

No. A-43015/18/2022-Estt. I  
GOVERNMENT OF INDIA  
MINISTRY OF PORTS, SHIPPING & WATERWAYS  
(ESTT. SECTION)

Transport Bhawan, 1, Parliament Street,  
New Delhi, the 17<sup>th</sup> April, 2023

**CIRCULAR**

**Engagement of Young Professionals in Ministry of Ports, Shipping & Waterways- reg.**

The Ministry of Ports, Shipping & Waterways invites applications for hiring of 17 talented, forward-thinking, and dynamic professionals who are having qualifications like B.E/ B.Tech, B. Planning, MBA or equivalent in relevant subject/field as Young Professionals on a contract basis for two years (extendable up to four years based on performance) to work in the Ministry, on a consolidated monthly remuneration of Rs. 60,000 (Rupees sixty thousand only).

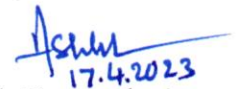
2. These "Professionals" shall be given exposure to various Wings/ Divisions of MoPSW (under the supervision of Joint Secretary, Director, Joint Director, Deputy Secretary or any other official of MoPSW) and would be expected to supplement the process of analysis within MoPSW through empirical collection and collation of in-house and other information.

3. The details including number of Young Professionals, Terms of Reference for the work and outputs etc. are enclosed at Annexure-II.

4. The last date for receipt of applications in the prescribed format (Annexure I) along with CV/resume and other documents is 17<sup>th</sup> May, 2023. Applications received after due date/time and without supporting documents will not be considered.

4. Applications {mentioning the Section/Division applied for}, may be sent to the Section Officer, Establishment Section, Ministry of Ports, Shipping & Waterways, Room No.425, Transport Bhawan, 1, Parliament Street, New Delhi-110001 either in hard copy or at e-mail id: so.admn-ship@gov.in. In case of any queries, you may contact at Tel: 011-23719727.

Encl: As Above

  
17.4.2023

(Avinash Kusumakar)

Under Secretary to the Government of India

To:

1. All Ministries /Departments of the Government of India
2. Department of Personnel & Training for displaying on CSCMS Portal as well as on its website.
3. The Manager, Employment News, Phase IV, Sookan Bhawan, , CGO Complex, Lodhi Road, New Delhi-110003
4. Shri Pravin Srivastava, Technical Director, NIC- for displaying this OM on the Notice Board of Ministry of Ports, Shipping and Waterways in column "Vacancies" under "Orders".
5. E-office Notice Board.

### Format for Application for the Post of Young Professional/Consultant

Individuals who fulfil the eligibility conditions after going through the details of scope of work and terms and conditions and other details may apply in the prescribed format as given below:

1. Post for which applying:
2. Name:
3. Date of Birth:
4. Address for correspondence:
5. Contact No.:
  - a. Landline:
  - b. Mobile:
6. Email (it is mandatory to provide email ID):
7. Academic Qualification (In reverse order, starting from the latest):

S. No.	Degree	Year of Passing	Subjects	University /Institute	Class/Division/ Marks Obtained	Distinction (if any)

\*Attach Separate copy if required.

8. Professional Qualification (In reverse order, starting from the latest):

S. No.	Name of Employer	Designation	Responsibilities Assigned	From (date)	To (date)

\*Attach Separate copy if required.

9. List of relevant technical and academic publications (if any).
10. Relevant experience:
  - a. Total years of experience and name of organisations
  - b. Year-wise tasks of similar nature carried out during the last three years
  - c. Relevant experience of working with Central/State/UT Government bodies or PSUs

- d. Relevant experience of working for national bodies
  - e. Relevant experience of working for international bodies
  - f. Works of similar nature in hand and the expected date of completion
11. A short note on your suitability for the post.

12. Recent self attested photograph

Date:

Name & Signature of the Applicant

Place:

Government of India  
Ministry of Ports, Shipping and Waterways

**Terms of Reference for engagement of Young Professionals in Ministry of Ports, Shipping & Waterways.**

Eligibility Criteria:

- Educational Qualifications: Professionals with B.E/ B.Tech, B. Planning and/or MBA or equivalent degree in relevant subject/ field of any recognized University/ Institution within India or abroad.

