

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) 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 along with the application.
6. As per the Ministry's circular No. A-29018/4/2081/PE-I dated 11.8.2021, 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 **21.4.2023**. **Applications received after 21.4.2023 will not be considered.**
7. While forwarding the application, the Major Ports are to enclose all relevant documents at a time. No piecemeal / part forwarding will be considered.
8. The crucial date for eligibility criteria will be **9.5.2023** in terms of Ministry of Ports, Shipping and Waterways' circular No. A-29018/4/2081/PE-I dated 11.8.2021.
9. As per the Ministry's guidelines dated 11.8.2021 regarding filling up the Dy. 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 Dy. HoD level posts in all Major Port Authorities for a period of two years.
10. Incomplete applications or applications received after due date will not be considered.

Yours faithfully,



SECRETARY

MUMBAI PORT AUTHORITY

Encl : As above

मुंबई पोर्ट ट्रस्ट  
MUMBAI PORT TRUST

ANNEXURE-III

**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 <b>with vigilance angle</b> 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.