

DIRECTORATE GENERAL OF SHIPPING, MUMBAI

F. No. 22-28011/2/2020-PER-DGS

Dated : 18.06.2024

The Directorate intend to merge all the Recruitment Rules of Group 'C' posts at DGS and all its allied/subordinate offices in to a single Recruitment Rules with common nomenclature of post at same level. The draft RRs is as below for comments from stakeholders latest by **02.07.2024** on email: muthu.pl@gov.in & dkumar-dgs@gov.in

DRAFT

**[TO BE PUBLISHED IN PART II, SECTION 3, SUB-SECTION (I) OF
EXTRA ORDINARY GAZETTE OF INDIA]
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
(DIRECTORATE GENERAL OF SHIPPING, MUMBAI)**

NOTIFICATION

New Delhi, the _____ 2024

G.S.R. _____.- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in modifications/superannuation as the case may be vide G.S.R.254 dated 04.04.1990, G.S.R.543 dated 14.11.1996, G.S.R.577 & G.S.R.578 dated 23.11.1992, G.S.R.1004 & G.S.R.1005 dated 07.04.1969 of the Directorate General of Shipping, Mumbai and All MMDs/Subordinate offices (Group 'C' and Group 'D' posts) Recruitment Rules, in so far as it relates to the posts of Stenographer Grade-III, Upper Division Clerks (including Receptionist), Lower Division Clerk (including Hindi Typist & Cashier), Staff Car Driver, Jeep Driver, Gestetner Operator/Record Sorter, Jamadar/Daftry, Peon, Watchman, Hamal, Safaiwala, Tape Holder, Havildar, Chowkidar, Durwan, Farash, Mali, Janitor, Attender, Bhistry, the President hereby makes the following rules regulating the method of recruitment to the posts of Directorate General of Shipping, Mumbai and all MMDs/Subordinate Offices, Group 'C' (Non-Gazetted) posts in the Ministry of Ports, Shipping and Waterways, namely:-

1. Short title and commencement. - (1) These rules may be called the Directorate General of Shipping, Mumbai and all MMDs/Subordinate Offices Group 'C' (Non-Gazetted Posts) Recruitment Rules, 2024.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Application. -These rules shall apply to posts specified in column (1) of the Schedule annexed to these rules.

3. Number of posts, classification and Level in the Pay matrix. – The number of the said posts, their classification and Level in the Pay matrix attached thereto, shall be as specified in Columns (2) to (4) of the said Schedule.

4. Method of recruitment, age limit, qualifications, etc. – The method of recruitment, age limit, qualifications and other matters related thereto shall be as specified in Columns (5) to (13) of the aforesaid Schedule.

5. Disqualification – No person-

(a) Who has entered into or contracted a marriage with a person having a spouse living;
or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the said post:

Provided that the Central Government may, if satisfied that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax. - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. Saving. – Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the ex-

servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

| Sr. No. | Details of the column | Proposed changes in the Recruitment Rules. |
|---------|--|--|
| 1. | Name of post. | Stenographer Grade II |
| 2. | Name of Office | No. of posts |
| 2.1 | DGS, Mumbai. | 3 |
| 2.2 | MMD, Mumbai under jurisdiction. | 3 |
| | MMD, Goa. | 1 |
| 2.3 | MMD, Kolkata. | 1 |
| 2.4 | MMD, Chennai. | 2 |
| 2.5 | MMD, Kandla under jurisdiction. | |
| | MMD, Jamnagar | 1 |
| 2.6 | Government Shipping Office, Mumbai. | 1 |
| 2.7 | Seamen's Employment Office, Mumbai | 2 |
| | Total | *14 (2024) *Subject to variation dependent on workload. **It is further subject to revival/abolition, if any. |
| 3. | Classification. | General Central Service Group 'C', Non-Gazetted , Ministerial |
| 4. | Level in pay matrix. | Level- 4 (Rs.25500-81100) |
| 5. | Whether Selection Post or Non-Selection Post. | Not applicable |
| 6. | Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rules, 1972. | Not applicable |
| 7. | Age limit for direct recruits. | 18 to 27 years (Relaxable for Govt. servants upto 40 years in accordance with instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission. |
| 8. | Educational and other qualification required for direct recruits. | (i) 12 th class pass or equivalent from a recognized Board or University. (ii) Skill Test Norms Dictation: 10 mts. @ 80 w.p.m. Transcription: 65 mts. (Eng.) 75 mts. (Hindi) (On Manual Typewriter) or 50 mts. (Eng.), 65 mts. (Hindi) (On Computer). |

