

Government of India
Ministry of Ports, Shipping and Waterways
Directorate General of Shipping

Beta Building, 9th Floor, I-Think Techno Campus, Kanjur Village Road, Kanjur Marg (East),
Mumbai-400042

F. No.22-26/3/2021-PER-DGS

Date: 01.04.2023

VACANCY CIRCULAR

Subject : Filling of 02 posts of Senior Personal Assistant in Mercantile Marine Department, Kolkata & Chennai, under Directorate General of Shipping, Mumbai in the Pay Band-2, 9300-34800+GP 4600 (Pre Revised) [Level-07 (Rs. 44900-142400) (revised) as per 7th CPC] by transfer on deputation basis-reg.

Applications are invited from eligible candidates for appointment by transfer on deputation to the post of Senior Personal Assistant, Group-B, in Pay Band-2, 9300-34800+GP 4600 (Pre Revised) [Level-07 (Rs. 44900-142400) (revised) as per 7th CPC] in the Mercantile Marine Department, Kolkata & Chennai, under Directorate General of Shipping, Mumbai.

2. The details of the post, eligibility criteria, job requirement, age limit etc. required for the post are indicated in **Annexure-I**. The pay and other terms and conditions of transfer on deputation will be regulated accordance with DoPT O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time. Cadre Controlling Authorities/ Head of Department are requested to forward application of eligible and willing candidates whose services can be spared for appointment to the post by transfer on deputation basis so as to reach the undersigned within 60 days from date of publication of this advertisement in the Employment News/ Rojgar Samachar. The application form proforma is mentioned at **Annexure-II** and the certificate by the employer's Cadre Controlling Authorities/ Head of Department is mentioned at **Annexure-III**.



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List of Documents to be sent along with applications:

- (i) Application in prescribed format – Annexure II duly filled in and signed by the candidate and countersigned with seal by the Cadre Controlling/Head of Department.
- (ii) Attested copies of APAR/ACRs for the last 05 (five) years duly attested on each page by an officer not below the rank of Under Secretary to the Government of India.
- (iii) Integrity Certificate.
- (iv) Vigilance Clearance Certificate.
- (v) Statement of major or minor penalties, if any, imposed on the officer during the last 10 years of service and certificate that no disciplinary proceedings are being contemplated/ pending against the officers.
- (vi) A certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.

3. Incomplete applications or applications not accompanied with the above mentioned documents or applications received after the last date will be summarily rejected. Applications received through proper channel only will be entertained. If any candidate fails to join or withdraw the nomination on finalization of his/her name either on personal grounds or refusal of the cadre to relieve him will be debarred for five (05) years for further deputation to this office and also the same will be informed to DoPT for further necessary action at their end.

4. The detailed advertisement along with all the proforma mentioned above can be obtained from the office website: <http://www.dgshipping.gov.in>



[Dr. Sudhir S. Kohakade]

Deputy Director General of Shipping [Pers.]

Tele: 022-25752040/41/42

Copy to:

- 1. All Ministries/Departments of the Government of India.
- 2. The Chairman, Indian Ports Association, 1St Floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodhi Road, New Delhi, Delhi 110003

3. The Secretary, Ministry of Commerce and Industry, No. 126, Azad Road, Udyog Bavan, New Delhi – 110011.
4. All Major and Non-major port trust.
5. The Director, Government of India, Ministry of Development of North Eastern Region, Vigyan Bhavan Annex, Maulana Azad Road, New Delhi – 110011.
6. The Deputy Secretary to the Govt. of India, Ministry of Planning and Programme Implementation, Department of Statistics, Sardar Patel, Parliament Street, New Delhi – 110001.
7. Secretary, UPSC, Dholpur House, Shah Jahan Road, New Delhi – 110069.
8. The Deputy Director, National Sample Survey of India, Shillong/Guwahati/Aizawl/Kohima/Imphal/Itanagar/ Agartala/Sikkim.
9. Deputy Secretary (Admn. IV/Hod), National Institution for Transforming India (Niti) Aayog, Government of India, Yojna Bhawan, Sansad Marg, New Delhi- 110011.
10. Director, Election Commission of India, Nirvachan Sadan Ashoka Road New Delhi- 110011.
11. The Director, Bhabha Atomic Research Centre (BARC), Mumbai.
12. The Shipping Corporation of India, Mumbai.
13. The Dredging Corporation of India, Vizag.
14. The Maharashtra Maritime Board, Mumbai.
15. The Tamilnadu Maritime Board, Tamilnadu.
16. The Oil & Natural Gas Corporation of India, Mumbai.
17. The Chief Engineer, Superintending Engineer, NCC, CPWD, Bunglow No.-6, Seminary Hills, Nagpur- 400042.
18. The Gujarat Maritime Board, Gujarat.



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Annexure-I

Qualification, experience and other details required for the post of Senior Personal Assistant in the Mercantile Marine Department, Kolkata and Chennai.

