

No. A-12022/4/2019-PE.I
GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
(PHRD DIVISION)

Transport Bhawan
1, Parliament Street, New Delhi-110001
Dated the 19th November, 2019

VACANCY CIRCULAR

Subject: Filling up the post of Deputy Chairman, Haldia Dock Complex, Kolkata Port Trust-
Calling for Applications- -reg.

The Ministry of Shipping invites applications from All India Service/Central Services Group 'A' officers and also from eligible Port Officers working in Major Port Trusts for the post of Deputy Chairman in Haldia Dock Complex, Kolkata Port Trust. The All India Service/Central Services Group 'A' officers will carry their parent cadre pay scale and the Port Officers will carry the pay scale of Rs. 75,000-90,000/- (in IDA pattern) as Deputy Chairman. 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 Organization 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 with the ports. The job requirements, therefore, are as 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. Name of willing and eligible All India Services/Central Group 'A' Civil Services officer, as under, may be recommended:

(a) 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.

(b) 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.

(c) The officers who satisfied the above criteria must have at least four years service before retirement.

Services-II Branch

Diary No. 48226

Date 22/11/19

(d) 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. from 2013-14 to 2017-18 (If the ACRs of a particular year/period between 2013-14 and 2017-18 are pending/ not available, "No Report Certificate" along with ACRs of preceding years may be furnished) along with the bio-data in the enclosed format (Annexure I), 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. Name of willing and eligible Port Officer, as under, may be recommended:

Officers holding the posts of Deputy Chairman in Category II ports with minimum 2 years of regular service **falling 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 specialized posts of HODs such as Chief Medical Officers and Chief Law Officers shall not be eligible for consideration.

5. Name of willing and eligible employee of KPL, as under, may be recommended:

Officer of KPL holding the post equivalent to the scale of pay of Dy. Chairman in Category II Port with 2 years regular service **falling which** Officer of KPL holding the post equivalent to the scale of pay of Dy. Chairman in Category II Port with less than 2 years' but combined regular service of at least 6 years' in the post equivalent to the scales of pay of Dy. Chairman in Category II Port and HOD in Category I Port **or** Officer of KPL holding the post equivalent to the scale of pay of Dy. Chairman in Category II Port with less than 2 years' but combined regular service of at least 7 years' in the post equivalent to the scales of pay of Dy. Chairman in Category II Port and HOD in Category II Port.

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

6. Port Officers and employees of KPL, who are eligible to be considered for the post as per para 4 and 5 above may send their **applications through proper channel** as per the proforma enclosed (Annexure I). While forwarding the applications, it shall please be ensured that the following documents are sent along with the application form:

- (i) Attested copies of ACRs of last 5 years (2013-14 to 2017-18)
- (ii) A certificate on adverse entries in the ACRs, if any.
- (iii) If the ACRs of a particular year/ period between 2013-14 to 2017-18 is pending/not available, "No Report Certificate" may be furnished along with ACRs of preceding years.
- (iv) A statement showing ACRs grading 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)
- (vii) by CVOs of the concerned Port (with details of last ten years)

7. All the applicants, after registering themselves in the Online Recruitment Portal <http://onlinevacancy.shipmin.nic.in>, are required to apply for the post and thereafter a printout of the filled up application may also be sent to this Ministry in hard copy.
8. The applicants who have applied for the post against the earlier advertisements dated 16.04.2019 and 25.06.2019 need not re-apply.
9. The application of the eligible candidates along with all requisite documents as mentioned above may be forwarded so as to reach this Ministry on or before 02.01.2020. The applications which are received after due date/not sent through proper channel will not be considered. 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. 427, Transport Bhawan
1, Parliament Street, New Delhi-110001.
e-mail- rajiv.nayan@nic.in


(RAJIV NAYAN)
UNDER SECRETARY TO THE GOVT. OF INDIA
Tele: 011-23719492

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. Establishment Officer & Special Secretary, Department of Personnel and training, Room No. 115, North Block, New Delhi-110001 for information.
2. 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 Organizations"
3. Technical Director, NIC, DOPT, Room No. 11/A, North Block, New Delhi.
4. Nodal Officer, Ministry of Shipping
5. Guard File

PERSONAL DATA

Application for the Post of Deputy Chairman in Major Port
Trusts

PHOTOGRAPH

1.	Applying for the post of	
2.	Name and Designation of the candidate	
3.	Service & Batch Cadre (only for AIS)	
4.	Domicile	
5.	Contact Details a) Office 1) E-mail Id: 2) Telephone 3) Mobile Number: 4) Address:	
6.	Contact Details b) Residence 1) E-mail Id: 2) Telephone 3) Mobile Number: 4) Address:	
7.	Exam Year	
8.	Allotment Year	
9.	Date of Joining	
10.	Gender	
11.	Date of Birth	
12.	Date of Superannuation	
13.	Category	
14.	Present Pay level/ scale details	
15.	Whether the officer has requisite length of service as required under the advertisement	
16.	Whether the officer fulfils the eligibility criteria for the post as per the advertisement.	

17. EDUCATIONAL QUALIFICATIONS

(Please mention only Graduation and above).

Sl No.	Qualification	Subject(1) Subject(2)	Year/Division	Institution University Place Country

18. EXPERIENCE DETAILS

(Please provide up to date experience details)

Sl. No.	Type of Posting (Cadre/Deputation)	(i) Level/Pay Scale (ii) Designation	Ministry Department Office Place	Field of experience acquired during the posting (Major & Minor)	Tenure From & Tenure To

19. Total experience in Port and Shipping Sector, if any:

20. Two separate write- ups (not exceeding 300 words each) may be attached as follows:

- Write- up on the professional experience and core-competence of the officer in handling the assignment applied for.
- Write- up on how the applicant can fulfil and advance the mission and objectives of the organisation that he seeks to join

21. Date of filling of IPR:

Signature of the Candidate

Name & Designation:

Date:

Place:

**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.