



## Kandla SEZ Authority (KASEZA)

Government of India  
Ministry of Commerce & Industry,  
Kandla Special Economic Zone,

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No. KASEZ/EM/II/85(A)/2015-16/

Dated: 03/11/2016.

**Subject: Vacancy Circular/ Terms of Contract for appointment of Asstt. Manager (Estate & Marketing) at Kandla SEZ Authority.**

Kandla SEZ Authority invites application from experienced candidate to work as **Asstt. Manager (Estate & Marketing)** on contract basis for a period of one year and be extended for a further period of one more year, if the performance is found good by the Chairman, Kandla Authority.

**Eligibility Criteria:-**  
**(Essential)**

- (i) The applicant should be an MBA / PGDM (in Finance or Marketing).
- (ii) He/she should be below the age of 35 years as on 01/10/2016.
- (iii) He/she should have good drafting skills in English & Hindi
- (iv) He/she should have an excellent knowledge of working on computer.

Desirable:

- (i) Experience of dealing with Estate matters at-least for a period of one year.
- (ii) Ability to read, write and speak Gujarati language.

**Entitlements:**

- (a) During the period of contract, the Asstt. Manager (Estate & Marketing) shall be entitled to a fixed monthly salary of Rs. 45,000/- (Rupees forty five thousand only) from the date of joining the post.
- (b) The Asstt. Manager (Estate & Marketing) will be provided Govt. accommodation for the period of the contract, if available. License fee/ Water charge/ Electricity bill shall be payable by the incumbent, as per the authority rules. In case of his/her not taking Govt. accommodation, no HRA in lieu thereof shall be payable.
- (c) The incumbent will be paid TA/DA at par with an officer having Grade Pay of Rs.4,800/- as per old system of grade pay for outstation trips duly authorized by DC/JDC.

**Terms & Conditions:**


- (a) The incumbent is normally required to work from 9.30 a.m. to 6.00 p.m. with half-an hour lunch break. Considering the urgency of the work, he may even be required to attend the office after normal working hours or on holidays without any extra allowance.
- (b) The incumbent has to provide assistance to the office of the Development Commissioner and to Kandla SEZ Authority on development of estate, marketing, recovery of lease rent and financial matters.
- (c) The incumbent will also have to liaise with various State Government agencies such as GWSSB, PGVCL, etc. for day-to-day estate management functions.
- (d) The incumbent shall perform his/her duties in the interest of the KASEZ Authority/Government and any wilful action on the part of the incumbent which is detrimental to the interest of the Authority/Government may lead to legal action against the incumbent and cancellation of appointment.

**Other terms & conditions:**

- (i) The officer will be allowed to join subject to his/her being declared medically fit (not suffering from any major illness) by a Civil Surgeon of a Government Hospital/the Doctor of the KASEZ Dispensary.
- (ii) The Officer will be entitled to avail 30 days paid leave. In case of exigencies of work, he/she can be denied leave.
- (iii) The Officer will have no right for permanent absorption in this post. This is purely a temporary job on contract for a period of one year, extendable by another one year if the work is found satisfactory.
- (iv) The appointment is subject to termination at any time without assigning any reason what so ever after serving 1 month notice or 1 month pay. Alternatively, if the officer does not intend to continue, he/she may give one month notice or in lieu of notice period an amount equal to one month consolidated payment.
- (v) The Officer will discharge the duties & responsibilities of Asstt. Manager (Estate & Marketing), KASEZ Authority as per the directions of Development Commissioner, KASEZ & Chairman, KASEZ Authority or any other senior officials of Zone in his channel of reporting.
- (vi) Transfer Allowance (i.e. TTA) will not be admissible. However TA/DA, as per Govt. rules, will be admissible on outstation tour if required, equivalent to the post having grade pay of Rs. 4,800/-.
- (vii) The contract of service will automatically stand terminated with the efflux of the contract period and no further notice of termination of the contract will be given; otherwise that in the case where the contract is terminated prematurely in terms of the terms/conditions No. (iv) of this contract above.



- (viii) For the period of contract, the officer shall not be entitled to any gratuity/pension etc.
- (ix) No medical expenses shall be paid/re-imbursed to the incumbent.
- (x) It is requested that those who are willing to be considered for appointment and fulfill the eligibility criteria may apply to the office in the prescribed Proforma, within 30 days from the date of publication.
- (xi) The envelope having application for the post should have subject as "appointment of "Asstt. Manager (Estate & Marketing)".
- (xii) For attending to the personal talk/interview, no Travelling allowance/Dearness Allowance or any other allowances shall be admissible.
- (xiii) Appointment shall be subject to Police verification.
- (xiv) On any dispute about eligibility criteria fulfillment, decision of Chairman, Kandla SEZ Authority shall be final.

  
(Krishan Kumar) 3/11/16

Jt. Development Commissioner,  
Kandla Special Economic Zone &  
Member, Kandla SEZ Authority.

**PROFORMA FOR SENDING THE APPLICATION FOR THE POST OF ASSTT.  
MANAGER (ESTATE & MARKETING), KANDLA SEZ AUTHORITY**

1. Name and address in block letters :
2. Date of birth (in Christian era) :
3. Educational qualifications :  
(Enclose self-attested copies of certificate)
4. Other Qualification/ Training/ Experience etc. :

Affix your  
Passport  
size  
Photograph  
and sign it

6. Details of Employment/experience, in chronological order,  
(Enclose a separate sheet duly authenticated under  
your signature)

Office/ Institution/ Organization/ Govt.	Post held/ kind of experience gained	Period From    To	Nature of duties performed/
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6. Please state clearly whether in the light of the entries  
made by you above, you meet the requirement of the  
Post: Yes/No

7. Any other information (like sports activities taken by you/ hobbies, etc.)

(Signature of Candidate)

Postal Address (R)

Telephone No.

E-mail :