



भारत सरकार / GOVERNMENT OF INDIA  
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय  
MINISTRY OF PORTS, SHIPPING AND WATERWAYS  
नौवहन महानिदेशालय, मुंबई

DIRECTORATE GENERAL OF SHIPPING, MUMBAI



FNo. 18-23011/4/2021-ADMIN-DGS

Dated: 09.08.2024

To,  
The Circulation Manager,  
Times of India,  
D.N. Road,  
Mumbai 400001.

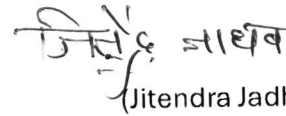
Subject: Advertising a Notice on Behalf of D. G. Shipping in "Times of India (all Indian edition) and "Navbharat Times" and "Maharashtra Times.

Sir,

Please find herewith a Notice for publishing the same in your English newspaper "Times of India" (all India edition), Hindi newspaper "Navbharat Times" and Marathi Newspaper "Maharashtra Times" on behalf of the Directorate General of Shipping, Government of India, Ministry of Ports, Shipping and Waterways, Mumbai.

2. You are requested to publish the same at the earliest at DAVP rates, and after publication, submit the copies of the advertisement and bill along with certificate of the DAVP rates, duly signed for settlement.

Yours faithfully,

 9/8/24  
(Jitendra Jadhav)

Assist. Director General of Shipping.

Encl: As above

9वीं मंज़िल, बीटा बिल्डिंग, आई थिंक टेक्नो कैम्पस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042

फ़ोन/Tel No.: +91-22-2575 2040/1/2/3 फ़ैक्स/Fax.: +91-22-2575 2029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov.in

**DIRECTORATE GENERAL OF SHIPPING, MUMBAI**

**E-GOVERNANCE BRANCH**

**F No.: 11- 331912024-COMP-DGS (C No. 28904)**

**Dated: 01.08.2024**

Sub: Request to Publish Vacancy Advertisement on three newspapers to inviting application for hirings the 4 nos. of E-Procurement resources as a Consultant and Advisor for E-Procurement management on contractual basis

Sir,

In reference to previous advertisement dated 04.06.2024, From 01.08.2024 another 15 days is extended for the applicant to submit their CV in the prescribed format for the post of junior Procurement Advisor.

In the view of above, please find the attached Advertisement Notice dated 01.08.2024, Administrative Branch is requested to publish the same in two national newspapers in Hindi & English Language and one in local Marathi language.

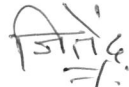
  
(Ravi Kumar Moka) 01/08/2024

Deputy Director General of Shipping

Directorate General of Shipping

Encl: as above

✓ To, DDG(Admin)

  
1/8/24  
✓ ASST (Admin)

## VACANCY

Applications are invited against the following contractual positions in Procurement Management for Directorate General of Shipping, 9th Floor Beta Building, i-Think Techno Campus, Kanjurmarg (East), Mumbai - 400 042 (India). Eligible candidates may submit their CVs in the desired format along with self-attested documents of Educational Qualification, Work Experience, proof of birth certificate and coloured passport-size photograph to the office of the DGS via **email dgship-dgs@nic.in**, latest by 5:00 P.M till 16.08.2024. Detailed Advertisement, TOR (Term of Reference) & Application Procedure is available on the DGS website [www.dgshipping.gov.in](http://www.dgshipping.gov.in).

Sr No.	Position	No. of vacancy	Eligibility Criteria/Qualification
01	Junior Procurement Advisor (Onsite)	01	B.E./B.Tech or master's degree from UGC or Central Government Recognized University with 3 to 5 years' experience.

In reference to previous advertisement dated 04.06.2024, From 01.08.2024 another 15 days is extended for the applicant to submit their CV in the prescribed format for the post of Junior Procurement Advisor.

Corrigendum/ Addendum, if any, will be uploaded on the DGS website only.

  
(Ravi Kumar Moka)

Deputy General of Shipping  
Directorate General of Shipping

## रिक्ति

नौवहन महानिदेशालय, 9वीं मंजिल बीटा बिल्डिंग, आई-थिंक टेक्नो कैंपस, कांजुरमार्ग (पूर्व), मुंबई - 400 042 (भारत) हेतु प्रापण(प्रोक्योरमेंट) प्रबंधन में निम्नलिखित संविदात्मक पदों के लिए आवेदन आमंत्रित किए जाते हैं। योग्य उम्मीदवार शैक्षिक योग्यता, कार्य अनुभव, जन्म प्रमाण पत्र और कलर पासपोर्ट फोटोग्राफ और स्व-सत्यापित प्रलेखों के साथ वांछित प्रारूप में अपना सीवी [dgship-dgs@nic.in](mailto:dgship-dgs@nic.in) ईमेल पर , 16.08.2024 शाम 5:00 बजे तक नौमनि के कार्यालय में जमा कर सकते हैं। विस्तृत विज्ञापन, टीओआर (संदर्भ की शर्तें) और आवेदन प्रक्रिया नौमनि वेबसाइट [www.dgshipping.gov.in](http://www.dgshipping.gov.in) पर उपलब्ध है।

