

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

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

A-12033/4/2023-Estt.I-Part (1)

Dated, the 26<sup>th</sup> November, 2024

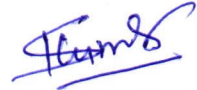
**VACANCY CIRCULAR**

Applications are invited for appointment of one (1) Consultant on contract basis in Ministry of Ports, Shipping & Waterways from applicants well acquainted with the functioning of central/state government. The selected candidates 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. It is desirable that the applicant should have minimum 10 (Ten) years of working experience with Central Government Ministry/ Department preferably as Under Secretary (retd.).
  - ii. The applicant should have the knowledge/work experience in the field/ subjects specified in **Annexure II**.
  - iii. The age of the applicants should not be more than 63 years on the last date of submission of applications.
  - 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. Consultants 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 Consultants at the time of signing of agreement.
  - viii. The appointment of Consultants is of temporary nature and can be terminated at any time without assigning any reason.
  - ix. The applicant should have knowledge of computer and typing skill is a must;
  - x. The applicant should not have been retired as a matter of punishment;
  - xi. 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.
  - xii. Consultants shall be required to maintain discipline and absolute integrity in accordance with the CCS(Conduct) Rules, 1964.
  - xiii. 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. The eligible persons are requested to submit their **Application** in the prescribed proforma (attached) to the undersigned **latest by 18<sup>th</sup> December, 2024**. The interview of the eligible/short listed candidates will be held in coming weeks after the closing date. The 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.



(Sachin Kumar Katiyar)

Under Secretary to the Govt. of India

Copy to: -

1. Shri Pravin Srivastava, Dir (NIC) is requested to upload the above vacancy circular on the website of the Ministry of Ports, Shipping & Waterways.

**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:.....

## Annexure II

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### Terms of Reference for Engagement of Consultant

- i. The appointed consultant shall possess significant experience in the maritime sector, with demonstrated expertise in handling infrastructure-related projects. The consultant's responsibilities will include:
  - Processing and appraising infrastructure project proposals in alignment with the guidelines and standards set by the Government of India (GoI).
  - Regular monitoring and reviewing of ongoing infrastructure projects to ensure timely progress and adherence to goals.
  - Overseeing the implementation of skill development programs in coordination with relevant GoI schemes to enhance sector-specific capacities.
  - Supporting the launch and execution of initiatives related to startups within the maritime domain.
  - Assisting in the processing of legislative proposals in consultation with pertinent stakeholders to ensure compliance and collaborative development.
  - Coordinating with the Ministry of Culture, Ministry of External Affairs (MEA), and other stakeholders for the execution of heritage-related projects, promoting cultural preservation in the maritime context.
  - Managing administrative matters concerning the establishment of Centers of Excellence, urban water transportation systems, and other strategic maritime initiatives.
- ii. Schedule for completion of Tasks: -

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