Or

Professionals in Accountancy, Finance, Legal, Statistics, Economics/Commerce, Data Analytics and other relevant subject/ field with Certification, Bachelors and/or Master's Degree of any recognized University/ Institution within India or abroad.

- Professional Experience: Minimum three year of Work Experience which is relevant to the job description. Preference will be given to persons with experience in relevant field supported by field work/ policy papers/ appraisal and monitoring of projects & schemes.
- Age Limit: Candidate should be less than 35 years of age as on the date of advertisement and should be in good health.
- Soft Skills:
  - i. Eager to learn and work with various departments
  - ii. Excellent verbal and written communication skills
  - iii. Proficiency in Microsoft Office
  - iv. Ability to multitask
  - v. Cope well under pressure
  - vi. Strong Data Modelling, Research, and Analytical skills

**Specific Terms of References**

**1. For Sagarmala Section:-**

- No. of Young Professionals required = 1

TOR (Term of References) for work to be done by Young Professional are as follows:

- Specific tasks/projects to be assigned to each of the Young Professional:

Particulars	Numbers	Project Areas
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Young Professional Young Professional	01	Project implementation/Project management / monitoring of NMHC, inland water transportation and Holistic development of coastal districts projects/ Contract & policy formulation / Administration etc. Project implementation / Project management/ Fishing Harbor, Floating Jetties and Skill Development projects/ Contract & policy formulation/ Administration, Port Led Industrialization etc.
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- Specific goals relating to output to be assigned to Young Professional:
  - i. Collection of data to all projects under operation as well as under implementation and under conceptual stages.
  - ii. Assisting in appraisal of all new project proposals/ initiatives including financial analysis, project concept review etc.
  - iii. Advising on long-term and short-term strategies and assisting in implementation the said strategies.
  - iv. Analysis of different operating parameters to improve project development performance and efficiency.
  - v. Advising on review/ re-allocation of manpower/ resources for different projects
  - vi. Monitoring and coordinating for all the projects under implementation.
  - vii. Assisting in reviewing the progress updates provided by implementing agencies/stakeholders and seeking clarifications, if required.
  - viii. Identifying the various issues causing delay in project progress and escalating the same.
  - ix. Examining all project issues from contract/legal prospective and prepare draft of necessary communications.
  - x. Prepare presentations on project status/data, as required.
  - xi. Team shall participate in progress review meetings, as required.

## **2. For Development Wing:-**

- No. of Young Professionals required = 1
- TOR (Term of References) for work to be done by Young Professional are as follows:
  - (a) Expertise of the field of:-
    - (i) Project appraisal and Management,
    - (ii) Evaluation of DPR
    - (iii) Infrastructure Connectivity
    - (iv) Digital Transformation and
    - (v) Programme Monitoring and Evaluation.
  - (b) Basic Qualification: The Young Professionals should have basic qualifications of: B.E/B.Tech in Civil Engineering/Mechanical Engineering with knowledge of computer or B.E./B.Tech in Computer Science.

(c) Work Experience: Minimum three years of Work Experience relevant to the job description.

**3. For SBR Section :-**

- No. of Young Professionals required = 2
- TOR (Term of References) for work to be done by Young Professional are as follows:
  - i. Assisting in work of SBR Section such as shipbuilding and repair works, Make in India work, implementation of various projects under MIV, 2030, overseeing the SBFAP, DPIIT notifications, promoting the use of Drones etc.
  - ii. Assisting in work of ship-recycling such as overseeing the Hong Kong convention, tax related policies etc.

**4. For IC Division :-**

- No. of Young Professionals required = 1
- TOR (Term of References) for work to be done by Young Professional are as follows:
  - i) Making necessary technical arrangements for convening meetings through VC mode and preparing minutes of meetings.
  - ii) Coordination with DG Shipping and other stakeholders for participation in the meetings.
  - iii) Coordination with DGS, MEA and Embassies in signing of MoUs/Agreements with foreign nations.
  - iv) Assistance to dealing hand on the work/subjects allocated to IC Section.
  - v) To Work under the guidance of Director(IC) and the reporting officer will be US(IC).