क्रमांक	पद	रिक्ति की संख्या	पात्रता मानदंड/योग्यता
01	कनिष्ठ प्रापण(प्रोक्योरमेंट) सलाहकार (ऑनसाइट)	01	3 से 5 वर्ष के अनुभव के साथ यूजीसी या केंद्र सरकार द्वारा मान्यता प्राप्त विश्वविद्यालय से बी.ई./बी.टेक या मास्टर डिग्री।

दिनांक 04.06.2024 के पिछले विज्ञापन के संदर्भ में, दिनांक 01.08.2024 से आवेदक को कनिष्ठ प्रापण(प्रोक्योरमेंट) सलाहकार के पद के लिए निर्धारित प्रारूप में अपना सीवी जमा करने के लिए 15 दिन और बढ़ा दिए गए हैं।

शुद्धिपत्र/अनुशेष, यदि कोई हो, केवल नौमनि वेबसाइट पर अपलोड किया जाएगा।

रवि कुमार एम

(रवि कुमार मोका)

उप नौवहन महानिदेशक

नौवहन महानिदेशालय

# **DIRECTORATE GENERAL OF SHIPPING, MUMBAI**

## **TERM OF REFERENCE (TOR) FOR HIRING TWO (2) JUNIOR SUPPORT FOR GEM & CPPP**

### **Office Introduction:**

The Directorate General of Shipping is an attached office of the Ministry of Ports, Shipping and Waterways, Govt. of India and deals with all executive matters, relating to merchant shipping. Indian shipping remained a deferred subject till independence. It was only thereafter, the development of shipping attracted the state policy. The subject of Shipping was, in the beginning, dealt with by the Ministry of Commerce, till 1949 and subsequently, in 1951, it was shifted to the Ministry of Transport and Shipping. In 1947, the Government of India announced the National Policy on Shipping, aiming at the total development of the industry. In order to accelerate the developmental efforts, the necessity for a centralized administrative organization was felt and accordingly, it was in September 1949, the Directorate General of Shipping with its Headquarters at Bombay was established. This Directorate deals with all matters concerning the Maritime Administration, Maritime Education and Training, development of Shipping Industry and other related subjects.

### **1. Objectives and Scope of the Assignment**

The Key tasks and responsibilities of the Junior Support for GeM and CPPP will be the following: -

- Assist in the inclusion of new procurement methods like Reverse Auction etc and e-procurement portal.
- Drive with Procurement rules and frameworks governed by Government of India Acts and Rules.
- Study current procurement and payment procedures in various departments and assist the officials in migrating to electronic platforms.
- Convenes take holder meetings periodically understand the bottlenecks & practical difficulties in using the electronic platforms.
- Design and customize - bidding formats for various departments to suit their specific requirements.
- Provide troubleshooting support to departments in preparation of procurement plans.

- Assist in on boarding a consulting partner for e-procurement Training Needs Assessment and Content Development.
- Preparation of Analytical reports at regular intervals, based on Key Performance Indicators.
- Implementation of one sustainable e-procurement system with intense capacity-building programs and easy-to-get support
- Responsible for New implementation and Integration on the e-procurement portal if needed.
- Should be available Online for any office procurement-related works for at least 3 days.

## **2. Reporting and Review**

Thee-procurement Consultant will report to the DGS or any other officer assigned for the purpose.

## **3. Qualification and Experience**

This position requires a dynamic, experienced and analytical professional with demonstrated experience in handling similar activities in Societies, especially driving externally aided projects.

### **3.1 Essential Qualifications and Experience:**

- Must have experience in delivering similar nature of works in Central/State Government/PSU.
- At least B.E. / B. Tech or Masters from any UGC and Central Government recognized University with an overall experience of 3-5 years in the specific thematic area with recommended leadership positions; incase of graduates, at least 7 years of experience is required.
- Experience in offline and online applications using and working with advanced computer tools.

### **3.2 Desirable Qualifications, Experience and Skill-set:**

- Strong analytical skills and the ability to synthesize complex concepts and to communicate them effectively.
- Ability to work effectively in teams as well as independently.
- Good communication and social skills.
- Demonstrated initiative, synthesis, and personal dynamism and self-motivated.
- Good documentation and drafting skills.

#### 4. How to apply

Candidates are requested to apply in the application format provided with this ToR within 21 days of the advertisement. Scanned copy of the application form along with other relevant documents should be mailed to [dgship-dgs@nic.in](mailto:dgship-dgs@nic.in) No hard copies will be accepted.

