



Recruitment of various positions for Gujarat Maritime Cluster/GPIDCL



Gujarat Maritime Cluster (GMC), a project promoted by Gujarat Ports Infrastructure and Development Company Limited (GPIDCL) a 100% subsidiary of Gujarat Maritime Board (GMB). GPIDCL has initiated the process of developing India's first-of-its-kind commercial maritime cluster- "Gujarat Maritime Cluster", at Gujarat International Finance Tec-City (GIFT City), Gandhinagar. GMC has been conceived as a dedicated ecosystem of soft services related to the global maritime industry and plans to host a wide array of maritime, shipping and logistics services providers in the same geographic ensemble, thereby leveraging on their proximity and improved access. On the lines of International Maritime Clusters like Singapore, Hong Kong, Dubai and Netherlands. India's first dedicated maritime cluster focuses on bridging the necessary gaps in the shipping sector and creating synergy among the shipping industry players.

GMC is looking for qualified and experienced professionals to join its GMC team as follows:

Sr. No.	Name of the Post	Fixed Remuneration	Number of the Posts	Nature of Appointment
1	Deputy Manager (Client Acquisition)	₹ 10 Lakhs per annum (CTC)	01	Contractual for a period of 5 years (Renewal every year based on performance)
2	Assistant Manager (Customer Relations)	₹ 8 Lakhs per annum (CTC)	01	Contractual for a period of 5 years (Renewal every year based on performance)

Following are the detailed Roles and Responsibilities along with Minimum Eligibility Criteria for each post:

Sr. No.	Post	Minimum Eligibility Criteria	Job Description
1	Deputy Manager (Client Acquisition)	<p>Qualification: Master's degree in Business Administration, Management, or related field (Preferably in Marketing / Mass Communication / Shipping Management).</p> <p>Work Experience: Candidate should have minimum of 8 Years of relevant work experience in business development / marketing with maritime / shipping organizations</p> <p>The candidate should possess the following:</p> <ul style="list-style-type: none"> ➤ Strong communication, interpersonal and leadership skills. ➤ Proficiency in English language (Proficiency in Gujarati too is preferred) ➤ Excellent presentation skills along-with proficiency in creating content for marketing collaterals ➤ Ability to flourish with minimal guidance, be proactive, and handle uncertainty ➤ The candidate should be willing to undertake extensive travel. <p>The candidate would be required to assist the Member Secretary of GMC or any other senior official of GPIDCL/GMC</p>	<ul style="list-style-type: none"> ➤ The applicant should develop a strong connect with various national and international associations, authorities and regulators, policy makers, other leading clusters, and all other maritime / shipping organizations of strategic importance to GMC ➤ Identifying and engaging with important stakeholders / institutions for strategic tie ups / MoU - Undertaking discussion(s) and negotiation(s) in this regard. ➤ Effectively engaging with prospective maritime / shipping / logistics industry players to establish rapport ➤ Calling / Meeting prospective industry players and engaging with them to maximize members base ➤ Identifying and engaging with important stakeholders / institutions for strategic tie ups / MoU - Undertaking discussion(s) and negotiation(s) in this regard. ➤ Analysing, differentiating and converting members from hot prospects ➤ Maintaining client profiles, mailing lists, records of calls made, and promotional actions required or taken in the GMC ➤ Conducting targeted maritime-oriented promotional tasks such as - preparing briefings and presentations regarding the GMC's developments and marketing programs; assisting and/or participating in the events such as trade shows, seminars, ceremonies, receptions, customer events, trade missions and marketing trips; may represent the GMC at national and international trade and industry conferences, meetings, seminars and industry events; ➤ Responding to customer requests for information related to the Gujarat Maritime Cluster project ➤ Assisting other departments and internal team members of GMC in developing and implementing appropriate tactical plans to meet strategic goals and objectives. ➤ Researching and developing a thorough understanding of the Maritime

			<p>Organizations / Clusters to enable effective cross selling of their services and solutions</p> <ul style="list-style-type: none"> ➤ Development and implementation of customized outreach and marketing plans. ➤ Responsible for the entire media management – Print, Digital and Social Media ➤ Developing marketing collaterals, press releases / news articles / advertisements related to the cluster ➤ Preparing and disseminating marketing reports to the concerned officials of GMC ➤ Perform other duties as assigned by the Management (or, officials as may be concerned)
2	Assistant Manager (Customer Relations)	<p>Qualification: Master’s degree in Business Administration, Management, or related field</p> <ul style="list-style-type: none"> ➤ Work Experience: Candidate should have at least 5 Years of experience working in Maritime, Shipping or related sector, preferred <p>The candidate should possess the following:</p> <ul style="list-style-type: none"> ➤ Experience in network in and/or experience working with maritime / shipping organization(s) ➤ Exceptional leadership and time, task, and resource management skills ➤ Strong interpersonal, and verbal and written communication skills ➤ Energetic, self-confident, self-motivated and self-disciplined person ➤ Familiarity with budget planning and enforcement, human resources, and customer service procedures. <p>The candidate would be required to assist the Member Secretary of GMC or any other senior official of GPIDCL/GMC</p>	<ul style="list-style-type: none"> ➤ Ensuring high members’ retention through customer service and relationship ➤ Planning, scheduling and coordinating GMC’s various events, including meetings, seminars, training programmes, conferences, roadshows, etc. ➤ overseeing a gamut of functions like design, production, coordinating event logistics and services, including technology and equipment, refreshments, lodging and boarding, transportation, etc ➤ Determining training / capacity building requirements for industry through consultation and research ➤ Developing and administering training programmes in collaboration with Gujarat Maritime University ➤ Developing and implementing a communication strategy in consultation with Business Development Team and represent GMC in public events related to the maritime & shipping sector ➤ Consulting with all relevant members at Gujarat Maritime Cluster, document their position and understand their needs in order to explore routes leading to policy reforms, industry – academia collaborations (to foster innovation / R&D), etc. ➤ Overseeing the administrative aspects for various publications under GMC ➤ Implementing monthly project review with all internal stakeholders ➤ Establishing strong relationships with cluster members, vendors, suppliers / partners ➤ Proactive information sharing (i.e. maritime news & press, and all such information related to international

