

PARADIP PORT AUTHORITY
PARADIP - 754 142, ODISHA (INDIA)
ADMINISTRATIVE DEPARTMENT



No. AD/RSC- II/21/27/2024(Pt)/ 2747

Dated, the 07 Sep., 2026

ADVERTISEMENT

Paradip Port Authority (PPA) an autonomous body under Ministry of Ports, Shipping & Waterways, invites applications from Indian Nationals for filling up of the following post through **Direct Recruitment**:-

Sl. No.	Name of Post and Number of Post	Scale of pay	Age	Essential qualification
01	Assistant Manager (Welfare) (Class-II) 01 (UR)	Rs.40,000- 1,40,000/-	35 years	Must be Graduate from a recognized University with Degree or Diploma in Social Science from any Institution recognized by State/Central Govt. with adequate knowledge in Oriya language. 5 years' experience as Welfare Officer will be preferred in any Govt./ PSU /Reputed Organization.

GENERAL CONDITIONS

1. Applications, complete in all respects in the prescribed format and addressed to **the Secretary, Paradip Port Authority, Dist-Jagatsinghpur, Odisha- 754142** should reach the office of the Secretary, Paradip Port Authority by REGISTERED POST WITH AD on or before the last date.
2. Applicant must attach two latest passport size photographs mentioning his/her name on the back side.
3. The envelope containing the application should be clearly super-scribed in **BOLD** capital letters as :-**"APPLICATION FOR THE POST OF _____"**.
4. Qualification & experience of the candidates should be strictly in accordance with the prescribed Recruitment Rules.
5. The cut-off date for determining the age is 01.09.2026. Relaxation of upper age limit in respect of workers engaged through contractors/co-operative societies/directly by PPA will be as per the rules of PPA. Employees of the Board of any Major Port possessing the prescribed qualifications and experience may also apply, provided that the age limit in such cases shall not exceed fifty-five years.
6. **Important information for Persons with Benchmark Disability (PwBD):** Candidates with Benchmark Disability (PwBD) shall be considered for appointment only after being assessed by the Appellate Medical Board. The Board will evaluate both the medical fitness and ability to meet the prescribed physical requirements as specified below. Only those PwBD candidates who are declared fit by the Medical Board on both these aspects shall be considered for appointment.

Physical requirements	PwBD Categories identified suitable
S- Sitting	OA- One Arm; OL-One Leg; BL-Both Leg

[Handwritten signature]

RW- Reading & Writing
H- Hearing
C-Communication

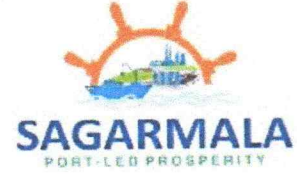
B- Blind; LV-Low Vision
HH- Hearing Impaired

7. No request for change of any entries or part, originally indicated in the application form, shall be entertained.
8. The candidates have to ensure themselves that they are eligible as per advertisement conditions and possess essential qualification as on the cut-off date.
9. The candidates shall be held responsible for the correctness of all information given by him/her and in case of any information/documents found to be incorrect at a later stage, action shall be taken against the candidates, including dismissal / termination from service as per rules, without any notice.
10. Self-attested legible copies of proof of age/date of birth, academic/ professional qualifications, caste certificate, experience, etc., relating to the post applied should be attached with the applications.
11. No representation on any ground for non-appearance for the written test/interview, etc., by the candidates will be entertained and his/her candidature will not be considered in such an eventuality.
12. Persons employed in Government Service (including Port Employees) should send their applications through proper channel and have to produce 'No Objection Certificate' from their present employer at the time of interview.
13. The candidate should not have been convicted by any Court of Law.
14. Incomplete applications shall be summarily rejected.
15. The candidates should note that PPA will in no case be responsible for non-receipt/ late receipt of their applications or any delay in receipts of call letters for written test/interview by the candidates or any reason whatsoever.
16. The candidates are advised to visit the website www.paradipport.gov.in for further instructions/directions/amendments etc. from time to time, for written test/ interview e.t.c.
17. PPA reserves the right to modify/amend/cancel the advertisement, if required, at any time, due to administrative reasons without assigning any notice/reason thereof.
18. Selection will be based on the Written Test and Interview, depending on the number of applications.
19. Admissible TA (to and fro) in 2nd Class Rail/Bus for the shortest route will be reimbursed to SC/ST candidates as per Govt. Guidelines subject to production of tickets on the date of interview.
20. Any kind of dispute with regard to the recruitment will be subject to jurisdiction of the courts within the district of Jagatsinghpur, Odisha only.
21. Decision of the Appointing Authority would be final with regard to all matters connected with the recruitment.
22. Self-attested copies of documents in support of educational qualification and experience must be enclosed. Application will not be considered without self-attested copies of all supporting documents.
23. Last date for receipt of application is 08.10.2026.


Secretary,
Paradip Port Authority



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(APPLICATION FOR THE POST OF: _____)

1. Name of the Candidate (in Block : _____
letters)
2. Father's/Husband's Name : _____
3. Date of Birth (dd/mm/yyyy) : _____
4. Age as on 01.09.2026 : _____
5. Permanent Address (with pin code) : _____

Affix
Passport
size
Photograph

6. Address for correspondence (with pin : _____
code)

7. E-mail address, phone numbers : E-mail: _____
(office, residence & mobile) along : Mob: _____
with fax no. if any : Ph (off): _____
: Ph (Res): _____

8. Nationality :

9. Religion :

10. Whether belongs to Minority/
Community, If yes, please specify. :

11. Whether belongs to ST/SC/ :
OBC/GEN

12. Gender :

13. If physically handicapped, sub :
Category of PH

14. Marital Status :

15. Details of Educational Qualifications from Matriculation onwards (Enclose a separate sheet, duly signed, if the space below is insufficient):

Sl. No.	(1)	(2)	(3)	(4)	(5)
a) Examination passed					
b) Year of passing					
c) Name of College/ Institute					
d) Regular / Part Time/ Distance					
e) University/ Board					
f) Main subjects					
g) Total aggregate percentage of marks obtained/ division/ etc.					

16. Details of experience (in chronological order). (Enclose a separate sheet, duly signed, if the space below is insufficient.) :

Sl. No.		(1)	(2)	(3)	(4)	(5)
a) Name of organization						
b) Post held with dates	From					
	To					
c) Regular/ Contractual/ Ad-hoc/ Deputation						
d) Brief description of duties						
e) Details of experience						
f) Scale of pay						
g) Class (I, II, III IV) / In case of private service (Executive / Non-Executive)						
h) Total Salary						

17. Details of computer knowledge Language(s) known and application Software used :

18. Additional information, if any, which the candidate would like to mention in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training, (iii) work experience over and above advertisement) [enclose a separate sheet, duly authenticated by your :

signatures, if the space is insufficient]

19. Language(s) known (Read, write, speak and : _____
understand)
20. Whether convicted by any Court of Law : _____
(Yes/No), If yes, please specify.

DECLARATION

I hereby solemnly declare and confirm that all the information furnished by me is true, correct and complete to the best of my knowledge and belief. I also undertake that, if at any stage of selection, the information furnished is found to be false or misleading, my candidature/appointment/services will stand cancelled/terminated, without assigning any reasons therefor.

Date: _____

Signature: _____

Place: _____

Name : _____

Note: Self attested copies of documents in support of educational qualification and experience must be enclosed. Application will not be considered without self attested copies of all supporting documents.