#### 5. Selection Criteria:

The following steps will be taken to select candidates in the most transparent and fair manner

Step I: Shortlisting of applications based on those fulfilling essential and desirable qualifications.

Step II: Written test (if the project decides so in case of a higher number of candidates) - **100 marks**

The written test will be held to test knowledge in the domain of e. Procurement at the Directorate General of Shipping, Kanjurmarg (E).

Minimum **60 marks** to be achieved to qualify for the interview.

Step III: Final Interview-In all cases interview shall be held in online mode to test the following – **100 Marks**:

- i) Knowledge of the candidate in the e-procurement domain and idea about the functioning of the Governmental office procedures etc.
- ii) Communication Skills including writing skills.
- iii) Attitude and aptitude towards work at hand.

#### 6. Period of the Assignment/Services:

The assignment will be for a period of one year and may be extended, if necessary but strictly based on satisfactory performance on the position. The appointment would be preferred to work onsite with limited turnaround time.

#### 7. Payment Terms and Leave Eligibility:

- The remuneration would be as per Government Policy Manual with a monthly CTP of INR 80,000 per month. Initial base remuneration would be negotiated during the interview based on experience and the last pay is drawn.

8. Selected candidates will be eligible for an annual Casual Leave of 8 (Eight) Working days, excluding 2 (two) days of Restricted holidays. Leave of absence for more than a total of 10 (= 8+2) working days in a year shall be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. Additionally, paid Medical leave of a maximum of 10 days in a year may also be granted subject to the production of medical certificates. However, leave of absence on medical grounds beyond 10 days in a year will be treated as leave without remuneration/ CTP.
- The Consultant will have access to all the required documents, correspondence, and any other information associated with the project assignment and as deemed necessary.
  - The Consultant will be provided office space with a computer for work, printer, computer/office consumables, and internet access, as determined by the Competent Authority.
  - The Consultant will have to arrange his/her own conveyance facility for attending the office whenever necessary. However, for official travel within Mumbai City and for field visits (duly approved by the Competent Authority) Conveyance facility may be provided, whenever available.

## **9. Other Details**

- This is an indicative ToR only. The Competent Authority reserves the right to change, update or modify this ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.
- The contract shall not confer any right or claim of extension/absorption in the department at any point of time whatsoever.
- The date of the interview will be informed via email to the shortlisted candidates. The department reserves the right to cancel/postpone the appointment if so required.
- No TA, DA or expenses of any kind will be paid for attending the interview.
- Canvassing in any form may lead to disqualification of candidature.
- For any clarification, Please contact Harshad Gupta, at email Id: [dgship-dgs@nic.in](mailto:dgship-dgs@nic.in)



## APPLICATION FORM FOR THE POSITION OF JUNIOR SUPPORT FOR GEM & CPPP

1. **Full Name of the candidate** (In Block Letters):
2. **Father's/Husband's Name:**
3. **Mother's Name:**
4. **Gender:**
5. **Marital Status :**
6. **Nationality:**
7. **Permanent Postal Address** (attach a copy of evidence):
8. **Police Station:**
9. **Current Address:**
10. **Mobile No.:**
11. **Mobile No. (WhatsApp messenger):**
12. **Email ID:**
13. **Passport No. (If available):** .....
14. **Date of Birth**(attach a copy of evidence)(dd/mm/yyyy):
15. **Age (As on 1<sup>st</sup> January 2023):** \_\_\_\_\_ Years \_\_\_\_ month(s)
16. **Current Designation:**
17. **Current Employer's Full Address with contact email and phone number:**
18. **Educational Qualification** (attach copies of certificates):

Paste Recent  
Passport Photo

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others(if any)					

19. **Training details relevant to the position applied**(attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

20. **Total Professional Experience:**\_\_\_\_\_Years\_\_\_\_month(s)

21. **Details of Professional Experience** (Starting from latest \*\*)(attach copies of experience certificates):

Sl.	Designation	Organization	From (MM/YYYY)	To (MM/YYYY)	Last net salary drawn (per annum)	Summary of Services provided

22. **Write a brief noted a scribing why would like to be associated with us:**(Maximum 250 words)

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23. **Languages proficiency:**(please tick√)

Sl.	Language	Read	Write	Speak

24. **Computer proficiency:**

Sl.	Program/Software/Applications	Excellent	Good	Average

25. **Names and Addresses of two persons from whom we may seek reference about you**

Sl.	Name of the person & designation(if any)	Address	Phone no	E-mail id
1.				
2.				

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

**26. Have you ever been discharged or forced to resign from any position?(If yes furnish details)**

**Declaration:** I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the DG Shipping to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by DG Shipping would render dismissal and termination of my candidature/service/contract apart from other penal action as per the law.

Date :

Place:

Signature of the Candidate

**IMPORTANT Notes:**

1. Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. ***The complete application (only in PDF format) along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.***
2. While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application (only in PDF format).
3. Candidates are to note that **applications without self attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.**