



No. GAD/P/RECT-Dy.HoD/3672

23rd September, 2021.

Recruitment Notice

The Chairperson
All Major Port Trusts
(Except Kamarajar Port Ltd)

Sir/Madam,

Sub: Filling up the post of Sr. Dy. Secretary in the pay scale of Rs.80000-220000 (pre revised Rs.32900-58000) in Mumbai Port Trust by absorption through composite method.

One post of Sr. Dy. Secretary in the pay scale of Rs.80000- 220000 (pre revised Rs.32900-58000) in Mumbai Port Trust fell vacant from 18.9.2021. In terms of MbPT Employees (RS&P) Regulations, 2010, the post is to be filled by absorption through composite method amongst officers from Major Port Trusts. Copy of the Recruitment Rules for the post is at Annexure I.

2. Applications are invited from eligible and willing officers of all Major Port Trusts possessing prescribed qualifications, experience and other criteria/requirements as per the Recruitment Rules.

3. Applications be made through "Online Application Portal (OAP)" from 23.9.2021 to 22.10.2021. Print out of online application should be submitted through proper channel, alongwith copies of all required documents. The crucial date for determining eligibility for the post of Sr. Dy. Secretary will be 22.10.2021. i.e. the last date of closing of applications. Applications, alongwith following documents may be forwarded by the concerned Port Trust to the undersigned so as to reach this office on or before 8.11.2021.

- (i) Certified copies of ACRs/APARS for the last 5 years (2015-16 to 2019-20) (duly attested by an officer not below the rank of Dy. HOD on each of the page).
- (ii) A statement showing year wise availability of ACRs and grading duly signed by the HoD or Secretary. If ACR for a particular year /period is not available, "No Report Certificate" to that effect may be attached alongwith ACRs of the preceding years.

- (iii) Administrative and Vigilance clearance duly filled, signed and stamped by the Head of the Department (copy of proforma enclosed at Annexure II).
- (iv) No objection certificate from the respective port.
- (v) Undertaking of the applicants to the effect that candidature will not be withdrawn, if selected by Services Selection Committee.
- (vi) Attested copies of all certificates as a proof of educational qualification, experience in the respective post and pay scale wise, duly verified by the port while forwarding the application to this Port.
- (vii) If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary document may be sent by the forwarding authority along with the application. Vigilance report is to be furnished in the attached format as Annexure III.

4.1 Instructions to the candidates:

Interested eligible candidates are requested to apply online against this circular on the 'Online Application Portal (OAP)' of the Ministry of Ports, Shipping and Waterways website <http://onlinevacancy.shipmin.nic.in>. The link will be open from **23.09.2021 to 22.10.2021**. The candidate at first has to register himself in the OAP. After applying through online, the candidate has to take printout of the online application and submit the same alongwith the self-attested photocopies of supporting documents and 2 recent passport size photographs to concerned port. Incomplete applications or applications received late may not be considered.

4.2 In terms of Ministry's letter dated 9.7.2020, the Appointing Authority as well as Disciplinary Authority for all Dy. HoD level posts will be the Central Government i.e. Secretary (Shipping). In this connection, all Major Ports are directed to carry out amendments in their Service Regulations viz. Recruitment Rules (RRs), Seniority and Promotion (RS&P), Classification, Control and Appeal and other relevant Regulations (wherever required) as per the laid down.

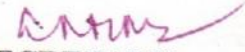
4.3 Subsequently, the Ministry, by letter dated 29.12.2020 has conveyed that "till amendments in the Service Regulations viz. Recruitment Rules (RRs), Seniority and Promotion (RS&P), Classification, Control and Appeal and other relevant Regulations are notified, Dy. HoD level posts in Major Port Trusts may be filled up only by absorption through composite method at Port level. Advertisement for filling up of the posts, DPC etc. may be held at Port level. However, recommendations of the DPCs may be conveyed by Major Port Trusts to this Ministry and obtain approval of the Ministry before issuing appointment orders."

4.4 As per Ministry's advisory/ instructions dated 11.8.2021 in respect of filling up the post of Dy. HoD level, in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate would not be considered by the Port if his/her application is not received within 15 days of the last date of receipt of applications.

