

IMMEDIATE

GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
(ESTABLISHMENT SECTION)

Room No. 425,
Transport Bhawan
1, Parliament Street, New Delhi-01

No. A-12025/3/2011-Estt.

Dated the 24th June, 2020

VACANY CIRCULAR

To,

1. The Chief Secretaries of all State Governments/ Administrators of UTs
2. All Ministries/Departments of Government of India
3. All Attached/Sub-ordinate offices/Autonomous bodies etc under the Administrative control of Ministry of Shipping.

Subject: -Filling up the post of Director (Engineering) in Level:12 as per 7th CPC (pre-revised pay scale of PB-3 Rs. 15,600-39,100 + Grade pay Rs. 7600 as per 6th CPC) by Deputation, including short term contract basis, in the Development Wing of Ministry of Shipping

It is proposed to fill up one post of Director (Engineering) in the Development Wing of this Ministry in Level:12 as per 7th CPC (pre-revised pay scale of PB-3 Rs. 15,600-39,100 + Grade pay Rs. 7600 as per 6th CPC) by deputation (including short term contract) basis. The Period of deputation shall be four years, subject to the condition that period of deputation, including Short-term Contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government, shall ordinarily not exceed four years. The eligibility conditions, qualifications, experience required for the post, and other details are given in **Annexure- I**.

2. It is requested that the applications (in duplicate) in the enclosed proforma (**Annexure II**) of the willing and eligible officers, who would be spared in the event of their selection may be sent through proper channel to the Under Secretary, Room No. 427, Ministry of Shipping, Transport Bhawan, 1 Parliament Street, New Delhi-110001 **within 60 days** from the date of publication of notice in Employment News/ Rozgaar Samachar/leading National Dailies (2 English and 2 Hindi newspapers) whichever is later, together with the following:-

- (i) Up-to-date ACRs dossier of the applicants or clear photocopies of the ACRs for last five years duly attested (on each page) by an officer not below the rank of Under Secretary to Govt. of India.
- (ii) Vigilance clearance in respect of the officer.
- (iii) Integrity Certificate.

(iv) A statement showing major or minor penalties, if any, imposed on the officer during the last ten years.

(v) Cadre Clearance in respect of the officer.

The Circular may also be downloaded from this Ministry's website www.shipmin.gov.in.

3. Applications received after the closing date or without any of the aforesaid documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently.

4. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties.

5. All the Ministries/Departments are requested to circulate the vacancy in their attached/sub-ordinate offices/educational and other institutions.

Yours faithfully,


(Avinash Kusumakar)

Under Secretary to the Govt. of India

Copy to:

1. All Wing Heads
2. Office of the Hon'ble Minister of State for Shipping (I/C) and Chemicals & Fertilizers
3. PS to Secretary(S)/PS to AS(S)/PS to AS&FA
4. US(Co-ordination) - with the request to circulate this vacancy circular among all attached/subordinate offices/autonomous bodies/PSUs of Ministry of Shipping.
5. Senior Technical Director (NIC):- with the request to up-load the above circular along with its Annexure on the official website of Ministry of Shipping.
6. Notice Board --- 5 copies
7. Spare --- 2 copies.

ANNEXURE-I

Qualifications, experience and other details require for the post of Director (Engineering) in the Ministry of Shipping.

1. Name of the post : Director (Engineering)
2. Number of Post : 1 (one)
3. Classification : General Centre Service Group 'A'
Gazetted(Non-Ministerial)
4. Pay : Level:12 as per 7th CPC (pre-revised pay scale of PB-3 Rs. 15,600-39,100 + Grade pay Rs. 7600 as per 6th CPC)
5. Period of deputation : 4 years, subject to the condition that the period of deputation including Short-term Contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall ordinarily not exceed four years
6. Duties and responsibilities of the post:
 - i. Scrutiny of detailed project reports/feasibility reports, cost estimates of schemes relating to major/minor/intermediate ports and fishing harbour project/schemes referred by M/o Agriculture.
 - ii. Examination of tender documents, specifications proposed for civil works of port projects.
 - iii. Preparation/scrutiny of draft notes for EFC, PIB and CCEA on investment proposals.
 - iv. Works relating to committees, working groups set up by the Ministry, Port Trusts, or other Departments connected with major ports in which the Development Advisor (Ports) is a member.

7. Qualification, eligibility and experience required for the post:-

Officers under the Central Government or State Government or Union Territory or Major Ports or Public Sector Undertakings, Autonomous Bodies or Universities or Research Organizations :

(a) (i) Holding analogous post on a regular basis in the parent cadre or department ; or

(ii) With 5 years service in the grade rendered after appointment thereto on a regular basis in the scale of Rs. 10000-325-15200 (as per 6th CPC, PB-3 Rs. 15600-39100+ Grade Pay Rs. 6600/- or equivalent in the parent cadre or department ; and

(b) Possessing the following educational qualifications and experience:-

(i) Degree in Civil/Mechanical Engineering from a recognized University or equivalent;

(ii) Ten years' experience in the field of either :

a) Design, construction and Maintenance of Civil Engineering works including Harbour Engineering ; or

b) Maintenance and operation of different types of cranes, diesel locos, marine engines, winches and auxillary machinery in a mechanical or marine workshop or organization

8. (i) The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(ii) Period of deputation, including short term contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of Central Government, shall ordinarily not exceed four years.

9. Age : Not exceeding 56 years as on the closing date of receipt of applications.

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) 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 required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

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

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned . Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay , Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. 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		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
6.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to (i) additional academic qualifications (ii)		

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. 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)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)