



भारत सरकार / GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

शीघ्र डाक
SPEED POST

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

30 MAY 2019

PB-6/SSC(1)/2018-pt

Date: 24.05.2019

M E M O R A N D U M

Subject: - Provisional Appointment to the post of Stenographer Grade-D in the Directorate General of Shipping, Ministry of Shipping GoI.

On the recommendation of the Staff Selection Commission (N.R.), the Director General of Shipping & Additional Secretary to the Govt. of India is pleased to offer appointment to **Shri Sourabh Prajapati**, as **Stenographer Grade-D** in the Directorate General of Shipping, in the Central Civil Service, (Group 'C' Non-Gazetted), Non-Ministerial in the Level 4 of Pay Matrix, ₹. 25,500/- in Pay Scale of ₹ 25,500-81100 plus admissible allowance in force, subject to the instructions issued by GoI, from time to time.. The provisional appointment is subject to his satisfactory Medical Report and verification of character antecedents from the concerned Police authorities. This said provisional appointment is further to his submission of the self declaration attestation form (enclosed with this letter) duly filled and signed by him, to this office.

2. The terms and conditions of appointment are as follows:-

i) The appointment is temporary and the appointee will be on probation for a period of 2(Two) years with effect from the date of appointment, which may be extended or curtailed at the discretion of the competent authority. Failure to complete the period of probation to the satisfaction of the Competent Authority will render the appointee liable to discharge from service.

ii) The appointment is subject to termination by the appointing authority at any time during the period of probation and thereafter by giving one month's notice on the either side, viz. the appointee and the appointing authority. The appointing authority however, reserves the right to terminate the services of the appointee forthwith or before the expiry of the stipulated period of notice or by making payment to him of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.

(iii) "Further offer of appointment will be subject to the condition mentioned at para 12 (3) of staff selection commission notice stenographer (Grade 'C' & 'D') Examination 2017 which read as below:

Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment, failing which their probation may not be cleared by appointing departments or authority. Candidates have to work as English/ Hindi stenographers as per the functional requirement of the User Office irrespective of the medium of Skill Test of candidate during the examination."

3. The appointment will be further subject to the:-


- a) Production of certificate of fitness from the Competent Medical Authority, viz. the Chief Medical Officer/Civil Surgeon.
- b) Submission of enclosed attestation Form (in duplicate with latest passport size photograph duly affixed)
- c) Character Certificates from two serving Gazetted officers of Central/State Govt. or stipendiary Magistrate in the form appended (Annexure-III). The certificates not being more than three months old.
- d) Submission of declaration to the effect that he does not have more than one wife living, the appointment will be subject to his being exempted from the enforcement of the requirement in this behalf. In case the appointee has more than one wife living or having a spouse living marries again and in case such marriage is void by reason of its taking place during the lifetime of such spouse, he shall not be eligible for appointment.
- e) Taking an oath of allegiance/faithfulness to the Constitution of India or making of a solemn affirmation to the effect.
- f) Production of the following original certificates together with an attested copy of each .
 - (i) Certificate of Educational and other qualifications.
 - (ii) Certificate of age.
 - (iii) Certificate of discharge/release from the present employer, if any,
 - (iv) Caste Certificate from the Competent Authority if he belongs to a Scheduled Caste/Scheduled Tribe/OBC.
 - (v) Character Certificate from two serving Gazetted Officers of the Central/State Government or stipendiary Magistrate in the form appended (Annexure-III)., the Certificate not being more than 3 months old.

4. The appointee should also state whether She/he was/is under obligation to serve another Central Govt. Department, a State Govt. or Public Authority.

5. The appointment is provisional and is subject to the caste/tribe/community certificate being verified through proper channels. If the verification reveals that the claim of candidate belongs to SC/ST/Other Backward Classes is false or claim of the candidate belong to OBC creamy layer is false, the services of such candidate will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

6. The appointee will be covered under the New Pension Scheme. As per DOP&T's O.M. No. 28/30/2004-P&PW(B) dated 26th July 2005, the candidates who were already in Govt. service on or before 31.12.2003 will be governed by the provisions laid down under Central Civil Services (Pension) Rules, 1972.

7. If any declaration given or information furnished by the candidates proves to be false or if the candidate is found to have willfully suppressed any material information, he will be liable to removal from service and such other action as Government may deem necessary.
8. No traveling allowance will be allowed for joining the post.
9. The appointment order would be issued on the receipt of following;
 - a) Medical Certificate of fitness
 - b) Satisfactory character and antecedents verification report by the Police .
10. In case **Shri Saurabh Prajapati** accepts the above terms & conditions, he should communicate his acceptance within 21 days from the date of receipt of this Memorandum. If no reply is received in the stipulated period, the offer will be treated as cancelled.


