

No. 49/73/2012-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 12<sup>th</sup> November, 2014.

To

All concerned IAS Officers.

Subject: Filling up the post of Deputy Chairman in Mumbai Port Trust – Calling for 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-12022/5/2014 PE.I, dated 22<sup>nd</sup> October, 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,

  
(TILAK MEHTA)

Superintendent Services-II.

  
INTERNAL DISTRIBUTION  
e-champion

A-12022/5/2014 PE.I  
GOVERNMENT OF INDIA  
MINISTRY OF SHIPPING  
(PORTS WING)

07 NOV 2014

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परिचालन संख्या नं.

Transport Bhawan  
1, Parliament Street  
New Delhi-110001

Dated 22nd October, 2014



**VACANCY CIRCULAR**

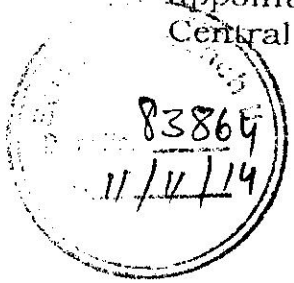
Subject: Filling up the post of Deputy Chairman in Mumbai Port Trust- Calling for applications-reg.

The Ministry of Shipping invites applications from All India Service/Central Group 'A' Civil Services officers for the post of Deputy Chairman in Mumbai Port Trust in the pay scale of Rs.75,000-90,000/- (in industrial DA pattern). Apart from the salary, the post also carries the perquisites 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 the post is made by the Central Govt. under section 3 (1) (b) of the Major Port Trusts Act, 1963.

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

- (i) Wide administrative experience and General Managerial ability;
- (ii) Experience and talent in man-management in highly unionized environment;
- (iii) Experience and ability in Financial Management;
- (iv) Ability to formulate and implement development plans and also to prepare broad perspective plan for development of a port;
- (v) 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.;
- (vi) Experience and ability in personnel management and understanding of establishment matters.

3. The officers belonging to All India Services/Central Group 'A' Civil Services who have put not less than 13 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.



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

5. The Cadre Controlling Authority/the State Government 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 form. **The last date for receipt of applications in this Ministry is 8<sup>th</sup> December, 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.

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(GOWRI S. NAIR)  
UNDER SECRETARY TO THE GOVT. OF INDIA  
Tele/Fax No: 011-23710363

To

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. Nodal Officer, Ministry of Shipping
4. 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.

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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
- (a) Central Govt.
  - (b) State Govt.
  - (c) Autonomous Organisations
  - (d) 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) :

S.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.					

8. Whether the officer has been placed on: the "Agreed List" or "List of Officers of Doubtful Integrity" [if yes details to be given]
9. Whether any allegation of misconduct : Involving vigilance angle was examined against the officer during the last 10 years and if so with what result (\*)
10. 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 (\*)

11. 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]

12. Is any action contemplated against the :  
Officer as on date {if so, details to be  
Furnished} (\*)

DATE:

(NAME AND SIGNATURE)

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