4.5 Also, as per the aforesaid instructions dated 11.8.2021, Port official, who withdraws his candidature for the post after his selection by the Service Selection Committee, he/she will be liable for debarment from future selection to Dy. HOD level posts in all Major Port Trusts for a period of two years.

5. Circular alongwith annexures is also available on our website www.mumbaiport.gov.in.

Yours faithfully,



SECRETARY

MUMBAI PORT TRUST

DA: As above

General Administration & Human Resources Department

Sl. No.	Name of the Post Suggested Designation	No. of Post	Classification	Scale of Pay (Rs.)	Whether Selection or Non-Selection	Upper Age limit for direct recruitment (in years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b) educational qualifications (c) experience for direct recruits will apply in the case of promotion absorption/ deputation	Period of Probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/ absorption/ deputation/)	In case of promotion/ absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
5	Senior Deputy Secretary/ Senior Personnel Officer	3	Class-1	16000-400-20800	Selection	42	<p>Essential :-</p> <p>(i) A degree from a recognised university.</p> <p>(ii) Twelve years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/ Commercial/ Govt. Undertaking.</p> <p>Desirable :-</p> <p>(i) Post Graduate degree/diploma in Personnel Management Industrial Relations Social Work/Labour Welfare or allied subjects or degree in Law from a recognised University/ Institution.</p>	(a) No (b) Yes (c) No	N.A.	<p>By absorption through composite method failing which</p> <p>By deputation from other Govt. organisations and failing both</p> <p>By direct recruitment</p>	<p>For absorption through composite method, Officers holding analogous posts or the post of Dy. Secretary and equivalent posts in the respective discipline of GAD (such as CPRO/Dy. Estate Manager/Dy. Chief Law Officer/Personnel Officer) in the scale of pay of Rs.13000-18250 with 3 years regular service in the grade in a Major Port Trust or Dy. Secretary and equivalent posts in the respective discipline of GAD with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs. 10750-16750 and Rs. 13000-18250 in the respective discipline of GAD in a Major Port Trust will be eligible.</p> <p>For deputation, Officers holding analogous posts or post of Dy. Secretary and equivalent posts in the respective discipline of GAD in the scale of Rs. 13000-18250 in Govt./ Semi Govt./PSUs or Autonomous bodies with 3 years regular service in the grade will be eligible.</p> <p>The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "Very Good".</p>	

ANNEXURE II

Certificate to be given by Head of Department of

Shri/Smt. _____

Designation _____

1. It is certified that the particulars furnished by the officer are correct.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from Vigilance and Administrative angle.
3. His/Her integrity is certified.
4. It is certified that no major/minor penalties have been imposed on the applicant during the last 10 years. If any, kindly indicate details thereof.
5. Attested copies of ACRs for the last five years (1.4.2015 to 31.3.2020) are enclosed.
6. It is certified that the incumbent meets the requisite eligibility criteria w.r.t. educational qualification and experience as specified in the Annexure I of the circular for absorption through composite method.

SIGNATURE OF THE
HEAD OF DEPARTMENT WITH SEAL

FORM FOR VIGILANCE CLEARANCE

Ref. No.

Date:

Part A To be filled by the HR Deptt.

1. Name of the applicant :
2. Deptt. & P.F. A/c No. :
3. Designation & Class :
4. Revised pay scale (Rs.) :
5. Whether Annual Property Return (APR) has been submitted in time (applicable for Class I and II) : Yes / No
6. Date of submission of APR :
7. Purpose for seeking vigilance clearance :
8. Whether any disciplinary proceedings contemplated/ initiated against the Applicant (also give previous record, if any). : Yes/ No.
9. If yes, give details/ status thereof :
10. Whether under tenancy of punishment : Yes/ No.
11. Whether any local police case filed by MbPT/ pending : Yes/ No.

(Signature of HOD/ HR Deptt.)

Part B To be filled by Vigilance Deptt.

12. Remarks of Vigilance Deptt. (give complete status and recommendations, if any. Attach separate sheet, if required) :
13. Vigilance clearance : Accorded/ Not Accorded

Date:

(Signature of CVO/ Dy. CVO)