

KAMARAJAR PORT LIMITED
(erstwhile Ennore Port Limited)

(A Mini-Ratna Government of India Undertaking)
Rajaji Salai, Chennai - 600 001.

Kamarajar Port Limited is looking for creative and talented officers who have worked and retired from Central/State Government /Public Sector Undertaking/ Statutory Autonomous Bodies on contract basis for the following positions in the CSR Cell of Kamarajar Port Limited:

S. No	Designation	No. of Posts	Remuneration	Age
(1)	(2)	(3)	(4)	(5)
1	CSR Cell Engineer	01(one)	Rs.55,000-Rs.65,000/-per month (Consolidated) Restricted to pay last drawn plus grade pay and DA less basic pension in the above pay band in the case of retired officers from the Government.	55-70 years
2	CSR Cell Executive	01(one)	Rs.40,000-Rs.50,000/-per month (Consolidated) Restricted to pay last drawn plus grade pay and DA less basic pension in the above pay band in the case of retired officers from the Government.	55-65 years

Terms and conditions for engagement of CSR Cell Engineer/CSR Cell Executive:-

Specification	CSR Cell Engineer	CSR Cell Executive
Qualification	1. Must be a Graduate in Civil Engineering; 2.Must have worked and retired as Class I officer in Central/ State Government/PSU/Statutory Autonomous Bodies; 3 Must have experience in civil and maintenance works; 4. Must have dealt with CSR and allied welfare and development schemes / projects; 5.Must have computer knowledge (Auto CAD) .	1. Must be a Graduate of any discipline; 2.Must have worked and retired as Manager or in Supervisory cadre in Central/State Government/ PSU/ Statutory Autonomous Bodies; 3. Must have dealt with CSR and allied welfare and development schemes / projects; 4. Must have computer knowledge
Age	Between 55-70 years	Between 55-65 years

Remuneration (depends upon line of experience)	Rs.55,000-Rs65,000/-per month (Consolidated) Restricted to pay last drawn plus grade pay and DA less basic pension in the above pay band in the case of retired officers from the Government	Rs.40,000-Rs.50,000/-per month (Consolidated) Restricted to pay last drawn plus grade pay and DA less basic pension in the above pay band in the case of retired officers from the Government .
Duration of contract	Two years(Renewable by every six months on 'need and performance' basis.)	Two years(Renewable by every six months on 'need and performance' basis.)
Duties & responsibilities	1.Scrutiny and process of projects of civil works identified in Baseline Survey Report and proposals received from local bodies and others; 2. Preparation of estimates, designs and sketches, technical information etc, in respect of civil/maintenance works under CSR; 3. Preparation of tender documents and processing of tenders for civil /maintenance works and procurement of technical items; 4. Supervision and monitoring of civil / maintenance works under CSR and maintenance of relevant records; 5. Submission of completion certificate for civil/maintenance works and handing over of assets created to the beneficiaries; 6. Appraising the progress of CSR technical projects to Nodal Officer for CSR/CMD/BLC for CSR;	1. Assisting CSR Cell Officer/Engineer; 2. General correspondence and processing and maintenance of CSR files;

Applications should be submitted strictly by post only. Applicants may download the prescribed ***Employment Application Format*** and submit the filled in form with enclosures so as to reach the address furnished below latest by **30.11. 2016:**

The Deputy General Manager (Civil)
Kamarajar Port Limited
Port Administrative Office,
Vallur Post,
Chennai-120

[Click here](#) for *Employment Application Format*