

No. 49/64/2013-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 09<sup>th</sup> April, 2014.

To

All concerned IAS Officers.

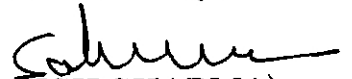
Subject: Filling up the post of Chairman, Kandla Port Trust- inviting applications-reg.

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Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of vacancy circular No. A-12022/4/2013 PE.I, dated 13<sup>th</sup> March, 2014 received from Government of India, Ministry of Shipping, (Ports Wing), New Delhi is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,

  
(SATISH SHARMA)  
Superintendent Services-II.

  
**INTERNAL DISTRIBUTION**  
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A-12022/4/2013 PE.I  
GOVERNMENT OF INDIA  
MINISTRY OF SHIPPING  
(PORTS WING)

हरियाणा सिविल सचिव कार्यालय  
चण्डीगढ़

27 MAR 2014

परिचालन शाखा नं. 28039

Transport Bhawan  
1, Parliament Street  
New Delhi-110001

Dated 13<sup>th</sup> March, 2014

VACANCY CIRCULAR

Subject: Filling up the post of Chairman, Kandla Port Trust- inviting applications-reg.

The Ministry of Shipping invites applications from All India Service/Central Civil Services Group 'A' officers for the post of Chairman in Kandla Port Trust in the pay scale of 30,000-1,25,000/- (industrial DA pattern). Apart from the salary, the post also carriesquisites such as dedicated accommodation, transport, medical attendance, LTC etc. The Port Trust is an autonomous body governed under the Major Port Trusts Act, 1963. Appointment to post is made by the Central Govt. under section 3 (1) (a) of the Major Port Trusts Act, 1963.

The Chairman of the Port is the Chairman of the Port Trust Board. He is the Chief Executive of the Organisation and is responsible for all aspects of Port functioning. He is required to exercise administrative and financial powers and also to supervise the functioning of various departments in the port. The job requirements, therefore, are the following: -

- General Managerial ability;
- Experience and talent in man-management in highly unionized environment.
- Experience and ability in Financial Management.
- Ability to formulate and implement development plans and also to prepare broad perspective plan for development of a port;
- Ability to co-ordinate with various agencies such as State Governments, the Law and Order authorities, different agencies of Central Government such as Customs, Railway, Ministry of Labour etc.
- Experience and ability in personnel management and understanding of establishment matters.

The officers belonging to All India Services/Central Civil Services who have put not less than 16 years of service in Group 'A' are eligible to be considered for the post. Preference may be given to those having experience of working in Port and Shipping sectors. The terms and conditions of appointment of the officers selected shall be as per the rules and instructions of Central Government.

The post is not a part of the Central Staffing Scheme. The appointment will be made period of 5 years or as may be decided by the Competent Authority.

The Cadre Controlling Authority/the State Governments is requested to give wide publicity to the vacancy and forward names of suitable and willing officers for consideration for the post. The ACRs (only attested photocopies) of the officer for the last five years (2008-09 to 2012-13) along with the bio-data in the enclosed format, and clearance from administrative/vigilance angles and Integrity Certificate may also be sent. The vigilance clearance of the officer may be sent in the prescribed proforma attached with the application. **The last date for receipt of applications in this Ministry is 21<sup>st</sup> April, 2014.** The applications may be sent to the undersigned at the following address

Under Secretary (PE),  
Ministry of Shipping,  
Room No. 427  
Transport Bhawan  
1, Parliament Street  
New Delhi-110001.



(GOWRI S. NAIR)

UNDER SECRETARY TO THE GOVT. OF INDIA

Tele/Fax No: 23710363

1. Chief Secretaries of the States/UT Govts.
2. Secretary, Department of Personnel & Training.
3. Secretary, Ministry of Home Affairs
4. Secretary, Ministry of Environment and Forest
5. Secretaries of All Ministries and Departments under Govt. of India

Copy to:

1. Senior Technical Director, NIC, M/o Shipping for posting a copy of the Circular in website of the Ministry of Shipping. It is also requested to send a scanned copy of the vacancy circular to DOPT for posting it on their website. The e-mail address of DOPT is [persinfotech@nic.in](mailto:persinfotech@nic.in) with a copy to [diracc@nic.in](mailto:diracc@nic.in). The subject of the e-mail should be "Vacancies in Autonomous Organisations"
2. Technical Director, NIC, DOPT, Room No. 11/A, North Block, New Delhi.
3. Guard File

## BIO DATA PROFORMA

1. Name, Designation and Address:

(a) Service and Batch:

2. Date of Birth (in Christian era) & age:

3. Date of retirement

4. Educational Qualifications

5. Whether qualifications, experience and job requirements for the post are satisfied

PHOTOGRAPH

Qualifications/  
experience/Job  
Requirements for  
the post

Qualifications/  
Experience possessed  
the officer

Essential

(1)  
(2)  
(3)

Desired

(1)  
(2)

6. Please state clearly whether in the light of entries made by you above, you meet requirements of the post

7. Total service rendered in Group 'A' post:

8. Total experience in Port & Shipping sectors, if any:

9. Dates of the employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt. Post held From To Scale of Pay and basic pay Nature of duties  
/Orgn

10. Nature of present employment
11. In case the present employment is held on deputation/please state-
- (a) The date of initial appointment
  - (b) Period of appointment on deputation
  - (c) Name of the parent office/organization to which you belong
12. Additional details about present employments

Please state whether working under

- i. Central Govt.
  - ii. State Govt.
  - iii. Autonomous Organisations
  - iv. Government Undertakings
13. Scale of Pay and Grade Pay and also indicate:  
the date from which in this scale of pay & GP
14. Additional information, if any, which you  
would like to mention in support of your  
suitability for the post. Enclose a separate  
sheet, if the space is insufficient
15. Whether belongs to SC/ST

Remarks

***In the event of selection to the post, I will not withdraw my  
candidature for the post and undertake to accept the posting.***

Signature of the candidate

Address-----

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Date-----

Countersigned-----

(Employer)

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE  
COMMENTS/ CLEARANCE BEING SOUGHT**

[ To be furnished and signed by the CVO or HOD]

1. Name of the Officer (in full) :
2. Father's Name :
3. Date of Birth :
4. **Date of Retirement** :
5. Date of Entry into Service :
6. Service to which the officer belongs  
including batch/year cadre-etc.  
wherever applicable :
7. Positions held  
(during the ten preceding years) :

No.	Organization (Name in full)	Designation & Place of posting	Administrative/nodal Ministry/Deptt. Concerned (in case of officers of PSUs etc.)	From	To
1.					
2.					

Whether the officer has been placed on  
the "Agreed List" or "List of Officers of  
Doubtful Integrity"  
[if yes details to be given] :

Whether any allegation of misconduct  
Involving vigilance angle was examined  
against the officer during the last 10 years  
and if so with what result (\*) :

0. Whether any punishment was awarded to :  
the officer during the last 10 years and if so  
the date of imposition and details of the  
penalty (\*)

1. Is any disciplinary/criminal proceedings :  
or charge sheet pending against the officer  
as on date [if so, details to be furnished;  
including reference no. if any of the  
**Commission]**

2. Is any action contemplated against the :  
Officer as on date [if so, details to be  
Furnished] (\*)

ATE:

(NAME AND SIGNATURE)

3) If vigilance clearance had been obtained from the Commission in the past, the  
information may be provided for the period thereafter.