

# **DEENDAYAL PORT TRUST**

**(INDIA'S NO.1 MAJOR PORT)**

## **MANUAL ON JOB & RESPONSIBILITIES**

**Off Shore Oil Terminal,  
VADINAR**

**Name** : **Shri A. Ramasamy**  
**Designation** : **Chief Operations Manager**  
**Section** : **OOT Department**  
**Department** : **Off-shore Oil Terminal Department**

Title of the Job	Chief Operations Manager
Objectives	The Chief Operations Manager is the Head of Off-shore Oil Terminal Department, Vadinar.
Role and Responsibilities	<ul style="list-style-type: none"> <li>• Administration and Management of the Department.</li> <li>• Improvement in the overall working of the Department.</li> <li>• Operation of the SBM Terminal.</li> <li>• Looking after the Welfare, Customer relations and developmental works of the department and ensure I.S.P.S. compliance. Department activities include Marine, Traffic, Engineering, Finance, Establishment, General Administration, medical and dealing with Trade Unions and customers.</li> </ul>
Job specification & attributes	<ul style="list-style-type: none"> <li>• Degree in Engineering from a recognized University/Certificate of Competency as MOT First Class/Master Mariner having Certificate of Competency as Master of Foreign Going Ship / Post-Graduate degree from recognized University.</li> <li>• 17 years' experience in Executive Cadre in Marine/Engineering/Traffic in any port/ Government or Semi-Government Department/Public Sector Undertaking/Autonomous Body.</li> </ul>
Resource requirement	Qualified Officers to take care various sections for day to works and support staff
Measureable outcome	Management in administration and technical matters as a whole in terms of Pilotage.
Date of review	Yearly