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| 9. | Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees. | Not applicable. |
| 10. | Period of Probation, if any. | Two years. |
| 11. | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. | Direct recruitment through Staff Selection Commission. Note - Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation of one year or more may be filled on deputation from the officials of the Central Government holding analogous posts or regular basis and possessing the qualifications prescribed for direct recruits at Col. 8. |
| 12. | In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made. | Not applicable. |
| 13. | If, a Departmental Promotion Committee exists, what is its composition. | Group 'C' DPC for confirmation. |
| 13.1 | DGS, Mumbai and its allied & subordinate offices. | 1. Deputy Director General of Shipping – Chairman 2. Deputy Director General of Shipping or Nautical Surveyor or Engineer & Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/ Scheduled Tribes) – Member 3. An Officer from other Central Government department including allied & subordinate office at level of Under Secretary and above - Member. |
| 14. | Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. | Not applicable. |

SCHEDULE

| Sr. No. | Details of the column | Proposed changes in the Recruitment Rules. |
|---------|---------------------------------|--|
| 1. | Name of post. | Upper Division Clerk |
| 2. | Name of Office | No. of Posts |
| 2.1 | DGS, Mumbai | 34 |
| 2.2 | MMD, Mumbai under jurisdiction. | 7+2 ((2 posts of UDC allocated to MMD, Jamnagar and said posts have been retained in MMD, Mumbai) [Clarification from MMD, Mumbai/Kandla is required.] |
| | MMD, Goa | 1 |
| | Regional Office (Sails), Mumbai | 1 |

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| | Regional Office (Sails), Jamnagar | 1 |
| 2.3 | MMD, Kolkata under jurisdiction. | 5 |
| | MMD, Port Blair | 1 |
| | MMD, Paradip | 1 |
| | MMD, Haldia | 1 |
| 2.4 | MMD, Chennai under jurisdiction. | 9 |
| | MMD, Visakhapatnam | 2 |
| | MMD, Tuticorin | 2 |
| | Regional Office (Sails), Tuticorin | 1 |
| | Seamen's Welfare Office, Chennai | 1 |
| 2.5 | MMD, Kochi under jurisdiction. | 3 |
| | MMD, Mangalore. | 1 |
| 2.6 | MMD, Kandla under jurisdiction. | 2 (Two additional posts proposed for creation) [Clarification from MMD, Kandla is required.] |
| | MMD, Jamnagar. | 2 |
| 2.7 | Government Shipping Office, Mumbai | 12 |
| 2.8 | Government Shipping Office, Kolkata | 11+2 (Two posts of cashier are merged with UDC due to same pay level) |
| 2.9 | Seamen's Employment Office, Mumbai | 10 |
| 2.10 | Seamen's Employment Office, Kolkata | 6 |
| | Total | *112+6 (2024) * Subject to variation dependent on workload. **It is further subject to revival/abolition, if any. |
| 3. | Classification. | General Central Service Group 'C', Non-Gazetted, Ministerial. |
| 4. | Level in pay matrix. | Level- 4 (Rs.25500-81100/-) |
| 5. | Whether Selection or Non-Selection Post. | Non-Selection. |
| 6. | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972. | No. |
| 7. | Age limit for direct recruits. | Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through Staff Selection Commission, crucial date for determining the age limit shall be the last date for receipt of applications). |
| 8. | Educational and other qualification required for direct recruits. | Degree of a recognized University or equivalent. |
| 9. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees. | Not applicable. |

