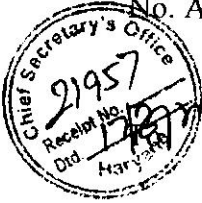


GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
(ESTT. SECTION)

R. No. 438,
Transport Bhavan,
1, Parliament Street,
New Delhi-110001.

No. A-12025/1/2010-Estt. (Pt.)

Dated, the 24th March, 2015



VACANCY CIRCULAR

1. The Chief Secretaries of all State Governments/Administrators of UTs
2. All Ministries/Departments of Government of India
3. All attached/Sub-ordinate offices/Autonomous bodies etc under the Administrative control of Ministry of Shipping.

B.D.

Subject: Filling up the posts of Assistant Chartering Officer/Assistant Shipping Officer in the Chartering Wing of the Ministry of Shipping by deputation on ad-hoc basis for a period of one year- reg.

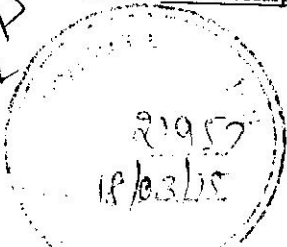
16-3-15

It is proposed to fill up two posts of Assistant Chartering Officer/Assistant Shipping Officer in the Chartering Wing in the Ministry of Shipping, which is a General Central Service Group 'A', Gazetted Non Ministerial Post in the Pay Band 3: Rs. 15600-39100 + 6600 (GP) by deputation on ad-hoc basis for the period on one year. The eligibility conditions for recruitment to the said post are detailed in **Annexure-I**.

2. It is requested that the applications (in duplicate) in the enclosed proforma (Annexure II) of the willing and eligible officers, who would be spared in the event of their selection may be sent through proper channel to the Under Secretary, Room No. 438, Ministry of Shipping, Transport Bhavan, 1 Parliament Street, New Delhi-110001 **within 30 days** from the date of publication of this Circular in Employment News/Rozgar Samachar with the following:-

- (i) Up-to-date ACRs dossier of the applicants or clear photocopies of the ACRs for last five years duly attested (on each page) by an officer not below the rank of Under Secretary to the Govt. Of India.
- (ii) Vigilance clearance in respect of the officer.
- (iii) Integrity Certificate.
- (iv) A statement showing major or minor penalties, if any, imposed on the officer during the last ten years.
- (v) Cadre Clearance in respect of the officer.

3. The Circular alongwith the proforma may also be downloaded from this Ministry's website www.shipping.nic.in.



4. Applications received after the closing date or without any of the aforesaid documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently.

5. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties.

6. All the Ministries/Departments are requested to circulate the vacancy in their attached/subordinate offices/educational and other institutions.

7. **The ad-hoc appointment will not bestow any claim for regular appointment.**



(D.K. Purbey)

Under Secretary to the Govt. of India

Telefax: 23719422

Copy also to:

1. JS(A)/JS(P)/JS(Coord.)/Adviser/DA(Ports)/Adviser (MMH)
2. Sr. PPS to Secretary (Shipping)
3. PPS to SS & FA
4. PS to Additional Secretary (S)
5. Director (Admn.), Ministry of Shipping.
6. Director (Admn.), Ministry of Road Transport & Highway with the request to give wide publicity within the Ministry.
7. Sr. Technical Director (NIC) – with the request to up-load the above circular alongwith its Annexure in the website.
8. Dy. CCC (Coord.) – with the request to circulate among all attached/subordinate etc. offices under the administrative control of Ministry of Shipping.
9. Chartering Wing, M/o Shipping
10. Notice Board.

ANNEXURE-I

1	Name of Post	Assistant Chartering Officer/Assistant Shipping Officer
2	Number of Posts	2 (two)
3	Scale of Pay	PB-3: Rs. 15600-39100 plus Grade Pay Rs. 6000
4	Classification	General Central Service Group 'A' Gazetted
5	Eligibility	<p>Officers under the Central/State Government:</p> <p>(a) (i) Holding analogous post on a regular basis;</p> <p>or</p> <p>(ii) With 5 years' of regular service in post in the scale of PB- 3: Rs. 15600-39100 plus Grade Pay of Rs. 5400 or equivalent;</p> <p>or</p> <p>(iii) With 8 years' of regular service in post in the scale of PB- 2: Rs. 9300-34800 plus Grade Pay of Rs. 4800 or equivalent; and</p> <p>(b) Possessing 3 years' experience in shipping or chartering work.</p> <p>Period of deputation on ad-hoc basis shall not exceed one year.</p>

ANNEXURE-1.

1	Name	
2	Date of Birth	
3	Educational Qualifications	
4	Post held on regular basis	
5	Pay scale of the post held on regular basis	
6	Date of appointment to the post held on regular basis	
7	Experience	
8	Whether belongs to SC/ST/OBC	
9	Any other relevant information	
10	Official Correspondence address	
11	Contact Number	

Signature of applicant

The particulars furnished by the applicant has been verified from his/her service book.

Signature of Head of Office
(with Stamp)

Duties of Assistant Chartering Officer / Assistant Shipping Officer

- (a) To assist in chartering dry/liquid cargo vessels for shipment all types of cargoes for which indents are received from various Government Departments/PSUs Chartering Out vessels for Dredging;
- (b) to circulate tonnage enquiries as per the requirement of indenting departments;
- (c) to assist senior officers in examining and analyzing offers received from shipping lines;
- (d) to examine charter party clauses requiring amendments/additions to meet changing requirements of indenting departments;
- (e) to nominate vessels to indenting departments and to confirm fixture;
- (f) to monitor position of vessels during loading, discharging and sea passage;
- (g) to examine fixture notes;
- (h) to examine and finalize charter parties;
- (i) to authorize indenting departments to release 90% freight to ship-owners;
- (j) to prepare and examine lay time calculations and to authorize indenting PSUs for payment of balance freight and demurrage;
- (k) to process arbitration cases;
- (l) to examine and reply to various queries relating to charter party clauses raised by indenting departments;
- (m) to assist in furnishing freight estimates to indenting departments;
- (n) to study and to keep a close watch on the developments and changes in international freight market;
- (o) to examine requests of indenting departments regarding imports on Cost & Freight basis in relaxation of government policy;
- (p) to monitor receipt of 1% Chartering Service Charges payable by Indian Shipping Companies;
- (q) to make liner shipments for various parcels by space chartering;
- (r) to examine purchase order send from the indenting Department to the authorized freight forwarders and Shipping Corporation of India;
- (s) to deal with the policy related matters of the Chartering Wing in the Ministry of Shipping.