**5. Cruise Shipping, Ferry Operation and MD :-**

- No. of Young Professionals required : 1
- TOR (Term of References) for work to be done by Young Professional are as follows:
  - i. To examine Customs/Immigration/GST or other issues that are need to be addressed.
  - ii. To make an assessment of the Ports which are currently involved in cruise operations.
  - iii. To examine what are the facilities available in these ports for cruise vessels.
  - iv. To examine how many ports have dedicated berths/faculties for cruise operations.
  - v. To identify the infrastructure upgrade required for selected ports/terminals vis-à-vis international benchmarks, including embarkation, disembarkation, entry and exit from ports, security infrastructure etc. to name a few.
  - vi. To examine how to maximise the existing port assets for cruise operations.
  - vii. To examine how to complement cruise terminal with other maritime uses including cargo.
  - viii. To examine whether the environment in ports/berths is conducive for cruise operations or not; if not how can the standards be improved.
  - ix. Policy issues.
  - x. To review the existing practice at ports for handling cruise vessels.
  - xi. To identify the problem areas inhibiting the growth of cruise tourism.
  - xii. To review the international best practice to arrive at ecosystem necessary to encourage and sustain cruise shipping/tourism and study corresponding port characteristics in terms of handling capacity, operating procedures, infrastructure availability etc.
  - xiii. To examine what kind of value-added services can be provided by each port.



- xiv. To examine the scheme relating to promotion of flagging of Merchant Ships in India.
- xv. To follow up with respective Ministries/Department for implementation of the aforesaid scheme.
- xvi. To examine requests of Government Departments/PSUs importing cargoes other than FOB basis.
- xvii. To follow up with respective Ministries/Departments for recommendation letters.
- xviii. To examine and submit NOC requests of C&F/CIF import of Government Departments/PSUs on file.
- xix. To ensure implementation of Cabinet Decision dated 08.09.2015 regarding Government Policy of all imports on FOB basis.

**6. For Coordination Division:-**

- No. of Young Professionals required = 4 (including 2 YPs for Economic and Budget related matter)
- TOR (Term of References) for work to be done by Young Professional are as follows:

Precise Statement of Objectives	Outlines of Tasks to be carried out	Schedule for completion of tasks	The support of inputs to be provided by MoPSW to facilitate Young Professionals	The final Outputs that will be required of the Young Professionals at the end of period should be specified	Number of Young Professionals
Assessment of Miscellaneous References/Documents  MBA/PGDM and 3 years' experience in infrastructure sector or Govt program management & monitoring	<ul style="list-style-type: none"> <li>• Assessment of Miscellaneous References/Documents received from different Ministries and prepare brief analysis.</li> <li>• Obtaining related information from Autonomous Organizations/PSUs and Divisions of MoPSW.</li> <li>• G20 related work</li> <li>• Data analysis and interpretation.</li> </ul>	As per requirement	JS(Coord)/DS(Coord)/US(Coord)	To assist in Assessment of miscellaneous references received from different Ministries/Departments and ensure timely collection of information and furnishing the same to the respective Ministry/Deptt.	01
Data Management and Analysis and IT Related Work  Graduate with 3 years'	<ul style="list-style-type: none"> <li>• To handle the data received from organization and make assessment.</li> </ul>	As per requirement	JS(Coord)/DS(Coord)/US(Coord)	To assist in examination of data received from organizations and prepare analysis. To assist in collection, compilation and	01

experience in IT related work in central Ministries/ Deptts.	• Collection of information and uploading on government web portals.			uploading of information on govt. web portals.	
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For Economic and Budget Related Matter:

No. of Young Professionals required: 2

- i. During analytical work and preparation of various report related to economic and policy matters.
- ii. Providing support for Budget, OOMF, DDG related matters.
- iii. Assist in analysis of matters related to department of commerce and trade.
- iv. IT professional may assist in matters of handling various portals such as OOMF, CAG, CPGRAM, SCDPM etc.
- v. May assist in preparation of various sectorial reports
- vi. Uploading data on important portals.
- vii. Assisting in general IT related matters in division.
- viii. During preparation of various Reports such as Parliamentary Standing Committee Reports, Special Campaign for Disposal of Pending Matters, Centralised Public Grievance Redress and Monitoring System (CPGRAMS).
- ix. Reports related to IEBR of reports.
- x. Demands for Grants of the Ministry
- xi. Budget related matters and Outcome Budget.
- xii. Miscellaneous matter.
- xiii. Any other work assigned from time to time