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| 10. | Period of probation, if any. | Two years for direct recruitment. 'NIL' for promotes. |
| 11. | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. | <p>(1) By promotion failing which by deputation; or (2) _____ by promotion and _____ by deputation; or (3) _____ by promotion and _____ by direct recruitment; or (4) Direct Recruitment.</p> <p>[Suggestion may be given for examination as per Model Recruitment Rules.]</p> <p>Note 1: Organizations should indicate the methods of recruitment taking into account their needs and the strength in the feeder grade.</p> <p>Note 2: A portion of the vacancies may also be filled by Limited Departmental Competitive Examination, in this regard. The eligibility service for the Departmental Examination shall be five years regular service in the Lower Division Clerk grade in the concerned organization.</p> |
| 12. | In case of recruitment by promotion or deputation/absorption grades from which promotion/deputation/absorption to be made. | <p><u>Promotion</u> Lower Division Clerk (Level-2) with 08 years' service in the grade.</p> <p>Note: Where juniors, who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying/eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 1: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.</p> <p>[Subject to change as per revised CPC]</p> <p><u>Deputation</u> Officers of the Central Government: (i) holding analogous post on regular basis; or</p> |

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| | | <p>(ii) with eight years regular service in the grade of Lower Division Clerk or equivalent.</p> <p>The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p> <p>Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years.</p> <p>The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of the receipt of applications.</p> <p>Note: For the purpose of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the 6th CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay/Pay scale and where this benefit will extended only for the post or posts for which that Grade Pay or Pay scale is the normal replacement grade without any upgradation.</p> <p>[Subject to change as per revised CPC]</p> |
| 13. | If a Departmental Promotion Committee exists, what is its composition. | Group C Departmental Promotion Committee (Full composition to be indicated). |
| 13.1 | DGS, Mumbai and its allied & subordinate offices. | <ol style="list-style-type: none"> 1. Deputy Director General of Shipping – Chairman 2. Deputy Director General of Shipping or Nautical Surveyor or Engineer & Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/the Scheduled Tribes) – Member 3. An Officer from other Central Government department including allied & subordinate office at level of Under Secretary and above - Member |

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| 14. | Circumstances in which Union Public Service Commission is to be consulted in making recruitment. | Not applicable. |
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SCHEDULE

| Sr. No. | Details of the column | Proposed changes in the Recruitment Rules. |
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| 1. | Name of post. | Lower Division Clerk |
| 2. | No. of office | No. of posts |
| 2.1 | DGS, Mumbai | 32 |
| 2.2 | MMD, Mumbai under jurisdiction. | 9+3 (3 posts of LDC allocated to MMD, Jamnagar and said posts has been retained in MMD, Mumbai) [Clarification from MMD, Mumbai/Kandla is required.] |
| | MMD, Goa | 3 |
| | Regional Office (Sails), Mumbai | 1 |
| | Regional Office (Sails), Jamnagar | 1 |
| 2.3 | MMD, Kolkata under jurisdiction. | 9 |
| | MMD, Port Blair | 1 |
| | MMD, Haldia | 2 |
| | MMD, Paradip | 1 |
| 2.4 | MMD, Chennai under jurisdiction. | 3 |
| | MMD, Visakhapatnam | 2 |
| | MMD, Tuticorin | 2 |
| | Regional Office (Sails), Tuticorin | 1 |
| | Samen's Welfare office, Chennai | 3 |
| | Government Shipping Office/Seamen's Employment Office, Chennai | 4 |
| 2.5 | MMD, Kochi under jurisdiction. | 3 |
| | MMD, Mangalore | 2 |
| 2.6 | MMD, Kandla under jurisdiction. | 1+2 (Two additional posts proposed for creation) [Clarification from MMD, Kandla is required.] |
| | MMD, Jamnagar | 3+1 (one post of SCD to be converted to LDC) [Clarification from MMD, Kandla is required.] |
| 2.7 | Government Shipping Office, Mumbai | 12+3 (3 additional posts of LDC proposed in the revised RRs.) [Clarification from GSO, Mumbai is required.] |
| 2.8 | Government Shipping Office, Kolkata | 4+4 (4 additional posts of LDC proposed in the revised RRs.) [Clarification from GSO, Kolkata is required.] |
| 2.9 | Seamen's Employment Office, Mumbai | 2 |
| 2.10 | Seamen's Employment Office, Kolkata | 1+3 (3 additional posts of LDC proposed in the revised RRs.) [Clarification from SEO, Kolkata is required.] |
| | Total | *102 +16 (2024) *Subject to variation dependent on workload. |

