

A-12022/6/2014-PE.I
GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
(PORTS WING)

Transport Bhawan
1, Parliament Street
New Delhi-110001
Dated the 15th January, 2015

VACANCY CIRCULAR

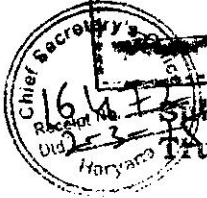
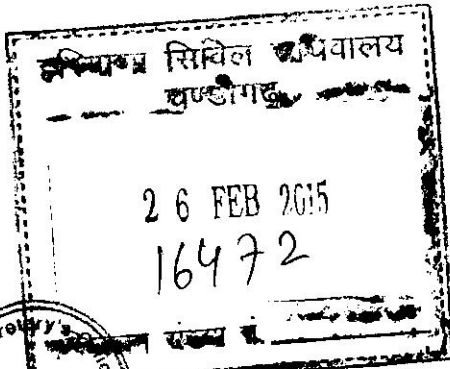
Subject: Filling up the post of Deputy Chairman in Visakhapatnam Port Trust- Calling for applications-reg.

The Ministry of Shipping invites applications from All India Service/Central Civil Services Group 'A' officers for the post of Deputy Chairman in Visakhapatnam 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 Trust Act, 1963. The officer appointed as Deputy Chairman, Visakhapatnam Port Trust is liable to be transferred to any other Major Port Trusts.

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 with the ports. 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. Officers belonging to All India Service/Central Civil Services Group 'A', who have put in not less than 13 years of service in Group 'A' are eligible to be considered for this post. Preference may be given to those having experience of working in Port and Shipping sectors. The other terms and conditions of appointment of the officers selected, shall be as per the rules and instructions of Central Government.



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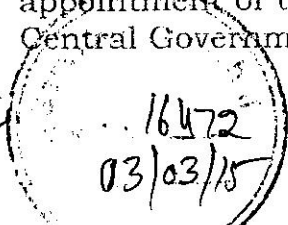
DS/A

Shankar
P/S

LSA

Due 24/15

65/15



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 Authorities/the State Governments are 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 & gradings in tabular form) of the officer for the last five years (**From 2009-10 to 2013-14**) along with the bio-data in the enclosed format, and clearance from administrative/vigilance angles, Integrity Certificate may also be sent. **The vigilance clearance of the officer may be furnished in the proforma (attached).** If ACR of any particular period is not available, a 'No Report Certificate' duly signed by Competent Authority should be sent. It should also be ensured that 5 complete ACRs are available for consideration by enclosing photocopies of previous years ACRs. A statement containing the ACRs gradings should also be furnished.

6. **The last date for receipt of applications in this Ministry is 02/03/2015.** The applications may be sent to the undersigned at the following address:

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


(ANURAG SHARMA)

UNDER SECRETARY TO THE GOVT. OF INDIA
Tele/Fax No: 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 other 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 Department 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. Guard File

BIO DATA PROFORMA

1. Name, Designation and Address:

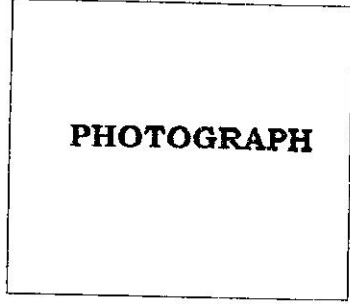
(a) Service and Batch:

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



Qualifications/
experience/Job
Requirements for
the post

Qualifications/
Experience possessed
the officer

(i) Essential (1)
(2)
(3)

(ii) 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

4
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-----

Date-----

Countersigned-----

(Employer)

5 -

**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 (*)

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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.