

VISAKHAPATNAM PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

EMPLOYMENT NOTICE No. C2/05/2022, Dt. 19.10.2022

Visakhapatnam Port Authority requires Consultant (Media) to work in General Administration Department (P.R. Section), Visakhapatnam Port Authority on contract basis, initially for a period of one year, on the terms and conditions specified for engagement of Consultant (Media) on payment of consolidate remuneration.

Post	Qualifications	Age	Remuneration (consolidated)	Numbers of posts
Consultant (Media)	<p>Essential:</p> <p><u>Qualification:</u> i) Post Graduate Degree in Mass communication /Journalism / Public Relations from a recognized National / International University.</p> <p><u>Experience:</u> ii) 7 (Seven) years' work experience in Public Relations / Mass Communications / Media.</p> <p><u>Desirable:</u> Diploma or 03 Months Certificate Course in computer Applications from a recognized institute.</p>	Above 35 Years as on the date of notification.	Rs. 35, 000/- per month	01 (one)

- Preference will be given to the candidates who worked in Nationwide Net work Channels and must know local language.

Role & Responsibilities:

- He will provide Strategic vision and plan in the implementation of various initiatives of the Port for better image building.
- Responsible for Managing a team, Establishing Goals & Objectives, Managing Performance & Deliverables and Developing & Mentoring staff.
- Shall create Company Literature, Thought Leadership, Materials and Other Forms of Communications.
- Shall create Marketing and Promotional Materials both Print & Electronic.
- Promote Products and Services through Public Relations initiatives.
- Develop Marketing Communications campaigns
- Create Thought Leadership Materials.

:: 02 ::

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 25-11-2022** 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

- Encl. 1. Prescribed Form.
2. Terms & Conditions.


SECRETARY
VISAKHAPATNAM PORT AUTHORITY

VISAKHAPATNAM PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

TERMS & CONDITIONS APPLICABLE TO THE CONSULTANT (MEDIA) APPOINTED ON CONTRACT BASIS IN VISAKHAPATNAM PORT AUTHORITY, VISAKHAPATNAM

01. The Consultant (Media) should work in Visakhapatnam Port Authority under the Administrative control of Secretary (HoD) / Sr.PO / Asst. Secretary (PR), General Administration Department / VPA.
02. He / She will be posted in PR section of General Administration Department and should attend all working days. He should attend the PR works entrusted by the Secretary / Sr. PO / Asst. Secretary (PR).
03. He will be paid a consolidated payment of Rs.35,000/- (Rupees Thirty Five thousand only) per month.
04. Income Tax as applicable will be recovered from the consolidated remuneration as per the extant I.T rules.
05. He / She will be eligible for 12 days Leave for One Year pro-rata basis. Prior permission should be obtained from the Competent Authority for late coming. In the event of absence, the remuneration will be paid on pro-rata basis, for actual days of working.
06. He / She will not be entitled to any benefits except the consolidated remuneration prescribed.
07. He / She forbidden from receiving any remuneration or reward from the advertising News/Electronic media agencies / hotels etc., and its staff for professional services rendered in his/her official capacity.
08. His / Her services are terminable on one month notice on either side without any assigning any reason. VPA has got every right to rescind the contract at any time without assigning any reason.
09. This temporary arrangement is strictly on contract basis for a period of one year only which does not confer any right for claiming any regular appointment for any post in the Port Authority, in future.
10. The terms of appointment of Consultant (Media) is initially for a period of one year from the date of taking up the appointment. In case of necessity, fresh appointment on contract basis for a further period on terms and conditions that may be indicated by the Port Authority may be considered.

11. 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 attributed to him during the period of his contract engagement.
12. The consultant (Media) should make his own arrangement of transport for attending and leaving the Port Administrative office.
13. He / she will attend to any another work allotted by the Secretary/Sr. PO/Asst. Secretary (PR) from time to time.
14. Any other conditions which are to be required will be inserted by VPA by serving a notice to the Consultant (Media) to meet the requirements of exigencies during the contract period.
15. For any dispute arising out of and during the contract period between VPA & Consultant (Media), the same shall be referred to Chairman/VPA, whose decision shall be final and cannot be questioned by the Consultant (Media).
16. The VPE (Temporary Service) Regulations, 1991 shall not apply to employees engaged on contract, as per para-3 of the said Regulation.


SECRETARY
VISAKHAPATNAM PORT AUTHORITY

MODEL APPLICATION PROFORMA

PARTICULARS OF THE CANDIDATES APPLYING FOR THE POST OF CONSULTANT (MEDIA) ON CONTRACT BASIS ON PAYMENT OF CONSOLIDATED REMUNERATION IN RESPONSE TO THE EMPLOYMENT NOTICE NO.C2/05/2022 Dt. 19.10.2022

1. Name of the Candidate :
2. Father's Name :
3. Date of Birth & Age as on 19.10.2022 :
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. .2022.

(Signature of the Candidate)