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| | | **It is further subject to revival/abolition, if any. |
| 3. | Classification. | General Central Service Group C Non-Gazetted / Ministerial |
| 4. | Level in pay matrix. | Level- 2 (Rs.19900-63200/-) |
| 5. | Whether selection or non-selection post. | Non-Selection |
| 6. | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972. | Not applicable. |
| 7. | Age limit for direct recruitment. | Between 18 to 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.) |
| 8. | Educational and other qualifications required for direct recruits. | (i) 12th Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter Or A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). |
| 9. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees. | Yes, to the extent indicated in Col.11. |
| 10. | Period of probation, if any. | Two years. |
| 11. | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. | (i) 85% by direct recruitment through SSC. (ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Level – 1 in the pay matrix (Rs.18000-56900) and who possess 12 th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST). Note:- If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees |

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| | | qualifying at an earlier examination are considered before those who qualify at a later examination. (iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have 3 years regular service in posts with Level - 1 in the pay matrix (Rs.18000-56900/-). |
| 12. | In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made. | As stated in Col. 11. |
| 13. | If DPC exists, what is its composition. | Group C Departmental Promotion Committee. (Full composition to be indicated) |
| 13.1 | DGS, Mumbai and its allied & subordinate offices. | 1. Deputy Director General of Shipping – Chairman 2. Deputy Director General of Shipping or Nautical Surveyor or Engineer & Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/the Scheduled Tribes) – Member 3. An Officer from other Central Government department including allied & subordinate offices at level of Under Secretary and above – Member. |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment. | Not applicable |

SCHEDULE

| Sr. No. | Details of the column | Proposed changes in the Recruitment Rules. |
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| 1. | Name of post. | Staff Car Driver |
| 2. | Name of office | No. of posts. |
| 2.1 | DGS, Mumbai | 4 |
| 2.2 | MMD, Kolkata under jurisdiction. | 1 |
| | MMD, Port Blair | 1 |
| 2.3 | MMD, Kandla under jurisdiction. | 1 (This post is now surrendered as the occupied post is retiring on October, 2024) |
| | MMD, Jamnagar | 1 (This post proposed for surrender or converted to LDC post) [Clarification from MMD, Kandla/Jamnagar is required.] |
| | Total | *6 (2024) * Subject to variation dependent on workload. **It is further subject to revival/abolition, if any. |
| 3. | Classification. | General Central Service Group 'C' Non-Gazetted, Non-Ministerial |
| 4. | Level in pay matrix. | Level-2 (Rs.19900-63200/-) |
| 5. | Whether selection or non-selection post. | Not applicable |

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| 6. | Age limit for direct recruits. | <p>18 to 25 years* (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government).</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahual & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands of Lakshdweep).</p> <p>*If the 'direct recruitment' is to be made by direct open competitive examination, the age limit would be 18-27 years.</p> |
| 7. | Educational and other qualification required for direct recruits. | <p>Essential:</p> <p>(i) Possession of a valid driving license for motor cars; (ii) Knowledge of motor mechanism (The Candidate should be able to remove minor-defects in vehicle); (iii) Experience of driving a motor car for at least 3 years; and (iv) Pass in 10th Standard.</p> <p>Desirable: 3 years' service as Home Guard/Civil Volunteers.</p> <p>Note 1. The qualification regarding experience is relaxable at the discretion of the competent authority.</p> <p>Note 2: In the case of candidates belonging to the Schedules Castes or Schedules Tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | Not applicable. |
| 9. | Period of probation, if any. | Two years for direct recruits or re-employed. |
| 10. | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. | <p>Deputation/absorption failing which by direct recruitment.</p> <p>For Armed Forces Personnel: Deputation/re-employment.</p> |
| 11. | In case of recruitment/deputation/absorption, grades from which promotion/deputation/absorption to be made. | <p>Deputation/absorption: From amongst the regular Dispatch Rider (Group C) and Group C employees in Pay Band 1 Rs.5200-20200 Grade Pay Rs.1800 in the Directorate General of Shipping and its allied/subordinate offices, who possess valid Driving</p> |