1.	Name of the post	Senior Personal Assistant
2.	Numbers of posts	02 (Two)
3.	Classifications	General Central Service (Group 'B') Gazetted
4.	Scale of Pay	Rs. 7450-225-11500/- (as per 6 th CPC Pay Band 2, 9300-34800+GP 4600 (Pre Revised) [Level-07 (Rs. 44900-142400) (revised) as per 7 th CPC].
5.	Period of deputation	3 (Three) years
6.	Duties and Responsibilities	<p><u>SENIOR PERSONAL ASSISTANT :</u></p> <ul style="list-style-type: none">(i) Taking down dictation of letters/notes/reports, minutes of meeting, etc. and its transcription.(ii) Receiving mails such as letters/faxes/e-mails, etc., its diarizing and distribution to the concerned Officers/Branches.(iii) Maintaining inward and outward movement of files/notes, etc. received from officers/sections.(iv) Fixing up of appointment of Officer and altering/canceling, if any.(v) Maintenance of Officer's engagement diary.(vi) Making travel arrangements for Officer's tour, domestic as well as foreign.(vii) Attending and screening of telephone calls.(viii) Maintaining of files connected with the meetings, agenda items, board meetings, etc.(ix) Monitoring/chasing replies to VIP references and Parliament Questions.(x) Drafting and noting.



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7.	Experience and Eligibility for the post.	<p>(a) Officers of the Central Government:-</p> <ol style="list-style-type: none"> Holding Analogous post on regular basis; or With 2 years regular service in posts in the pay scale of Rs. 1640-2900/- (As per 6th CPC Pay Band-2, 9300-34800+GP 4200 (Pre Revised) [Level-06 (Rs. 35400-112400) (revised) as per 7th CPC]) or equivalent ; and With 7 years regular service in posts in the pay scale of Rs. 1400-2300/2600 (As per 6th CPC Pay Band-1, 5200-20200+GP 2800 (Pre Revised) [Level-05 (Rs 29200-92300)(revised) as per 7th CPC] or equivalent; and <p>(b) Possessing a speed of 100 words per minute in Stenography (English or Hindi).</p> <p>Note :- Suitability of the departmental Secretary to the Principal Officer, Mercantile Marine Department, Bombay, Calcutta, Madras in the pay scale of Rs. 1400-2300 with 7 years regular service in the grade will be assessed by the DPC with deputationists. If assessed suitable they shall be deemed to have been appointed at the initial constitution. If assessed "not suitable" they shall continue to be in the scale of Rs. 1400-2300 and their case will be reviewed every year.</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, deputationists shall not be eligible for consideration by promotion.</p> <p>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/department of the Central Govt. shall ordinarily not exceed three years.</p>
8.	Place of duty	Mercantile Marine Department, Kolkata & Chennai.

Application in the proforma mentioned in **Annexure-II & Annexure-III** along with the required documents as specified in the circular may be forwarded through proper channel to the Directorate General of Shipping, Beta Building, 9th floor, i-Think Techno Campus, Kanjur Village Road, Kanjur Marg (East), Mumbai – 400 042, so as to reach this office within 60 days from the date of publication of advertisement in the 'Employment News'/ Rojgar Samachar.



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BIO-DATA/ CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block letters)	
2.	Date of Birth	
3.	(i) Date of entry into service	
	(ii) Date of retirement	
4.	Educational Qualifications	
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications / Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/ experience possessed by the officer
(A) Qualification (B) Experience		(A) Qualification (B) Experience
Note: In the case of Degree and Post Graduate Qualifications Elective/ main subjects and Subsidiary subjects may be indicated by the candidate .		
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	



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7. Details of Employment, in chronological order. **Enclose separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/ Institution	Post held on regular basis	From	To	*Pay Band And Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To
8	Nature of present employment i.e. Ad-hoc or Temporary or Quasi- Permanent or Permanent		
9	In case the present employment is held on deputation / contract basis, please state-		
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization




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Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization

10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11.	<p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a. Central Government b. State Government c. Autonomous Organization d. Government Undertaking e. Universities f. Others</p>	
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
14.	Total emoluments per month now drawn	
	Basis Pay in the PB	Grade Pay
		Total Emoluments


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15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief /other Allowances etc., (with break-up details)	Total Emoluments
16	<p>A. Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p> <p>B. Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects Awards/Scholarships/Official Appreciation (ii) Affiliation with the professional bodies/institutions/societies and; (iii) Patents registered in own name or achieved for the Organization (iv) Any research/ innovative measure involving official recognition (v) Any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>		
17	<p>Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p> <p># (The option of 'STC' / 'Absorption', Re-employment are available only if the vacancy circular specially mentioned</p>		


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	recruitment by "STC" 'or "Absorption" or "Re-employment").	
18.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address_____

Date_____



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**Certification by the Employer Cadre
Controlling Authority**

It is to certify that the information details provided in the above application by Shri/Smt..... are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. It is also certified that--

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri./Smt _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACR's/ APAR's for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No. major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)
- v) Further it is certified that the particulars furnished by the candidate have been verified and found correct as per service records.

Countersigned

(Employer / Cadre Controlling Authority with seal)



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