



**VISAKHAPATNAM PORT TRUST  
RESEARCH & PLANNING DIVISION**

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Notice No.IRNP/JD/Rect/2021, dt.17.03.2021

**Walk-in-Interview (On contract basis)**

Visakhapatnam Port Trust is seeking experienced Data Entry Operators to work in Visakhapatnam Port Trust for a period of One year on consolidated remuneration of Rs.20,000/- (Rupees Twenty Thousand only) including all per month per person.

Post	Qualifications	Age	Remuneration (consolidated)	Numbers of posts
DATA ENTRY OPERATOR	<b>Essential:-</b> (i) B.Sc. Computer Science / Bachelor of Computers from recognized University with minimum 70% of marks <b>1) Skill test will be conducted.</b> <b>2) Required Typing speed of 45 words per minute</b> <b>3) 5 years experience in Data Entry Operator</b>	Below 35 years	Rs.20, 000/- per month	8 (eight)

Interested candidates may please WALK-IN with their CV (Curriculum Vitae), two (2) passport size photos with original certificates, experience with two sets of photo copies. Applicants turn up to walk-in without original certificates and supporting documents will not be allowed.

Canvassing any form will be a disqualification and VPT reserves the right to either cancel the notification or increase/decrease the number of posts, including devising in its own method in selecting the candidates

**Venue:** Office of JOINT DIRECTOR, Room No.48, 4<sup>th</sup> floor, Administrative Office Building (AOB), Phone: (0891) 2873200 / 2873447

**Date & Time of Reporting: Dt.03.04.2021 @ 11.00 AM**

**Terms and Conditions are enclosed at Annexure-I**

VISAKHAPATNAM PORT TRUST  
RESEACH & PLANNING DIVISION

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TERMS & CONDITIONS APPLICABLE TO THE POST OF DATA ENTRY OPERATOR  
APPOINTED ON CONTRACT BASIS IN VISAKHAPATNAM PORT TRUST,  
VISAKHAPATNAM

01. The Data Entry Operator should work in Visakhapatnam Port Trust under the Administrative control of Joint Director (R&P), Accounts Department/VPT.
02. He /She will be posted in Visakhapatnam Port Trust and should attend all working days. He /She should attend the works entrusted by the Joint Director (R&P).
03. He /She will be paid a consolidated payment of Rs.20,000/- (Rupees Twenty 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 in One Year on 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 is forbidden from receiving any remuneration or reward from the Shipping Agencies/Stevedores, Clearing & Forwarding agents etc., and its staff for professional services rendered in his /her official capacity.
08. Their services are terminable with one month notice on either side or one month consolidated monthly pay in lieu of such notice without assigning any reason. VPT 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 Trust, in future.
10. The terms of appointment of Data Entry Operator is for a period of one year from the date of taking up the appointment. However, in case of necessity, at the sole discretion of VPT, fresh appointment on contract basis for a further period on terms and conditions that may be indicated by the Port.
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 out of neglect or fault attributed to him/ her during the period of his/ her contract engagement.

12. The Data Entry Operator should make his/ her own arrangement of transport for attending and leaving the office.
13. He /She will attend to any another work allotted by the Joint Director (R&P) from time to time.
14. He /She has to devote his/ her whole time and attention to the interest of the Organization and will not engage himself/ herself to any other work either paid or in honorary capacity. Any refusal to carry out any acts without sufficient reasons will be liable for action by the Port as approved by the Competent Authority.
15. He/ She will be required to submit unconditional relieving letter from present employer, if any, at the time of joining VPT, without which He /She will not be allowed to join.
16. Any other conditions which may be required will be included/ incorporated in addition to these by VPT by serving a notice to the Data Entry Operator to meet the requirements of exigencies during the contract period.
17. For any dispute arising out of and during the contract period between VPT & Data Entry Operator, the same shall be referred to Chairman/VPT, whose decision shall be final and cannot be questioned by the Data Entry Operator.
18. The VPE (Temporary Service) Regulations, 1991 with effect from 26.07.1991 shall not apply to employees engaged on contract, as per para-3 of the said Regulation.