**7. For IT Cell:-**

- No. of Young Professionals required = 1
- TOR (Term of References) for work to be done by Young Professional are as follows:

S.No	Name	Qualification & Experience	Scope of Work	No. of Young Professional
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1.	Young Professionals in Information Technology	Master's Degree in relevant subject or B.E./B.Tech (Information Technology).	<ul style="list-style-type: none"> <li>• To undertake the following work related to E-Governance initiatives, Information Technology, and Cyber Security, Digital India:</li> <li>• Prepare presentations on project status/data, as required.</li> <li>• To participate in progress and review meetings, as required</li> <li>• Collection of data of all Guidelines of MeitY as well as under implementation from all organization under MoPSW.</li> <li>• To liaison with all organization under MoPSW with respect to matter related to IT.</li> <li>• Monitoring all the projects under implementation.</li> <li>• Assisting in reviewing the progress updates provided by implementing agencies/ ports and seeking clarifications. if required.</li> <li>• Preparation of PowerPoint Presentations, Excel Sheets, and compilation/collation of inputs received from stakeholders.</li> <li>• Domain expertise in the field for proper coordination and helping in making concept notes.</li> <li>• Rendering assistance in the execution of the work/ subjects allocated to IT division.</li> <li>• To handle any other work assigned by the DS/JS (IT).</li> </ul>	1
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#### 8. For Legal Cell:-

- No. of Young Professionals required = 1
- TOR (Term of References) for work to be done by Young Professional are as follows:

#### **Qualification and Experience**

**Essential** – Graduate Degree in Law from National Law School of India University (NLSIU) and other Law Schools and Colleges of the Country equivalent in length and intensity with a minimum of 60% marks.

**Work experience:** 3 years of experience relevant to job description as per Young Professional Scheme guidelines

### **Terms of Reference**

The engaged Young Professional (Legal) would be required to perform the following functions:-

- i. To maintain and monitor database on the cases decided by or pending with the CAT, High Courts and the Supreme Court / any Court of Law / Tribunal / quasi-judicial body.
- ii. To draft petitions, replies, rejoinders, affidavits and other pleadings / legal documents to be filed before various Courts.
- iii. To render all assistance to the Officers of MoPSW in service, recruitment, pension related matters and other matters related to Ministry.
- iv. To obtain opinion from Law Ministry on legal matters.
- v. To maintain close coordination with Law Ministry, Senior Law Officers, Government Counsels etc.
- vi. To draft / scrutinize from legal point of view various documents like Notices, contract agreements, etc.
- vii. Legal scrutiny / assistance on issues like service matters, especially related to Notices of Examination conduct of examination, evaluation of answer books, results of recruitment, medical examination cases of candidates.
- viii. Scrutiny of petitions.
- ix. Analyzing the feasibility and methodology of implementation of court verdicts and orders.
- x. Any other work assigned to them.

SO (Admn.) as Reporting Authority will provide inputs and guidance to Young Professional (Legal).

### **9. For SL Section:-**

- No. of Young Professionals required = 1
- Professional Experience: Minimum three years of Work Experience which is relevant to the job description. Preference will be given to persons with experience in relevant field supported by field work/ policy papers/ appraisal and monitoring of projects & schemes.
- TOR (Term of References) for work to be done by Young Professional are as follows:
  - a. Matters related to development of tourism a Lighthouse on PPP mode and in-house mode. Processing of all matters related to development of 75 Lighthouse viz finalization of RFP/RFQ Bid document, talking necessary approvals, convening meeting and provide necessary support from the Ministry.
  - b. Handle all the matters related to Court cases therein DGLL or Ministry of Ports, Shipping & Waterways is a party.
  - c. Handle matters related to Budget and Finance of the DGLL.
  - d. Administrative matters of DGLL i.e Appointment, Promotion etc. of the Group A and B Officers of DGLL. Disposal of Cadre Review / Re-structure, Amendment /Framing of Recruitment Rules, DPC proposals of various Group A posts. Carrying out consultation / Liaoning with DoP&T/DoEt/UPSC/M/O LAW & Justice etc. in respect of the all matters mentioned above.
  - e. Resolve all the matters pertaining to pay/ pension /arrears of the DGLL officials and Employees