(Dr. P. K. Raut)
24/5/19

Encl.: - As above

Deputy Director General of Shipping (Personnel)

To
Shri Saurabh Prajapati,
Naya Gaon, Gautam Nagar, Gali No.1,
23 PAC,
Moradabad
Pin Code No. 244 001.

Copy for information to:

1. F& A Branch
2. The Pay & Accounts Officer (Shipping), Mumbai
3. Shri V. S. Sehrawat, Dy. Chief Controller of Chartering, Ministry of Shipping, Transport Bhavan, 1, Parliament Street, New Delhi- 110 001- w.r. to their letter No.CD-11053/107/2018-Coord. dated nil.
4. Personnel file of **Shri Saurabh Prajapati**.
5. Copy to DGS Website.
Computer Cell.

NEW PROFORMA
ANNEXURE-I

ATTESTATION FORM

WARNING :

Affix signed passport
size (5 cm x 7 cm appx)
copy of recent photo-
graph where asked for

The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification, and is likely to render the candidate unfit for employment under the Government.

2. If detained, arrested, prosecuted, bound down fined, convicted, debarred, acquitted etc. Subsequent to the completion and submission of this form the details should be communicated immediately to the authorities to whom the attestation form has been sent early, failing which it will be deemed to be a suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person his service would be liable to be terminated.

1.	Name in full (in BLOCK capitals) with aliases, if any (Please indicate if you have added or dropped in any stage any part of your name or surname)	SURNAME	NAME
2.	Present Address in full i.e. Village, Thana and District or House No., Lane/Street/ Road and Town.		
3.	a) Home Address in full i.e. Village, Thana and District or House No., Lane/Street/ Road and Town and name of District Headquarters.		
	b) If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union.		

Contd..2/-..

4. Particulars of places (with periods of residence) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

From	To	Residential address in full (i.e. Village, Thana and District or House No., Lane/Street/ Road and Town).	Name of the District Headquarters of the place mentioned in the preceding column.

5.

	Name	Nationality (by birth or by domicile)	Place of Birth	Occupation (if employed give designation & official address)	Present Postal address (if deal give last address)	Permanent Home address
i) Father (Name in full aliases, if any)						
ii) Mother						
iii) Wife/ Husband						
iv) Brother(s)						
v) Sister (s)						

Contd..3/-..

5(a) Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/living in a foreign country:-

Name	Nationality (by birth and/or by domicile)	Place of Birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in previous column.

6. Nationality
7. (a) Date of Birth -
- (b) Present Age -
- (c) Age at Matriculation -
8. (a) Place of birth, District and State in which situated -
- (b) District and State to which you belong -
- (c) District and State to which you father originally belong -
9. (a) Your Religion -
- (b) Are you member of a SC/ST? Answer in Yes or No. -

Contd..4/-..

10. Educational Qualification showing places of education with year in School and College since 15th year of age.

Name of School/ College with full address	Date of Entering	Date of Leaving	Examination Passed

- 11.(a) Are you holding or have any time held an appointment under the Central or State Government or a semi-government or a Quasi-Govt. body or an autonomous body or a public undertaking or a private firm or institution, if so give full particulars with date of employment up-to-date.

Period		Designation & nature of employment	Emoluments	Full name & address of employer	Reasons for leaving previous service
From	To				

- 11.(b) If the previous employment was under the Government of India, a State Government/an Undertaking owned or controlled by the Government of India or a State Government/an Autonomous Body/University/Local Body.

If you had left service on giving a month's notice under the Rule 5 of the Central Civil Service (Temporary Service) Rules, 1965 or any similar corresponding rules were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service or a subsequent date before your services actually terminated.

Contd..5/-..

- 12(1) a) Have you ever been arrested ? Yes / No
b) Have you ever been prosecuted ? Yes / No
c) Have you ever been kept under detention ? Yes / No
d) Have you ever been bound down ? Yes / No
e) Have you ever been fined by a Court of Law ? Yes / No
f) Have you ever been convicted by a Court of Law for any offence ? Yes / No
g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority, institution ? Yes / No
h) Have you ever been debarred/disqualified by any Public/ Staff Selection Commission or any of if examination/ selection ? Yes / No
i) Is any case pending against you in any Court of Law at the time of filling up this Attestation Form ? Yes / No
j) Is any case pending against you in any university or any other educational authority institution at the time of filling up this Attestation Form ? Yes / No
k) Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise ? Yes / No
- 12(2) If the answer to any of the above mentioned question is Yes, give full particulars of the case/arrest/detention/fine/conviction/sentence/ punishment etc. and the nature of the case pending in the Court/University/Educational authority etc. at the time of filling up this form.

