationals who have attained the age of 18 years or above are eligible to apply.
- The candidature of the candidate at all stages of the selection process shall be provisional in nature.
- Mere submission of application does not guarantee the adequacy of candidature for being considered for further selection process.
- Before applying, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement. Candidates not meeting the specified criteria including experience profile, wherever required, shall not be considered for selection.
- Applications in which the essential qualification/experience cannot be fully ascertained will be liable for rejection. Accordingly, it is the responsibility of the candidate to satisfy that he/she meets the eligibility criteria (as mentioned in this advertisement) fully before applying, to properly fill the application and provide necessary documents asked for. The candidate must possess qualifications recognized by the relevant statutory bodies like UGC/AICTE etc., Correspondence course in Diploma shall not be considered as recognised qualification as per AICTE norms.





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- **Correspondence course in BE / B.Tech. / B.Sc., Engg./ Diploma shall not be considered as recognised qualification as per AICTE norms.**
- Wherever CGPA / OGPA / DGPA or Letter Grade in a degree / diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by the University / Institute.
- Percentage of marks obtained by the candidate in the bachelor's Degree / Diploma shall be calculated based on the practice followed by the University / Institution from where the candidate has obtained the degree.
- In case the candidates are awarded grades / CGPA instead of marks, the conversion of grades / CGPA to percentage of marks shall be based on the procedure certified by the University / Institution from where they have obtained the qualification.
- In case the University / Institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.
- The No. of post notified may vary and operation of panel will depend on requirement.
- Training / teaching period will not be counted as experience.
- All computations of Age and Post Qualification Experience etc., shall be made up to 30-09-2021. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- If any, certificate etc., is issued to a language other than Hindi/English candidates are advised to submit a certified translation of the same in either Hindi or English language at the time of Interview, if called for.
- There is no provision of re-checking / re-evaluation of Answer sheets / Answers if any written test is conducted.
- Candidature is liable to be rejected at any stage of recruitment / selection process without notice or if joined services are liable to be terminated, if any information provided by the candidate is not found in conformity with the eligibility criteria notified or if Visakhapatnam Port Trust comes across any evidence / knowledge that the qualification / experience and any other particulars indicated in the application / personal resumes / other forms / formats are not recognized / false / misleading and / or amounts to suppression of information / particulars which should have been brought to the notice of Visakhapatnam Port Trust or that the candidate has been shortlisted for next stage in the process / has secured employment in Visakhapatnam Port Trust through or adopting any unfair means.
- Management reserves the right to raise or lower the qualifying standards in any stage of the selection process depending on availability of sufficient number of candidates.
- No further correspondence regarding this recruitment will be entertained.
- Legal jurisdiction will be Visakhapatnam in case of any cause / dispute.



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- Any other conditions which may be required will be included/ incorporated in addition to these by VPT by serving a notice to the recruited employee to meet the requirements of exigencies during the contract period.
- For any dispute arising out of and during the contract period between VPT & recruited employee, the same shall be referred to Chairman/VPT, whose decision shall be final and is binding.
- 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.

### IMPORTANT DATES

**Applications received with incomplete details/ without testimonials/ after the specified date will be summarily rejected.**

S.No.	Description	Date
1.	<b>Closing date</b> for submission of applications	19-01-2022
2.	<b>Cut-off date</b> for the purpose of Upper Age Limit & Post Qualification Work Experience.	30-09-2021
3.	<b>Date of Interview / Screening Test</b>	Will be intimated in due course



**VISAKHAKHAPATNAM PORT TRUST  
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**APPLICATION FORM FOR RECRUITMENT OF ENGINEERING ASSISTANTS  
(ENVIRONMENT) ON CONTRACT BASIS**

**1** ADVERTISEMENT NO AND DATE

**2** POST APPLIED FOR

AFFIX LATEST  
SELF-ATTESTED  
PASSPORT SIZE PHOTO

**3**

**PERSONAL DETAILS**

A. Name of Applicant  
(As per SSC/ Matriculation)

B. Mother's Name

C. Father's Name

D. Full Address with PIN

E. Address for  
Communication

Permanent Address:

Present Address:

F. E-Mail Id

G. Mobile No

H. Gender

I. Date of Birth  
(As per SSC/Matriculation  
Attach Proof)

J. Age as on 30.09.2021

K. Marital Status

MALE	FEMALE	OTHERS
DAY	MONTH	YEAR
Years	Months	Days
MARRIED		SINGLE

#### EDUCATIONAL QUALIFICATIONS

Give details of "Educational Qualifications" in the following format

Degree	Name of Board / University	Branch / Specialization	Year of Completion	Div. / Class	%-age of Marks / CGPA / CPI
SSC / X					
INTERMEDIATE / XII					
DIPLOMA					
GRADUATION					
POST-GRADUATION					
Other Relevant Qualifications, if Any					

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### EXPERIENCE

Give the details of "Experience " in the following format:

S. No	Organization	Designation	Period (Date)		Total Duration		Pay Scale (Monthly Gross in case of Private Employees)
			From	To	Years	Month	

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### LIST OF COPIES OF CERTIFICATE ENCLOSED

Sl. No.	Details
I.	
II.	
III.	
IV.	
V.	
VI.	
VII.	
VIII.	
IX.	
X.	
XI.	

I hereby declare that all the information given above is correct to the best of my knowledge and belief. Also I have carefully checked that the position for which I am applying has been advertised by VPT. I fully understand that if it is found that any information given in the application is incorrect/false or if I do not satisfy the eligibility criteria at a later date, my candidature/appointment is liable to be cancelled.

Place:

Date:

Signature of Applicant