

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

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

**A-43015/20/2025-Estt.I.**

**Dated, the 02 June, 2026**

**VACANCY CIRCULAR**


Applications are invited for appointment of one (01) Consultant on contract basis in the 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. 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.
- 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 (as decided by the Ministry).
- vi. Consultant shall be allowed to avail leave up to 18 days in a calendar year.
- vii. The appointment of consultant is of temporary nature and can be terminated at any time without assigning any reason.
- viii. The applicant should not have been retired as a matter of punishment.
- ix. 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.
- x. Consultants shall be required to maintain discipline and absolute integrity in accordance with the CCS (Conduct) Rules, 1964.

xi. Consultants shall not be eligible for any benefit/ compensation/ allowances under provisions of any Act/Rules, in addition to what is mentioned above.

3. The eligible persons are requested to submit their application in the prescribed proforma (attached) to the undersigned latest by 24<sup>th</sup> June, 2026. The interview, if required, of the eligible/shortlisted candidates will be held in coming weeks after the closing date. Candidates are required to mention their mobile/telephone number and e-mail address in the application and attach a copy of their PPO. Candidates will have to submit a medical certificate of fitness on the day of interview/joining.

  
02/6/2026

(Sumit Nandan)

Under Secretary to the Govt. of India

Copy to:-

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

**Annexure I**

**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 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 statements made in the application are true and complete to the best of my knowledge and belief. I agree with the terms and conditions for the appointment in case of my selection.

Date:

Signature of Candidate: \_\_\_\_\_

Name: \_\_\_\_\_

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Terms of Reference (ToR) / Job Description for Consultant (PE-I Section)

The Consultant shall assist PE-I Section in handling establishment and personnel administration matters pertaining to Major Ports, including but not limited to the following:

- i. Examination, processing and formulation/amendment of Service Regulations, Recruitment
- ii. Rules, Conduct Regulations, Leave Regulations, CCA Regulations and related matters.
- iii. Handling of public grievances, PMO references, VIP references, audit paras, representations and complaints relating to Major Ports.
- iv. Processing and examination of court cases, including contempt cases, pertaining to service matters.
- v. Providing clarification/advice to Major Ports on recruitment, service and administrative matters.
- vi. Consultation with the Ministry of Law and Justice regarding framing/amendment of service regulations and notifications thereof.
- vii. Handling matters relating to Lok Sabha, Rajya Sabha, Parliamentary Questions, Assurances and Parliamentary Committees.
- viii. Processing RTI applications and appeals relating to service matters.
- ix. Preparation of briefs and background notes for meetings of senior officers.
- x. Processing claims of Government Counsels in respect of court cases relating to service matters.
- xi. Processing Government of India Press Bills relating to notifications published in the Gazette.
- xii. Any other work assigned by the Competent Authority from time to time.