

DEENDAYAL PORT AUTHORITY
Traffic Department (Safety Division)

TERMS & CONDITIONS OF ENGAGEMENT OF
Administrative Supervisor (Post- 1 No.)

1. The engagement is purely on contractual basis for a period up to 11 months from the date of joining. The contract may be renewed based on the performance of the candidate up to another 11 months.
2. The contract engagement shall not confer any right to lay claim to permanent absorption in the Port service against any post whatsoever.

3. Qualifications, Experience, Remuneration & Age limit:

Essential:

- a. Full time degree of B.A or B.Com or Bachelors of Engineering/ Technology etc. from govt. Recognized University.
- b. Candidate shall have minimum 3 years experience in the field of administrative/HR related work in Port, Heavy Material Handling industry, Steel industries, Oil & Gas, chemical /petrochemical processing or storage tank terminals industries etc.

Desirable:

- c. Preference will be given to the candidates who has worked with DPA and having through knowledge of internal/external communication in organization.

Other prerequisites:

- a) Good communication, passion for training, presentation skills, Adapting to latest technology
- b) The Administrative Supervisor shall have good knowledge of Hindi and English. The knowledge of local language is an added advantage.

Fixed monthly remuneration:

A Consolidated remuneration of **Rs.30,000/-** (Rupees Thirty Thousand Only) will be paid a fixed lumpsum contractual amount per month during the contractual period. For engagement less than a month, the payment will be made on pro-rata basis.

Age Limit:

No Upper Age Limit. Minimum age limit is 25 years on date of interview.

4. Primary Job description:

Administrative Supervisor will be work under direct guidelines and direction of Manager Safety & PSM.

- Review & Preparation of communication related to Ministry/higher authorities, Port users, Union etc. related to safety.
- Conducting day to day internal and external communication related to safety.
- Preparation of word/excel/PPT for various meetings, trainings etc.
- Assist to Manager Safety & PSM for various safety activities and documentation
- Implementation of safety management system and ISO 45001 in port
- Safety Department coordination
- External Audit Management as per IS14489
- Certification Audit and other safety audit
- MIS and MPR Reports
- Management Safety committee meetings
- Safety presentation coordination
- Safety Publication and Researches
- KRAs compilations & Monthly Review coordination
- Safety Awards and Membership with BSC, NSC, GSC etc
- Administrative issues
- Systems, Policies & Procedures: - Identify Need for, Develop, Revise, and approve Process Safety Management Procedures in the DPA.
- Monitor and co-ordinate the recommendation tracking activities, audit/ relevant statutory PSM compliances
- Management Information System (MIS) & Statutory Compliance

5. Other Terms & Conditions:

- I. Administrative Supervisor will be required to work full time for 6 days in week in shifts on rotation i.e. morning, afternoon and night, as per requirement and the daily working hours shall be 8 hours. If the situation so warrants, the weekly day of rest may be changed with prior intimation. For work of any weekly off-day/declared National Holiday in exigency, you will be granted a compensatory day of rest conveniently in lieu thereof and you will not be entitled to any other compensation, monetary or otherwise.
- II. Administrative Supervisor will not be eligible or entitled for any other allowances/ Financial or other benefits as may be available to regular employees.
- III. Administrative Supervisor has to arrange quarters/accommodation by themselves.
- IV. No TA/DA will be paid, if the Administrative Supervisor s are posted from one duty place to other.

- V. Administrative Supervisor will not be entitled/eligible for any type of leave during the contract period, except weekly rest days/closed holidays applicable to employees of DPA. However, they will be entitled to avail C.L. @ 1 day per month subject to maximum 11 days during the contractual period and the leave may be availed of with prior approval.
- VI. In the event of his absence from duty on whatsoever reasons, no payment shall be payable for the said date. However, prior intimation is compulsory before proceeding on leave/ absence, so to make alternate arrangements for posting of staff at port.
- VII. Additionally, sick leave to the extent of 10 days in a year (11 months from the date of engagement and proportionate in case of shorter period of engagement) on critical illness may be allowed without any deduction from the remuneration on the basis of certification from DPA Chief Medical Officer.
- VIII. The Administrative Supervisor will not be entitled to outdoor medical facilities.
- IX. Administrative Supervisor will be responsible for the charge and care of the DPA goods, stores and all other property that may be entrusted and he will be accountable for the same.
- X. Any kind of criminal or civil proceedings that may arise during the contract period against Administrative Supervisor, the Port will not be held responsible.
- XI. In the event of death of a person appointed on "Contract Basis" while in service, the balance contractual amount, due if any, against the work done, will be paid to his legal heirs, and no any other financial benefits shall be given.
- XII. The period of contract can be terminated at any time by giving 15 days notice in advance on either side, without assigning any reasons thereof. However, the engagement is terminable on 24 hrs. notice for unsatisfactory performance and for any act considered to be derogatory/detrimental to the interest of DPA.
- XIII. In the event of any dispute arising out of this contract, the interpretation and decision of the Chairman, DPA will be final and binding.
- XIV. Court of jurisdiction for any dispute at Gandhidham only.