

**PARADIP PORT AUTHORITY
PARADIP – 754 142, ODISHA (INDIA)
ADMINISTRATIVE DEPARTMENT**

No:AD/SECY/PA/07/2024/1672

dt. 13/08/ 2024

ADVERTISEMENT

Paradip Port Authority (PPA) intends to engage **01 (one)** no. of **RESEARCH ASSISTANT on Contractual basis** for undertaking a study on the best practices of CSR activities sanctioned by PPA and prepare/submit a report.

Details regarding qualification, remunerations etc for the above purpose are as under:-

Qualification	Post-Graduate Degree in Engineering/Computer Science/MBA
Age Limit	Below 45 years (as on 01.08.2024)
Experience	5 (five) year experience in research/Office administration.
Remuneration	Rs. 50,000/- honorary payment for the entire work.
TA/DA for visiting interior places to collect data and to obtain interviews from the beneficiaries within Odisha.	Rs. 1,000/- per day (Max. Rs. 30,000/-)
Printing of Draft Report	Rs. 20,000/-
Submission of Audio/Visual photography	Rs. 10,000/-
Duration	One month only

TERMS & CONDITIONS:-

1. Paradip Port Authority reserves the right to cancel the advertisement without assigning any reason thereof.
2. The engagement is purely on contract basis and will be for a period of **1 (one) month only**.
3. The selected candidate will be paid consolidated amount of **Rs. 50,000/-** as honorarium for the entire research work on submission of satisfactory proof.. However, all other benefits as mentioned above will be paid on submission of report/photographs/AV.
4. The selected candidate will directly report to the Secretary,PPA and will be required to submit weekly progress report to Secretary,PPA..

.... P/2.

5. The candidate has to collect data from different project areas and compile the same and submit the report. The entire work has to be completed within a period of **one month**.
6. Since it is a research work, the selected candidate will use his own Laptop/Desktop for compilation of data as collected and submission of report.
7. The selected candidate shall be responsible for the documents as may be entrusted to him and he will be accountable for the same.
8. The selected candidate will maintain absolute integrity, confidentiality and devotion to the work.
9. No. TA/DA is admissible for appearing interview/personal discussions.

Selection Methodology: The selection will be based on interview/personal discussion.

General Instruction:

Candidates, fulfilling the above eligibility criteria and agreeable to the terms & conditions, may apply in the enclosed proforma with two recent passport size photograph and self certified photocopies of relevant certificates/testimonials. Application in sealed envelope superscribing “**Application for contractual engagement of Research Assistant**”, should reach the office of the **Secretary, Paradip Port Authority, Po: Paradip Port, Dist: Jagatsinghpur, Odisha-754 142**, by **21.08.2024**. Soft copy of application shall be sent to secy@paradipport.gov.in. Incomplete application/received after the last date may not be entertained.


Secretary
Paradip Port Authority



पारादीप पत्तन प्राधिकरण
PARADIP PORT AUTHORITY
PARADIP - 754 142, ODISHA (INDIA)
ADMINISTRATIVE DEPARTMENT



APPLICATION FOR THE POST OF:.....

1. Name of the Candidate (in Block letters) :
2. Father's/Husband's Name :
3. Date of Birth (dd/mm/yyyy) :
4. Age as on 01.08.2024 :
5. Permanent Address (with pin code) :
6. Address for correspondence (with pin code) :
7. E-mail address, phone numbers (office, residence & mobile) along with fax no. if any
E-mail:
Mob:
Ph (off):
Ph (Res):
8. Religion :
9. Whether belong to Minority/Community, if yes, please specify. :
10. Whether belonging to SC/ST/OBC/PH (PH Category) :
11. Gender :
12. Marital Status :

Affix Passport
size
Photograph

13. Details of Educational Qualification from Matriculation onwards (Enclose a separate sheet, duly signed, if the space below is insufficient):

Sl. No.	(1)	(2)	(3)	(4)	(5)
a) Examination passed					
b) Year of passing					
c) Name of College/ Institute					
d) Regular/ Part Time/ Distance Mode					
d) University/ Board					
e) Main subjects					
f) Total aggregate & percentage of marks obtained, division					

14. Details of experience (in chronological order). (Enclose a separate sheet, duly signed, if the space below is insufficient.

: _____

Sl. No.		(1)	(2)	(3)	(4)	(5)
a. Name of organization						
b. Post held						
c. with dates	From					
	To					
d. Brief description of duties performed						
e. Details of experience						
f) Class (I, II, III IV) / In case of private service (Executive / Non-Executive)						
g. Total Salary						

15. Details of computer knowledge Language(s) known and application Software used

: _____

16. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training, (iii) work experience over and above advertisement) [enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient]

: _____

17. Language known (Read, write, speak and understand)

: _____

18. Whether convicted by any Court of Law (Yes/No), If yes, please specify.

: _____

DECLARATION

I hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection the information furnished is found to be false or misleading, my candidature/ selection/ service will stand cancelled/ terminated, without assigning any reasons thereof.

Date: _____

Signature: _____

Place: _____

Name : _____

Note: Attested copies of documents in support of education qualification and experience must be enclosed. Application will not be considered without attested copies of supporting documents.