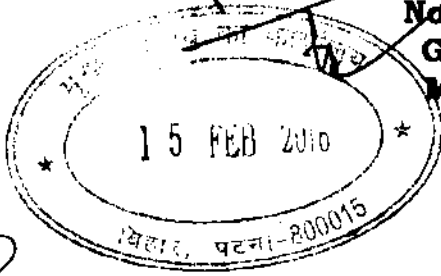


No. A-12022/11/2015-PE.I  
GOVERNMENT OF INDIA  
MINISTRY OF SHIPPING  
(PORTS WING)

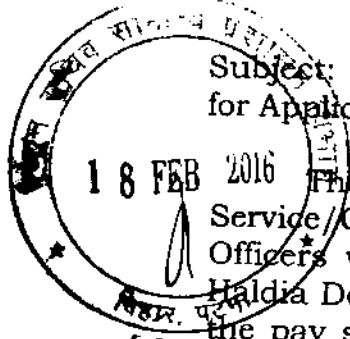


Transport Bhawan  
1, Parliament Street  
New Delhi-110001  
Dated the 22<sup>nd</sup> January, 2016

ASG.A.S)

**VACANCY CIRCULAR**

Subject: Filling up the post of Dy. Chairman, Haldia Dock Complex- Calling for Applications- -reg.



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 Deputy Chairman in Haldia Dock Complex (under Administrative Control of Kolkata 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 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. 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.

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(ii) 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.

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

(iv) 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 (2010-11 to 2014-15) 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 **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 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 years 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 )

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 08.03.2016.** 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.

  
**(ANURAG SHARMA)**  
**UNDER SECRETARY TO THE GOVT. OF INDIA**  
**Tele/Fax No: 011-23719492**  
**e-mail- anurag.sh@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](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:

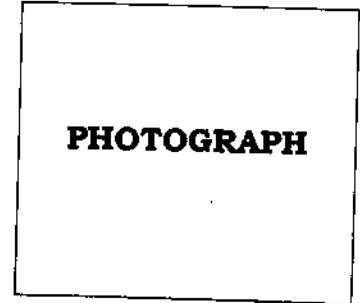
(a) Service and Batch:

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



	Qualifications/ experience/Job Requirements for the post	Qualifications/ Experience the officer
possessed		
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.

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Office/Instt. Nature of duties ./Orgn	Post held	From	To	Scale of Pay and basic pay
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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	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.