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 6th November, 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 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 (as decided by the Ministry).

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.

3. The eligible persons are requested to submit their application in the prescribed proforma (attached) to the undersigned latest by 27th November, 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.

06/11/2026

(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: _____

ANNEXURE II

Government of India
Ministry of Ports, Shipping & Waterways

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

The Consultant shall be responsible for assisting the PD-I Section in handling matters related to the Adjudicatory Board for Major Ports and shall undertake the following duties:

i. Processing and handling the quarterly release of Grant-in-Aid to the Adjudicatory Board for Major Ports, ensuring timely submission and compliance with prescribed procedures.

ii. Liaising and coordinating with the Pay and Accounts Office (PAO) for online release of funds, reconciliation of accounts, and budgetary tracking.

iii. Coordinating with the Ministry of Finance for facilitating the appointment of the Comptroller and Auditor General (CAG) for audit of the Annual Accounts of the Adjudicatory Board and ensuring follow-up action.

iv. Managing the process relating to the laying of Annual Administrative Reports and Audit Reports of the Adjudicatory Board before both Houses of Parliament, in accordance with laid down procedures and timelines.

v. Handling administrative matters of the Adjudicatory Board, including processing proposals for appointment of officers and staff, and related service matters.

vi. Processing proposals for extension of tenure of Chairperson/Members of the Adjudicatory Board in accordance with applicable rules and guidelines.

vii. Scrutinizing agenda notes/items for meetings of the Adjudicatory Board to ensure completeness, accuracy, and alignment with Ministry policies and guidelines.

viii. Providing secretariat assistance for meetings of the Adjudicatory Board, including preparation of briefs, minutes, and follow-up actions.

ix. Undertaking any other work assigned by the competent authority/higher officers from time to time.