

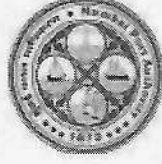
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मुंबई पत्तन प्राधिकरण

MUMBAI PORT AUTHORITY



सामान्य प्रशासन विभाग

पोर्ट भवन, दूसरा माला

शूरजी वल्लभदास मार्ग, बेलार्ड इस्टेट,
मुंबई - 400 001.

General Administration Department,
Port House, 2nd floor,
S.V. Marg, Ballard Estate,
MUMBAI - 400 001.

No. GAD/P/RECT-Sr.Dy.Secy/ 2762

15th July 2022

Recruitment Notice

**The Chairpersons
All Major Port Authorities**

Sir/Madam,

Sub: Filling up the post of Sr. Deputy Secretary in the pay scale of Rs. 80000-220000 under Composite Method in Mumbai Port Authority – Reg.

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1. The post of Sr. Deputy Secretary in Mumbai Port Authority will fall vacant w.e.f. 1.12.2022. The post is to be filled by **absorption through composite method** from officers of Major Ports, fulfilling the eligibility criteria as mentioned at **Annexure I**.
2. The selection is by merit for which overall grading in the APARs should not be below "Very Good".
3. **Applications are invited from eligible and willing officers** of all the Major Port Authorities possessing the prescribed qualifications and experience as mentioned at **Annexure I**. The application shall be submitted through '**Online Application Portal (OAP)**' of the Ministry of Shipping (website <http://onlinevacancy.shipmin.nic.in>) from **19.7.2022 to 17.8.2022**. No application submitted other than OAP will be accepted.
4. The candidate has to submit the hard-copy of the application form uploaded in OAP to his administrative Port for onward forwarding to MbPA. The administrative Ports are required to forward the applications of the candidates along with the following documents superscribing "**Application for the post of Sr. Deputy Secretary in Mumbai Port Authority**" on or before 1.9.2022.

(.....2)

- (i) *certified copies of APARs for the last 5 years (2016-17 to 2020-21), duly attested by an officer not below the rank of Dy. HOD on each of the pages;*
- (ii) *a statement showing year-wise availability of APARs and grading duly signed by the Dy. Chairman/Chairman as per the Ministry's letter dated 1.2.2007. If APAR for a particular year during the last 5 years is not available, "No Report Certificate" may be furnished along with APARs of the preceding years;*
- (iii) *Attested photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.*
- (iv) *No objection certificate from the respective Port.*
- (v) *Undertaking of the applicant that he will not withdraw his candidature, if selected by Services Selection Committee;*
- (vi) *Administrative clearance of the concerned port (Annexure II)*
- (vii) *Vigilance report is to be furnished in the prescribed format (Annexure III).*
- (viii) *Two passport size photographs.*
- (ix) *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 documents may be sent by the forwarding authority along with the application.*

5. As per the Ministry's guidelines dated 26.9.2019, in case of receipt of advance copy of application from any candidate, his candidature will not be considered if his application is not received through proper channel from the Port within 15 days of the last date of receipt of applications. Therefore, Major Ports are requested to forward the applications with complete set of enclosures on or before **1.9.2022**. **Applications received after 1.9.2022 will not be considered.**

6. While forwarding the application, the Major Ports are to enclose all relevant documents at a time. No piecemeal / part forwarding will be considered.

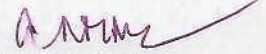
7. The crucial date for eligibility criteria will be the date of arising of vacancy, i.e. 1.12.2022 in terms of Ministry of Ports, Shipping and Waterways' circular No. I-26/25/2013 PE-I dated 26.9.2019.

(.....3)

8. As per the Ministry's guidelines dated 26.9.2019 regarding filling up the HoD level posts in Major Port Authorities, Port official who withdraws his candidature for the post after his selection by the Services Selection Committee, will be liable for debarment from future selection to HOD level posts in all Major Port Authorities for a period of two years.

9. Incomplete applications or applications received after due date will not be considered.

Yours faithfully,



SECRETARY
MUMBAI PORT AUTHORITY

Encl: As above

COPY TO:

- ✓1) **The Secretary to the Government of India, Ministry of Ports, Shipping & Waterways, New Delhi for information.** (Kind Attn: Shri Sandeep Gupta, Director – PHRD)
Soft copy of the circular is already forwarded (Ref: Your letter Nos. F.No.I-26/9/2013-PE-I dated 17.6.20014 & A-12023/12/2014-PE-I dated 19.1.2021)
on email address :
pravin.s@nic.in and web-ship@gov.in.

Annexure I

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-I	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 (1.4.2016 to 31.3.2021) 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

मुंबई पोर्ट ट्रस्ट
MUMBAI PORT TRUST

Particulars of the officer for whom Vigilance Comments/Status has been sought

1	Name of Officer (in full)	:	
2	Father's name	:	
3	Date of Birth	:	
4	Date of Retirement	:	
5	Date of entry into service	:	
6	Service to which the officer belongs wherever applicable	:	
7	Revised Payscale	:	
8	Whether Annual Property Return (APR) has been submitted in time	:	Yes / No
9	Date of submission of APR	:	

10 Positions held (During the ten preceding years)

Sl. No.	Organization (Name in full)	Designation and Place of posting	Administrative/ Nodal Ministry/ Deptt.	From	To

11	Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and details of the penalty. (*)	:	
12	Is any disciplinary / criminal proceedings or Chargesheet pending against the officer as on date (If so, details to be furnished - including reference number if any of the commission)	:	
13	Is any action contemplated against the officer as on date (If so details to be furnished) (*)	:	
14	Whether any complaint with vigilance angle pending against the officer as on date (If yes, details to be furnished)	:	

Date:

(Signature of Head of Department)

15	Whether the officer has been placed on the "Agreed List" or "List of Officers of Doubtful Integrity". (If yes details to be given)	:	
16	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, with what result (*)	:	

The applied post being Selection post at the level of Head of Department, the officer is Clear/not clear from vigilance angle as per the guidelines of DoPT/CVC issued from time to time.

Date :

CHIEF VIGILANCE OFFICER

(*) If vigilance clearance had been obtained from the Ministry/CVC in the past, the information may be provided for the period thereafter.