			shipping practitioners) with internal stakeholders and cluster members <ul style="list-style-type: none"> ➤ Coordination of commercial & non-commercial activities with all cluster members ➤ Managing all administrative work related to GMC ➤ Handling all the documentation related to Administration and HR functions of GMC ➤ Perform other duties as assigned by the Management (or, officials as may be concerned)
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Selection Process:

The GPIDCL will intimate the detailed selection process to the short-listed eligible candidate(s) after the last date of application.

Important notes:

- All the posts mentioned are contractual in nature and initially for a period of 2 years, which shall be renewed at the end of each year based on satisfactory performance upto 5 years.
- This initial period of 1-year is to be counted towards probation and subsequent extension on an annual basis depending upon the performance not exceeding a total 5 years period including the year of probation.
- The final remuneration for the candidates will be decided on the basis of the qualifications, total work experience, suitability of the candidate for the role and the performance in the interview.
- The contractual appointment shall give no right to renewal, extension, or conversion into permanent appointment.
- The contractual appointment shall end on the stipulated date of expiry of the contract mentioned in the appointment letter.
- The applicant must ensure his / her eligibility for the post in respect of qualifications and other requisite criteria and only then apply.
- Original Documents should not be sent to GPIDCL, but these must be produced at the time of selection process. Upon receipt of the application form, the GPIDCL shall mail an acknowledgment to the respective applicant. Only upon receipt of this acknowledgment should the applicant consider his/her candidature for further process. Candidate can inquire on hr@maritimecluster.org in case of non-receipt of acknowledgment.

- A candidate can apply for any number of posts subject to fulfillment of the criteria mentioned in the advertisement.
- Upon the requirement from the side of GPIDCL, candidates already in Government / Semi Government / PSU/ Educational institution service shall have to produce NOC (in prescribed format) from their respective institution at the time of Final selection process.
- Candidates shall submit the application form in the prescribed format only along with recent passport size photograph. Application other than in the prescribed format will not be entertained.
- Candidates shall enclose self-attested copies of certificates towards the evidence of Age, Educational Qualification, Work Experience, etc. with application(s).
- It is the applicant's duty to ensure that his/her application is received by the GPIDCL within the stipulated timeline. No correspondence will be entertained regarding delays and reasons for not being called for interview, etc.
- Canvassing in any form will result in disqualification.
- Selected candidates must join the duty on a date determined by GPIDCL. GPIDCL reserves the right not to appoint a selected candidate if he/she is unable to join the duties on a designated date.
- No TA/DA shall be paid for attending/participating in the selection process. No shortlisted candidate will be considered after the prescribed date and time of selection process, in case, if he/she is unable to attend the selection process, for whatever reasons.
- Applications incomplete in any respect or those received after the stipulated timeline shall not be entertained.
- The GPIDCL reserves the right to alter / insert any corrections / additions in the advertisement through the website in the event of any typographical error or as required, before the last date prescribed for the receipt of the applications.
- The GPIDCL shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the service. In case, it is detected that the information(s) given by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his / her application shall be rejected or terminated from service.
- In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the GPIDCL reserves the right to modify / withdraw / cancel any communication made to the candidates.
- The decision of the GPIDCL Authorities on any/ all matters in relation to this advertisement shall be final and binding.
- Applicants must produce original testimonials, certificates, and other documents at the time of Selection Process.
- Eligibility of the candidate will be determined as on the last date for receipt of the application(s).
- Pay of the selected candidates will be fixed as per the recommendations of the Selection Committee.
- The GPIDCL reserves the right not to fill up any or all the vacancies advertised if the circumstances so warrant. No correspondence / enquiry will be entertained from the

candidates in connection with the process of selection / interview. No personal details regarding applicant(s), shortlisted or selected candidate(s) will be provided.

- Duly filled in application form with the relevant supporting documents shall be sent through Indian Post (RPAD or Speed Post) only to **“The HR Department, Gujarat Ports Infrastructure Development Company Limited, 2nd Floor, GIFT House, GIFT City, Gandhinagar-382355, India”** on or before **28th April 2023**.
 - Application for each post must be placed in a separate cover and the name of the post applied for, must be super-scribed on the envelope without fail. The GPIDCL shall not be responsible for any misplacement, omission, non-receipt etc. if two or more applications are put in one cover by the candidate.
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- Click the link for Application form: