



भारत सरकार

Government of India

पत्तन, पोत परिवहन और जलमार्ग मंत्रालय

Ministry of Ports, Shipping & Waterways

समुद्री वाणिज्य विभाग / Mercantile Marine Department

अटलांटा प्वाइंट, शहीद रोड, पोर्ट ब्लेयर/Atlanta Point, Shaheed Road,

पोर्ट ब्लेयर, ए० & न० द्वीप समूह- 744101 / Port Blair, A & N Islands - 744101

Phone No: 03192-232530, Fax: 03192-234830 Email: mmd.portblair@gov.in

पत्रांक: पीबी/ए- 4/2015/1512

दिनांक-22.03.2022

रिक्ति परिपत्र

विषय: पत्तन, पोत परिवहन और जलमार्ग मंत्रालय के तहत समुद्री विभाग, पोर्ट ब्लेयर, में प्रतिनियुक्ति के आधार पर हेड क्लर्क के पदों को भरना। पे बैंड 2, रुपये में 9300-34800/- प्लस ग्रेड पे 4200/- (पूर्व संशोधित) [सीसीएस (आरपी) नियम, 2016 के अनुसार वेतन मैट्रिक्स का स्तर 6] - के संबंध में।

महोदय,

उपर्युक्त विषय पर संलग्न पत्र दिनांक 22.03.2022 संख्या पीबी/ए-4/2015/1512 आपकी सुचना एवं आवश्यक कार्रवाई के लिए अग्रेषित किया जा रहा है।

भवदीय

कृते कार्यालय अधीक्षक
समुद्रीवाणिज्य विभाग
पोर्ट ब्लेयर

संलग्नक : यथोपरि



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पत्रांक/No. PB/A-4/2015

नांक/Date 22.03.2022

VACANCY CIRCULAR

Subject :- Filling up the posts of Head Clerk on deputation basis in the Mercantile Marine Department, Port Blair Under Ministry of Ports, Shipping & Waterways in the Pay Band 2, Rs.9300—34800/- plus grade pay 4200/- (Pre revised) [Level – 6 of the pay matrix as per CCS (RP) Rules, 2016] – regarding.

Applications are invited from eligible candidates working in the Central Government Officers for appointment on deputation basis to the post of Head Clerk, General Central Service, Group-B - Non-Gazetted & Non-Ministerial, in Pay Band 2, R.9300-34800/- plus grade pay of Rs.4200/- (Pre-revised) [Level 6 (Rs.35400-112400) (revised) as per 7th CPC] in the office of Surveyor-in-Charge, Mercantile Marine Department, Port Blair.

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 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 Deputation so as to reach the undersigned within 60 days from date of circular. 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.

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 authority/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 DGS website: <http://www.dgshipping.gov.in>

(Capt. R.K. Muduli)
Surveyor-in-Charge

Mercantile Marine Department, Port Blair

Enclosure: - As above.

Copy to: All Central Government Offices located in Port Blair

Head Clerk

Annexure-I

Qualification, experience and other details required for the posts of Head Clerk Mercantile Marine Department, Port Blair.

1.	Name of the Post	Head Clerk
2.	Classification	General Central Service, Group-‘C’ (Non-Gazetted), Non-Ministerial.
3.	Pay scale/Grade Pay	Level-6 of Pay Matrix-7 (Pre-revised Scale 9300-34800/- + G.P. Rs.4200/-)
4.	No. of Post	01 (One)
5.	Pay & Allowances admissible	The pay of the selected candidates will be governed as per instructions of the Central Government regarding appointment on deputation/deputation basis.
6.	Duties and responsibilities	Head Clerk:- i) To look after the Administrative & establishment matters , policy matter, Ship Survey and accounts matter.
7.	Eligibility conditions including educational qualifications and period of deputation	<p>Deputation:- Officials under the Central Government:</p> <p>A) (i) Holding analogous posts on regular basis and having experience of various official work or (ii) with five years’ regular service as UDC in pay band -1, in the pay scale of Rs.5200 – 20200/- with G.R. Rs.2400/- or equivalent and having experience on various official jobs with computer knowledge. Period of experience may be relaxed for deserving candidates.</p> <p>Degree or its equivalent from a recognized authority and a speed of 30/25 w.p.m (English/Hindi) in typewriting.</p> <p><u>Period of deputation</u></p> <p>Note 1: Period of deputation including 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 Governemnt shall ordinarily not exceed three years or till regular incumbent joins.</p> <p>Note 2: The maximum age limit for appointment by</p>

		deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
8.	Place of duty	Mercantile Marine Department, Port Blair.

Annexure-II

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 psot 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
Essential A) Qualification B) Experience		Essential A) Qualification B) Experience
Enclose a separate sheet duly self certified regarding your practical experience in Administrative and Establishment matters, Ship Survey and accounts matters.		

Essential	Period		Rank	Name of organization
	From	To		
	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.			

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

Office	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	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.

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© & (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.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Governemtn b) State Government c) Others	
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	
	Basic Pay in the PB and Grade Pay	Total Emoluments

15.	Incase the applicant belongs to an Organization which is not following the Central Government. Pay-scales, the 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>(Nore: Enclose a separate sheet, if</p>		

	the space is insufficient)	
	<p>B. Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publication and reports and special projects Award/Scholarships/Official Appreciation</p> <p>ii) Affiliation with the professional bodies/institutions/societies and;</p> <p>iii) Patents registered in own name or achieved for the organization.</p> <p>iv) Any research/innovative measure involving official recognition.</p> <p>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</p>	

	<p>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 recruitment by "STC" or "Absorption" or Re-employment")</p>	
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_____

Annexure – III

Certification by the Employer Cadre Controlling Authority

It is 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 the particulars furnished by the candidate have been verified and found correct as per service records.

Countersigned

(Employer/Cadre Controlling Authority with seal)