NOTE:(i) Please also see the warning at the top of this attestation form.
(ii) Specific answer to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

13. Names of two responsible person of 1.
your locality or two references to
whom you are known. 2.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of Candidate _____

Date _____

Place _____

IDENTITY CERTIFICATE

(Certificate to be signed by any one of the following)

- i. Gazetted Officers of Central or State Government;
- ii. Members of Parliament or State Legislative belonging to the constituency where the candidates or his parent/guardian is ordinarily resident;
- iii. Sub-Divisional Magistrate/ Officers;
- iv. Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers;
- v. Principal/Head-Master of the recognized school/college/institution where the candidate studied last;
- vi. Post-Master;
- vii. Panchayat Inspectors.

Certified that I have known Shri/Smt./Kumari _____

_____ son/daughter of Shri _____

for the last _____ years _____ months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Date _____

Signature _____

Place _____

Designation or status and address

TO BE FILLED BY THE OFFICE

- i. Name, Designation and full address of the appointing authority.
- ii. Post for which the candidate is being considered

ANNEXURE-II

CHARACTER CERTIFICATE

Certified that I have known Shri/Smt./Kum. _____
_____ son/wife/daughter of Shri _____
_____ for the last* _____ years _____
months and that to the best of my knowledge and belief he/she bears a reputable character
and has no antecedents which render him/her unsuitable for Government Employment.

Shri/Smt./Kum. _____ is not related to me.

Place _____

Signature

Date _____

Designation _____

Office Stamp

* At least 6 months at the time of signing the certificate.

CHARACTER CERTIFICATE

Certified that I have known Shri/Smt./Kum. _____
_____ son/wife/daughter of Shri _____
_____ for the last* _____ years _____
months and that to the best of my knowledge and belief he/she bears a reputable character
and has no antecedents which render him/her unsuitable for Government Employment.

Shri/Smt./Kum. _____ is not related to me.

Place _____

Signature

Date _____

Designation _____

Office Stamp

* At least 6 months at the time of signing the certificate.

ANNEXURE-III

DECLARATION TO BE OBTAINED FROM THE NEW ENTRANTS
TO GOVERNMENT SERVICE

I, Shri/Shrimati/Kumari _____

declares as under:

- i) that I am unmarried/a widower/ a widow
- ii) that I am married and have only one spouse living
- iii) that I have entered into or contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.
- iv) That I have entered into and contracted a marriage with another person during the life time of my spouse. Application for grant of exemption is enclosed.

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

DATE

SIGNATURE

* Please delete clause/clauses not applicable.

- 2 -

Mother's age if living & state of health	Mother's age at death & cause of death	No. of sisters living, their ages and state of health	No. of sisters dead, their ages at death & cause of death
1	2	3	4

I declare all the above ensures to be to the best of my belief true and correct.

Solemnly affirm that I have not received a disability certificate/pension on account of any diseases or other condition.

Candidate's Signature:

Signed in my presence:

Signature of the Medical Officer:

Note: The candidate will be held responsible for the accuracy of the above statement. By Willfully suppressing any information, he/she will incur the risk of losing the appointment and if appointed of forfeiting all claim to superannuation allowances or gratuity.

Medical Certificate

Medical Certificate of Examination of a candidate for Employment in the Public Service.

Date:

I hereby certify that I have examined Shri/Smt./Kumari

a candidate for employment in the D.G. Shipping and cannot discover that he/she has any disease, constitutional weakness or bodily infirmity except.....

I do not consider this a disqualification for employment in the office of the D.G. Shipping.

His/Her age is according to his/her own statement 24 years and by appearance about years. He/she has been vaccinated.

Marks of identification.

1.

2.

Impression of left hand thumb.

Issuing Authority

CANDIDATE'S STATEMENT AND DECLARATION

The candidates must make the statement required below prior to his medical examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in the note below:

1. State your name in full :
(Block letters)
2. State your age and place of Birth :
- 3(a) Have you ever had small pox intermittent :
or any other fever, enlargement of
suppuration of gland, spitting of blood
Asthma bear disease lung disease
fainting attacks, rheumatism appendicitis.
- (b) Or any other disease or accident requiring :
conferment to bad and medical or surgical
treatment?
4. When were you last vaccinated? :
5. Have you or any of your near relation :
been afflicted with consumption scrofula
gout asthma, fits epilepsy or insanity?
6. Have you suffered from any form of :
nervousness due to over work or any
other cause?
7. Have you been examined and declared :
Unfit for Govt. service by a Medical
Officer, Medical Board with the last 3
years?
8. Furnish the following particulars:

Father's age if living & state of health	Father's age at death & cause of death	No. of brothers living, their ages and state of health	No. of brothers dead, their ages at death & cause of death
1	2	3	4