



No. I-26/26/2016-PE-I
GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
(PHRD DIVISION)

Transport Bhawan
1, Parliament Street
New Delhi-110001

Dated the 28th October, 2016

VACANCY CIRCULAR

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7-11-16 Subject: Filling up the post of Officer on Special Duty (OSD)- V. O. Chidambaranar Port Trust- Calling for Applications- -reg.

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The Ministry of Shipping invites applications from the from All India Service/Central Civil Services Group 'A' officers and also from eligible Port Officers working in Major Port Trusts for the post of Officer on Special Duty (OSD), V. O. Chidambaranar Port Trust (under Administrative Control of V. O. Chidambaranar 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.

2. The Officer on Special Duty (OSD) will assist the Chairman in all aspects w.r.t. Enayam Port Project and responsible for the implementation of Enayam Port Project and make it operational following the timeline fixed by the Ministry of Shipping. The job requirements, therefore, are the following: -
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- Completion of DPR for port development and road/rail connectivity.
 - Formation of Special Purpose Vehicle (SPV) and tie up funding arrangement with ADB/AIIB and financial institutions for the project.
 - Land acquisition in co-ordination with the Government of Tamil Nadu.
 - Approval and sanctions for Port and private investments.
 - Environmental and CRZ clearances.
 - Ensure execution of project components as per schedules.
 - Address and resolve the issues of the fishermen community and local public in and around the project area.
 - To co-ordinate with various agencies such as State Government, Law and order authorities, different agencies of Central Government such as Customs, Railways, Ministry of Labour, Shipping Companies, etc.

The OSD shall also have the following experience and capabilities:

- Wide administrative experience and General Managerial ability.
- Experience and talent in man-management in highly unionized environment.



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- (iii) Ability to formulate the implement development plans and also to prepare broad perspective plan for development of a port.
- (iv) Experience and ability in financial and personal management.

3. Eligibility criteria for AIS/ Central Civil Service Group 'A' officers:

(i) 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.

(ii) 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 i.e. 2010-11 to 2014-15 (If the ACRs of a particular year/period between 2010-11 to 2014-15 is pending/not available, "No Report Certificate" may be furnished) 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.

4. Eligibility criteria for Port Officers:

(i) Officers holding the posts of Deputy Chairman in Category II ports with minimum 2 years of regular service **failing which** from officers holding the posts of Dy. Chairman in Category II ports with less than 2 years of regular service but combined regular service of at least 6 years in the posts of Dy. Chairman of Category II ports and HODs of category I ports or officers holding the posts of Dy. Chairman in Category II ports with less than 2 years of regular service but combined regular service of at least 7 years in the posts of Dy. Chairman of category II ports and HOD of Category II ports.

Provided that incumbents of highly specialised posts of HODs such as Chief Medical Officers and Chief Law Officers shall not be eligible for consideration.

(ii) Port Officers working in Major Port Trusts who are eligible to be considered for the post as per para 4 (i) above should send their **applications through proper channel.**

(iii) While forwarding the applications the Chairman of the concerned Port may please ensure the following documents are sent along with the application form:

- (i) ACRs of last 5 years (2010-11 to 2014-15)
- (ii) A certificate on adverse entries in the ACRs, if any.
- (iii) If the ACRs of a particular year/period between 2010-11 to 2014-15 is pending/not available, "No Report Certificate" may be furnished.
- (iv) A statement showing ACRs gradings should also be furnished.
- (v) The details regarding officers holding higher posts on ad-hoc/temporary basis should be clearly specified.
- (vi) The Vigilance status of the candidate in the prescribed proforma duly filled in column- wise and signed by CVOs of the concerned Port (with details of last ten years)

5. **The post is not a part of the Central Staffing Scheme. The appointment will be made on deputation basis for a period of 3 years or as may be decided by the Competent Authority.**

6. **The applications which are received after due date/not sent through proper channel will not be considered. The last date for receipt of applications in this Ministry is 25.12.2016.** The applications may be sent to the undersigned at the following address and e-mail given below:

Under Secretary (PHRD),
Ministry of Shipping,
Room No. 438
Transport Bhawan
1, Parliament Street
New Delhi-110001.



(R. K. NIGAM)
UNDER SECRETARY TO THE GOVT. OF INDIA
Tele/Fax No: 011-23719492
e-mail- rajivk.nigam@nic.in

To

- (i) All Chairmen/Dy. Chairmen of the Major Port Trusts w.r.t. Port Officers
- (ii)
 - 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 with a copy to 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 possessed	Qualifications/ Experience the officer
	Requirements for the post	

Essential (1)
(2)
(3)

Desired :

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

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

13. Two separate write- ups (not exceeding 300 words each) may be attached as follows:
- (i) Write- up on the professional experience and core-competence of the officer in handling the assignment applied for:
 - (ii) Write- up on how the applicant can fulfil and advance the mission and objectives of the organisation that he seeks to join:
14. Scale of Pay and Grade Pay and also indicate:
the date from which in this scale of Pay & GP
15. 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
16. Whether belongs to SC/ST
17. Latest contact No. and E-mail address:

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-----

Telephone no. -----

Fax No.-----

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	Organizatio n (Name in full)	Designatio n & 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.