## **10. For Finance Division:-**

- No. of Young Professionals required = 2
- TOR (Term of References) for work to be done by Young Professional are as follows:

<b>S.No</b>	<b>Qualifications</b>	<b>Experience</b>	<b>Domain Areas</b>	<b>No. of Young Professionals Required</b>
1	MBA (Finance Management) from a recognized University / College of the Country equivalent in length and intensity with a minimum of 50% marks.	3 years experience in infrastructure sector or Govt. program management & monitoring	Handling of Financial Proposals related to Project/ Schemes of Government of India, including Data Management and Data Analysis.	2

### **Detailed TOR for Finance Division**

The engaged Young Professionals would be required to perform the following functions:-

- Examination of expenditure management with release of funds linking to the Schemes/ Projects on the basis of extant rules/ guidelines of DoE, MoF.
- Examination of the proposals from financial angle on the basis of the extant guidelines of MoF.
- Rendering of financial advice including concurrence on the proposals and schemes emanating from different administrative wings of the Ministry within the delegated of the Ministry.
- Evaluation of progress/ performance of the Plan Projects and other continuing Plan Schemes.
- Assurance for implementation of DoE's instructions received from time to time.
- Scrutinizing and vetting of the budget proposals of various Autonomous Bodies and Inter Water Transport Sectors under MoPSW.
- Examination of the proposals regarding creation/ revival etc of posts on the basis of the extant guidelines of DoE, MoF.
- Examination of various proposals received from the Ministry and other attached and subordinate bodies of the Ministry regarding seeking concurrence on Foreign Travel proposals.
- Examination of various proposals received from the Ministry and other attached and subordinate bodies of the Ministry regarding relaxation from obtaining air tickets from unauthorized travel agents.
- Examination of matters related to various Board meetings of SMPK, IWAI, SCI, SCILAL, ILNGTC & IMU, where AS&FA is nominated as member of the Board.
- Concurrence of SFCIEFC/PIB/DIB proposals in terms of DoE's guidelines.
- Being a member of TEC, Attending various meetings of TEC on various projects/ proposals held from time to time.



- xiii. Examination of the proposals on the basis of GFR, DFPR, rules/ regulations/ guidelines framed by DoE/ GoI from time to time.
- xiv. Monitoring of the inspection reports/reviews and audit paras etc. received from various divisions of the Ministry.

Section Officer (Finance) as Reporting Authority will provide inputs and guidance to Young Professionals.

#### **11. For Ports Wing:-**

- No. of Young Professionals required = 2
- TOR (Term of References) for work to be done by Young Professional are as follows:

<b>Precise statement of objectives</b>	<b>Outline of Tasks to be carried out</b>	<b>Schedule for completion of tasks</b>	<b>The support of inputs to be provided by MoPSW to facilitate Young Professionals</b>	<b>The final Outputs that will be required of the Young Professional at the end of the period should be specified</b>	<b>No. of Young Professionals</b>
Foreign trade commerce and investment	Work related to Custom Procedure, Shipping and role of other trade facilitating agencies, trade promotion, global engagement/ integration related to maritime trade; trade statistics; infrastructural capacity, operational aspects, contractual arrangements, case studies for the Indian port sector	As per requirement of the Ministry	DS (Ports) and JS (Ports)	To assist Ministry in trade facilitation and augmentation; enhancement of investment opportunities.	1
Shipping-related exposure.	<ul style="list-style-type: none"> <li>➤ To assess the current state of maritime connectivity.</li> <li>➤ To assess deficiencies in the existing transportation system</li> <li>➤ Potential options to develop an integrated and efficient connectivity plan to support the development of the blue economy programs</li> <li>➤ To determine prospects for further maritime transport and logistics related investment</li> </ul>	As per requirement of the Ministry	DS (Ports) and JS (Ports)	Assessments of Maritime Connectivity, and Strategic Needs	1

#### **Other Terms and Conditions:-**

1. Young Professional shall be eligible for Leave of 8 Days in a calendar year on pro-rata basis.
2. Young Professional will not be entitled to TA/ DA for joining the assignment or on its completion and will not be entitled to any other facility/allowance such as HRA, Transport facility, Accommodation from the Central Government Pool or any relief etc.

