

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

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

10 FEB 2022

Date: 10.02.2022

**F. No.22-26/9/2020-PER-DGS**

**VACANCY CIRCULAR**

10 FEB 2022

**Subject :** Filling of 01 post of Regional Officer (Sails) in Regional Offices (Sails) Jamnagar in the Pay Band 2, Rs. 9300-34800 plus grade pay of Rs. 4600 (Pre Revised) [Level 7 (Rs. 44900-142400) (revised) as per 7<sup>th</sup> CPC] on Deputation basis-reg.

Applications are invited from eligible candidates for appointment by the Deputation to the post of Regional Officer (Sails), General Central Service, Group 'B', Gazetted Non-Ministerial, in Pay Band 2, Rs. 9300-34800 plus grade pay of Rs. 4600 (Pre Revised) [Level 7 (Rs. 44900-142400) (revised) as per 7<sup>th</sup> CPC] in the Regional Offices (Sails) Jamnagar.

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 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**.

**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.

- 2
- (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>



(Subhash Barguzer)  
Deputy Director General of Shipping (PB)  
Tele: 022-25752040/41/42

**Copy to:**

1. The Chairman, Indian Ports Association, 1St Floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodhi Road, New Delhi, Delhi 110003
2. The Secretary, Ministry of Commerce and Industry, No. 126, Azad Road, Udyog Bavan, New Delhi – 110011.
3. All Major and Non-major port trust.
4. The Director, Government of India, Ministry of Development of North Eastern Region, Vigyan Bhavan Annex, Maulana Azad Road, New Delhi – 110011.

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



### Annexure-I

Qualification, experience and other details required for the post of Regional Officer (Sails) in the Regional Offices (Sails) Mumbai/ Jamnagar & Tuticorin.

1.	Name of the post	Regional Officer (Sails)
2.	Numbers of posts	01 (one)
3.	Classifications	General Central Service, Group 'B', Gazetted Non-Ministerial
4.	Scale of Pay	Pay Band-2, Rs. 9300-34800 plus grade pay of Rs. 4600 (Pre Revised) [Level 7 (Rs. 44900-142400) (revised) as per 7 <sup>th</sup> CPC]
5.	Period of deputation	3 (Three ) years
6.	Duties and Responsibilities	<p>Regional Officer ( Sails):-</p> <p>Regional Officer (Sails) details with the matters relating to Shipping and Administration and include the followings;</p> <p>(i)To assess and divert more cargo through sailing vessels which is one of the cheapest mode of transport and to arrange suitable sailing vessels to the shippers for the shipment/ transshipment of their cargo.</p> <p>(ii)To ensure the smooth transshipment of cargo at the destinations.</p> <p>(iii)To arrange experienced crew members in the newly constructed sailing vessels as per the owners request.</p> <p>(iv) To encourage construction of new mechanized sailing vessels and also mechanization of existing sailing vessels.</p> <p>(v) To assist the sailing vessels interests to get necessary financial assistance from the Nationalized banks/ Central Government through respective Maritime State Government off construction of MS vessels and mechanization of existing sailing vessels.</p> <p>(vi) To settle all kinds of disputes between the owners/ shippers/ crew members and also to settle disputes with regard to the Insurance claims.</p> <p>(vii) To make arrangements for adequate training to the crew members, such as Seamen/ Tindels etc.</p> <p>(Viii) Engagement and discharge of crew members in sailing vessels and to issue Identity cards of Seamen(Sails) to the crew members and also renew the identity cards a the appropriate time.</p> <p>(ix) To look after the welfare of the seamen under sails.</p> <p>(x) To advise the sailing vessels owners to have Janata Accidental Policy for crew members before taking them into the</p>

		<p>sea.</p> <p>(xi) To make arrangement to search and locate the missing sailing vessels and crew members and arrange them the medical assistance, food and shelter and also repatriate them to the home town , if so required.</p> <p>(xii) To render all assistance to the crew to get legitimate compensation from his employer due to his disablement or to the dependants of the crews for the loss of life of the seamen, while in his employment, under the Workmen's Compensation Act.</p> <p>(xiii) To prevent collision in the mid-sea.</p> <p>(xiv) To watch the seaworthiness of the vessel &amp; maintenance of all kinds of specified equipments and life saving appliances in the vessel.</p> <p>(xv) To collect and compile various types of statistical data for the development of the sailing vessels.</p>
7.	Experience and Eligibility for the post.	<p>Deputation:-</p> <p>Officers of the Central Government :-</p> <p>(a) (i) holding analogous posts on regular basis; or  (ii) with three years regular service in posts in the pay scale of Rs. 5500-175-9000 or equivalent, or  (iii) with six years regular service in posts in the pay scale of Rs. 5000-150-8000 or equivalent; or  (iv) with eight years regular service in posts in the pay scale of Rs. 4500-125-7000 or equivalent, and</p> <p>(b) (i) Possessing degree from a recognized University or equivalent;  (ii) two years experience in Administrative and Establishment matters.</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. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in another ex-cadre posts 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 shall not be exceeding 56 years as on the closing date of receipt of applications).</p>

8.	Place of duty	Regional Offices (Sails) Jamnagar.
----	---------------	------------------------------------

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, 9<sup>th</sup> 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.



4

**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 post are satisfied.  (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)				
<b>Qualifications / Experience required as mentioned in the advertisement/ vacancy circular</b>		<b>Qualifications/ experience possessed by the officer</b>			
<b>Essential</b> (A) Qualification (B) Experience		<b>Essential</b> (A) Qualification (B) Experience			
Enclose a separate sheet duly self certified regarding your practical experience in design, construction, Survey and repairs of ships carried out in ship building or ship repairing yards or any Design or survey Organization after the period of degree course.					
<b>Essential</b>		<b>Period</b>		<b>Rank</b>	<b>Name of the organisation</b>
		From	To		
<b>Note:</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and Subsidiary subjects may be indicated <b>by the candidate</b> .					
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/ 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



**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

<p>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.</p>	<table border="1"> <thead> <tr> <th data-bbox="197 351 710 532">Basic Pay with Scale of Pay and rate of increment</th> <th data-bbox="710 351 997 532">Dearness Pay/ interim relief /other Allowances etc., (with break-up details)</th> <th data-bbox="997 351 1500 532">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td data-bbox="197 532 710 669"></td> <td data-bbox="710 532 997 669"></td> <td data-bbox="997 532 1500 669"></td> </tr> </tbody> </table>	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief /other Allowances etc., (with break-up details)	Total Emoluments			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief /other Allowances etc., (with break-up details)	Total Emoluments					
<p>16 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) (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>						
<p>17 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>							

	# (The option of 'STC' / 'Absorption', Re-employment are available only if the vacancy circular specially mentioned 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 \_\_\_\_\_



**Annexure - III****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)