



DEENDAYAL PORT TRUST
ISO 9001:2008 & ISO 14001:2004 Certified Port
(ADVERTISEMENT NO. GA/PS/9014/6632 Dt. 04/12/2020)

The Deendayal Port Trust (formerly known as Kandla Port Trust) is a vibrant, world-class multi-cargo Port offering services at multiple locations and having a dominant share of regional cargo by virtue of its ability to effectively leverage its locations and land resources for facilitation of growth of economic activities and investments, with the objective of developing mutually beneficial and sustainable linkages with port based industries and users, thereby, making Kandla the driver of economic growth in the region and India.

The Deendayal Port Trust invites applications from eligible and competent persons for engagement as Stenographer (English) purely on contractual basis as under:

Name of the Post: Stenographer (English)

Number of Posts: 02 (Two)(UR)

Qualification - as under:

- (i) Graduate having sufficient knowledge in computer in Office Automation Software like MS Office applications with six months' certificate course in computers.
- (ii) Should have a speed of 80 w.p.m. in shorthand in English and 40 w.p.m. typing speed on computer.

Experience: Preference shall be given to those who have proficiency both in English and in Hindi Stenography and typing on computer. Proficiency in Stenography and Computer Operation shall be judge through shorthand test and test on computer in MS Office Applications.

Type of Employment: Purely contractual.

Tenure of contract: Eleven months from the date of joining, extendable for one more term based on the performance and requirement.

Remuneration : Fixed Rs. 32,000/- (Rupees Thirty-Two Thousand Only) per month.

General Instructions / Conditions:

1. Only Indian Nationals are eligible to apply. While applying for the post, the applicant should ensure that he/she fulfills the eligibility criteria and other norms mentioned above. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.
2. The mere fact that a candidate has submitted the application against the advertisement would not bestow upon him/her the right to be called for the test / interview for selection.
3. Candidate working in other organization has to submit NOC at the time of interview/test.

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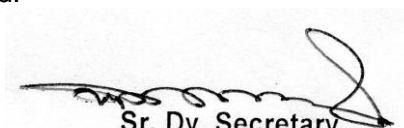
4. The crucial date for determining the eligibility criteria for qualification, experience and age shall be **01/12/2020.**
5. The number of vacancies indicated in the advertisement may increase/ decrease / be cancelled at the discretion of Deendayal Port Trust Management, if needed, without any further notice and without assigning any reasons thereof.
6. The Management reserves the right to shortlist and restrict the number of candidates for test / personal interview on the basis of qualifications and experience by adopting the appropriate selection criteria.
7. Candidate selected, will neither be entitled to nor have any claim for any temporary / ad-hoc / regular employment in DPT during the said contract period or on completion of contract term.
8. In the event of death of a candidate selected on 'Contract Basis' while in service, the balance contractual amount due, if any, will be paid to his / her legal heirs, and no any other financial benefits shall be given.
9. The period of contract of candidate selected, can be terminated at any time by giving 15 days' notice in advance from either side and other exigencies, contract may be terminated without assigning any reason thereof.
10. Canvassing in any form will disqualify the candidature.
11. E-mail ID/ phone number/present address given in the application should be valid and functional for at least 6 months from the date of submission of application.

How to apply:

- (i) The applicant shall take a print-out of the application form (**Annexure I**) at Deendayal Port Trust's website: www.deendayalport.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 testimonials with respect to education, experience and age, so as to reach the same **on or before 31/12/2020** at the following address:

The Secretary,
Deendayal Port Trust,
Administrative Office Building,
Gandhidham (Kutch),
Gujarat – 370201

- (ii) The Deendayal Port Trust shall not be responsible for any postal delay / loss in transit in submission of application within specified time. No request in this regard will be entertained. Incomplete applications or applications received late shall be summarily rejected.


Sr. Dy. Secretary
Deendayal Port Trust

Copy to : The Sr. DD(EDP) – for hoisting on the DPT website.

PROFORMA
B I O – D A T A

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Post applied for : Stenographer (English)

Advertisement No. GA/PS/9014/6632 dated 04/12/2020

- 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 01/12/2020 :**
- 5. Whether belongs to SC/ST/OBC:**
- 6. Educational and Professional Qualifications :**
- 7. Computer and Shorthand literacy:**
- 8. Details of employment / experience in Chronological order : As on 01/12/20**

Name of the organisation	Post held	Monthly Pay	From	To	Nature of Duties

- 9. Any other relevant information :**
- 10. Suitability for the post :**
- 11. Enclosures :**

(Signature of the Applicant)

Date: