

Government of India
Ministry of Ports, Shipping & Waterways
(Estt. Section)

425, Transport Bhavan,
1, Parliament Street,
New Delhi - 110001.

A-12033/1/2025-Estt.I

Dated, the 11th February, 2026

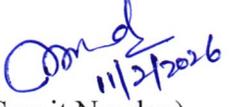
VACANCY CIRCULAR

In supersession of the vacancy circular of even number dated 09.12.2025, applications are invited for appointment of one (1) Consultant on contract basis in Ministry of Ports, Shipping & Waterways from Retired Central Government Employees. The selected candidate shall be appointed for specific tasks and duration and shall be assigned clear output related goals.

2. The terms and conditions for appointment of the Consultants are as under: -
 - i. The applicant should preferably have at least ten (10) years of experience in a Central Government Ministry/Department and be a retired Section Officer or above or equivalent.
 - ii. The applicant should have the knowledge/work experience in the field/ subjects specified in **Annexure II**.
 - iii. The age of the applicant should not be more than 63 years on the last date of submission of application.
 - iv. The initial period of engagement of the Consultant would be one year from the date of joining. This period may be extended, if required.
 - v. The monthly remuneration/ Consultancy fees of the Consultants would be fixed by deducting Basic Pension from the pay drawn at the time of retirement + TA.
 - vi. Consultant shall be allowed to avail leave up to 18 days in a calendar year.
 - vii. An agreement of Consultancy will be signed by the selected Consultant. Specific deliverables against time limit will be conveyed to the selected Consultant at the time of signing of agreement.
 - viii. The appointment of Consultant is of temporary nature and can be terminated at any time without assigning any reason.
 - ix. The applicant should not have been retired as a matter of punishment;
 - x. The appointment would be on full time basis and the selected consultants would not be permitted to take up any other assignment during the period of consultancy with the Ministry of Ports, Shipping and Waterways.
 - xi. Consultants shall be required to maintain discipline and absolute integrity in accordance with the CCS(Conduct) Rules, 1964.
 - xii. Consultants shall not be eligible for any benefit/ compensation/ allowances under provisions of any Act/Rules, in addition to what is mentioned above.

Contd.

3. Eligible persons are requested to submit their applications in the prescribed proforma (**Annexure I**), along with the requisite documents, to the undersigned by **4th March, 2026**, either by post or through e-mail (us.admn-ship@gov.in). Interviews, if required, for eligible/shortlisted candidates will be conducted in the weeks following the closing date. Applicants are required to indicate their mobile/telephone number and e-mail address in the application and enclose a copy of their PPO. Selected candidates shall be required to submit a medical fitness certificate at the time of interview or joining.


(Sumit Nandan)

Under Secretary to the Govt. of India

Copy to: -

1. DoP&T with a request for uploading on the website of DoP&T to give wide publicity.
2. US (IT)/ Technical Director (NIC) is requested to upload the above vacancy circular on the website of the Ministry.

PROFORMA**PROFORMA OF APPLICATION FOR THE POST OF CONSULTANT ON CONTRACT BASIS IN THE MINISTRY OF PORTS, SHIPPING & WATERWAYS**

1. Name (in Block Letters) -:
2. Date of Birth(attach copy of Aadhar card/PAN card) -:
3. Correspondence Address -:
4. Permanent Address -:
5. Contact Number & Email ID -:
6. Date of Entry into service -:
7. Date of Entry into Govt. service/PSU/Autonomous Org (if applicable) -:
8. Date of Retirement -:
9. Name of Ministry/Deptt./Organisation from where Retired -:
10. Educational Qualification/Additional Qualifications, if any -:
11. Brief Particulars of the service with nature of duties performed (if required in separate sheet in chronological order) -:
12. Post held at the time of retirement with scale of pay -:
13. Additional information, if any -:

I hereby declare that all the statement made in the application are true and complete to the best of my knowledge and belief. I agree with the terms and condition for the appointment in case of my selection.

Date:

Signature of Candidate.....
Name:.....

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Terms of Reference for Engagement of Consultant

- i. The appointed consultant shall possess significant experience in Official Language implementation related work. The consultant's responsibilities will include:
 1. Translation-Related Work:
 - Translation of Parliamentary Questions and Answers.
 - Translation of documents related to Department-related Parliamentary Standing Committees.
 - Translation of the Budget and Annual Reports.
 - Translation of Action Taken Reports on recommendations of Parliamentary Committees.
 - Translation of Cabinet Notes.
 - Translation of English content displayed on the official website.
 - Translation of material received from the Hon'ble Minister's office.
 - Any other translation-related work assigned by the Ministry.
 2. Official Language Implementation-Related Work:
 - Reviewing quarterly reports received from subordinate offices on Official Language implementation.
 - Organizing and monitoring meetings of the Official Language Implementation Committees.
 - Regularly conducting Official Language Implementation Committee meetings and ensuring decisions are implemented.
 - Coordinating work related to inspections of offices by the First Sub-Committee of the Parliamentary Official Language Committee.
 - Organizing Hindi Advisory Committee meetings and ensuring follow-up actions.
 - Participating in meetings of the Central Official Language Implementation Committee and implementing decisions taken.
 - Organizing and monitoring the Departmental Official Language Committee meetings.
 - Performing implementation-related tasks at the level of Joint Director (Official Language) until a regular appointment is made.
- ii. Schedule for completion of Tasks: -

The respective wing head will provide schedule timeline for completion of tasks.