

No. PD-11016/1/2014-MP  
Government of India  
Ministry of Shipping  
(ALHW Section)

Transport Bhawan  
1, Parliament Street  
New Delhi-110001

Dated: 03 December, 2018

To

1. All Central Government Ministries/Departments
2. The Chief Secretary/Secretaries of all State Governments /Administrators of Union Territories.
3. The Chairman of all Major Port Trusts
4. All Attached/Subordinate Offices/Autonomous Organizations etc. under the administrative control of Ministry of Shipping.

**VACANCY CIRCULAR**

**Subject: Filling up of the post of Chief Port Administrator, Port Management Board, Andaman & Nicobar Administration at Port Blair in Level-13 of Pay matrix 123100-215900 as per 7<sup>th</sup> CPC (pre-revised pay scale of Rs. 37400-67000/- with Grade pay of Rs. 8700/-) - reg.**

Sir,

I am directed to say that the post of Chief Port Administrator (CPA), Port Management Board (PMB), Andaman & Nicobar Administration at Port Blair is required to be filled up urgently. The post will be filled in accordance with the procedure laid down by the Government under the Senior Staffing Scheme.

2. The incumbent of the post of CPA, PMB will function as Deputy Chairman and Chief Executive of the Port Management which has been set up for the purpose of looking after the work of Administration of the Ports in Andaman & Nicobar Islands. He/she will co-ordinate and oversee the various activities relating to Ports & Harbour in Andaman & Nicobar Islands including planning, development, budgeting, administration and port operation.
3. The post will be operated in Level-13 of Pay matrix 123100-215900 as per 7<sup>th</sup> CPC {pre-revised pay scale of Rs. 37400-67000/- with Grade pay of Rs. 8700/-(CDA scale)}. The post will be filled up on deputation basis, as per usual terms and conditions of deputation for a period of three (03) years which may be curtailed or extended by the Ministry.

4. The officers under the Central Governments/State Governments/Union Territory Administration/Major Port Trusts/Public Sector undertakings and Autonomous organizations possessing the following qualifications and experience are eligible for the post:

- (a) Degree in any discipline from a recognized University or equivalent.
- (b) Minimum 10 years regular service in the managerial capacity in Group 'A' post. and
- (c) Minimum seven (07) years experience in the field of Ports & Harbour Planning/Engineering/Construction/Operations/Administration etc.

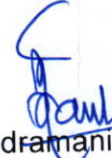
5. It is requested that the applications of the eligible officers who are willing to come on deputation may be forwarded to the undersigned alongwith two copies of Bio-data (**Annexure-A**) signed by the applicant and certified by the Head of office/Employer. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. While recommending names of suitable officers, departments are requested to send the complete and upto-date ACRs/APARs for last 5 years. In case of photocopies of ACRs, it should be attested in each page by an officer not below the rank of Under Secretary or equivalent. The applications should accompany with the followings:

- (i) Vigilance Clearance
- (ii) Cadre Clearance
- (iii) Certificate regarding imposition of major/minor penalties during last 10 years; and
- (iv) Integrity clearance Certificate

6. Applications completed in all respect may be sent to the undersigned at the given address: Director (Engineering), Ministry of Shipping, Transport Bhawan, Room No. 542, 5th Floor, 1, Parliament Street, New Delhi-110001 within 60 days from the date of issue of this letter/circular. Incomplete applications and application received after the closing date will not be entertained.

Encl. As above

Yours faithfully,

  
(Chandramani Rout)  
Director (Engineering)  
Tel No.-01123350647  
02/12/2018

## ANNEXURE A

### CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters) :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central/State Government Rules :
4. Educational Qualifications :
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) Qualifications/Experience Qualifications /Experience required Possessed

Essential (1)

(2)

(3)

Desired (1)

(2)

6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post :

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution/ Organization	Post held	From	To	Basic Pay Level as per 7 <sup>th</sup> CPC/ Scale of Pay and Basic Pay	Pattern of DA (IDA or CDA)	Nature of duties (in detail)
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8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent :

9. In case the present employment is held on deputation/contract basis, please state

(a) The date of initial appointment :

(b) Period of appointment on deputation/contract :

(c) Name of the parent office/organization to which you belong :

10. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)

(a) Central Govt.

(b) State Govt.

(c) Autonomous Organization

(d) Government Undertaking

(e) Universities

(f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade :

12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale :

13. Total emoluments per month now drawn :

14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to:

(i) additional academic qualifications :

(ii) professional training and :

(iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) :

(Note: Enclose a separate sheet, if the space is insufficient)

15. Please state whether you are applying for deputation (ISTC)/Absorption/Re employment Basis. (Officers under Central/State Governments are only eligible for "Absorption"). :

(Candidates of non-Government Organizations are eligible only for Short Term Contract.)

16. Whether belongs to SC/ST :

17. Remarks (The candidates may indicate information with regard to)

(i) Research publications and reports and of initial Special projects

(ii) Awards/Scholarship/Official Appreciation

(iii) Affiliation with the professional bodies/institutions/societies and

(iv) any other information

(Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate:

Address:

Date:

Countersigned

(Employer with Seal)