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| | | <p>License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Dispatch Rider on regular basis or regular Group C employees in Pay Band 1 Rs.5200-20200 Grade Pay Rs.1800 in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in column 7.</p> <p>Deputation/re-employment for Armed Forces Personnel: The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment. Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation/absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> |
| 12. | If a Departmental Promotion Committee exists what is its composition. | Group 'C' Departmental Confirmation Committee for considering confirmation cases. |
| 12.1 | DGS, Mumbai and its allied/subordinate offices | <p>1. Deputy Director General of Shipping – Chairman</p> <p>2. Deputy Director General of Shipping or Nautical Surveyor or Engineer & Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/the Scheduled Tribes) – Member</p> <p>3. An Officer from other Central Government department including allied & subordinate offices at level of Under Secretary and above – Member.</p> |
| 13. | Circumstances in which Union Public Service Commission is to be consulted in making recruitment. | Not applicable. |

SCHEDULE

| Sr. No. | Details of the column | Proposed changes in the Recruitment Rules. |
|---------|-----------------------|--|
| 1. | Name of post. | Multi-Tasking Staff |
| 2. | Name of office | No. of posts |
| 2.1 | DGS, Mumbai | 41 |

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| 2.2 | MMD, Mumbai under jurisdiction | 13+3 (3 posts of MTS allocated to MMD, Jamnagar and these 3 posts have been retained by MMD, Mumbai) [Clarification from MMD, Mumbai/Kandla is required.] |
| | MMD, Goa | 2 |
| 2.3 | MMD, Kolkata under jurisdiction | 18 |
| | MMD, Kolkata Canteen | 6 |
| | MMD, Port Blair | 1 |
| 2.4 | MMD, Chennai under jurisdiction | 8 |
| | MMD, Visakhapatnam | 3 |
| 2.5 | MMD, Kochi under jurisdiction | 4 |
| 2.6 | MMD, Kandla under jurisdiction | |
| | MMD, Jamnagar | 2 |
| 2.7 | Government Shipping Office, Mumbai | 11 |
| 2.8 | Government Shipping Office, Kolkata | 11 |
| 2.9 | Seamen's Employment Office, Mumbai | 8 |
| 2.10 | Seamen's Employment Office, Kolkata | 11-4 (4 posts had been abolished) |
| | Total | *139-4 (2024) *Subject to variation dependent on workload. **It is further subject to revival/abolition, if any. |
| 3. | Classification. | General Central Service Group 'C' Non-Gazetted, Non-Ministerial. |
| 4. | Level in pay matrix. | Level - 1 (Rs.18000-56900/-) |
| 5. | Whether selection or non-selection post. | Not applicable |
| 6. | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972. | Not applicable |
| 7. | Age limit for direct recruitment | Between 18 to 25 years of age. Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahual & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshdweep). In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names. |
| 8. | Educational and other qualifications required for direct recruits. | Matriculation or equivalent pass. OR ITI pass* *May be adopted as per special recruitments of the post, if any. |

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| 9. | Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees. | Not applicable. |
| 10. | Period of probation, if any. | Two years. |
| 11. | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. | By direct recruitment. |
| 12. | In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made. | Not applicable. |
| 13. | If DPC exists, what is its composition. | Group 'C' Departmental Promotion Committee for considering confirmation (specific composition to be indicated) |
| 13.1 | DGS, Mumbai and its allied and subordinate offices. | 1. Deputy Director General of Shipping – Chairman 2. Deputy Director General of Shipping or Nautical Surveyor or Engineer & Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/the Scheduled Tribes) – Member 3. An Officer from other Central Government department including allied & subordinate office at level of under Secretary and above – Member |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment. | Not applicable. |

**Directorate General of Shipping, 9th Floor, Beta Building, I-Think Techno Campus,
Kanjur Village Road, Kanjurmarg (East), Mumbai-400042**
