

भारत सरकार /Government of India

पत्तन,पोत परिवहन और जलमार्ग मंत्रालय/Ministry of Ports, Shipping & Waterways

नौवहन महानिदेशालय/Directorate General of Shipping

समुद्री वाणिज्य विभाग, श्री विजयपुरम /Mercantile Marine Department, Sri Vijaya Puram

फाइल/File No.: PB/1(119)/2025-VR/492Comp: 37338

दिनांक/Date: 31.12.2025

## VACANCY CIRCULAR

**Subject :- Filling Up The Post Of Head Clerk On Deputation Basis In The Mercantile Marine Department, Sri Vijaya Puram 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 & Union Territory Offices for the appointment of the post of Head Clerk on deputation basis, General Central Service, Group-B - Non-Gazetted & Non-Ministerial, in Pay Band 2, R.9300-34800/- plus grade pay of Rs.4200/- pre revised in the office of Surveyor-in-Charge, Mercantile Marine Department, Sri Vijaya Puram.

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 in accordance with DoPT O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 updated on 08.09.2022 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. This is an open-ended circular, meaning that applications will be considered on a continuous process till 60 days.

5. The applications may be forwarded to :-

The Surveyor In-Charge,  
Mercantile Marine Department.  
Atlanta Point, Shaheed Road.  
Behind G.B.Pant Hospital.  
Sri Vijaya Puram, A & N Islands – 744101  
e-mail: mmd.portblair@gov.in

  
कैप्टन तपेश घोष / Capt. Tapes Ghosh  
31.12.202

पोत सर्वेक्षक सह उप महानिदेशक (तकनीकी) /Nautical Surveyor cum DDG (Tech)  
समुद्री वाणिज्य विभाग /Mercantile Marine Department  
श्री विजयपुरम, ए. तथा न. द्वीप समूह / Sri Vijaya Puram, A & N Islands.

Enclosures: Annexure-I, Annexure-II & Annexure-III.

Distributions:

- 1) All Central Govt. Offices in Sri Vijaya Puram.
- 2) Andaman And Nicobar Administration | Secretariat | Sri Vijaya Puram.
- 3) DG Shipping Mumbai.
- 4) Principal Officer MMD Mumbai/Kolkata/Chennai/Kochi/Kandla.
- 5) Surveyor In Charge MMD Noida/Goa/Haldia/Paradip/Sri Vijaya Puram/Vizag/Tuticorin/  
Mangalore/Jamnagar.
- 6) Computer Cell DG Shipping for uploading in Official Website.
- 7) Circular/Guard File.



**Qualification, experience and other details required for the posts of Head Clerk Mercantile Marine Department, Sri Vijaya Puram.**

1.	Name of the Post	Head Clerk
2.	Classification	General Central Service, Group-'B' (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	<input type="checkbox"/> Ship Survey & Certification Works. <input type="checkbox"/> File Management and Office Procedure <input type="checkbox"/> Drafting and noting. <input type="checkbox"/> Establishment and Personnel Matters <input type="checkbox"/> Financial and Procurement Processes. <input type="checkbox"/> RTI, Court, and Audit Matters. <input type="checkbox"/> Coordination and Liaison. <input type="checkbox"/> Compliance with Rules and Regulations <input type="checkbox"/> Record Maintenance and Registers



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>Bachelor's 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 Government shall ordinarily not exceed three years or till regular incumbent joins.</p> <p>Note 2: 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	Mercantile Marine Department, Sri Vijaya Puram.

  
 31.12.2025  
 कप्तान तपेश घोष / Capt. Tapesh Ghosh  
 प्रभारी सर्वेक्षक / Surveyor In-charge  
 समुद्री वाणिज्य विभाग / Mercantile Marine Department  
 श्री विजयपुरम, ए. तथा न. द्वीप समूह / Sri Vijaya Puram, A & N Islands



**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 Administrative and Establishment matters, Ship Survey and accounts matters.		



Essential	Period		Rank	Name of organization
	From	To		
<p>Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>				
6.	<p>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.</p>			

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 Government b) State/UT 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. 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. **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)

**(Nore: Enclose a separate sheet, if the space is insufficient)**



B. Achievements:

The candidates are requested to indicate information with regard to;

(i) Research publication and reports and special projects

Award/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)



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 recruitment by "STC" or "Absorption" or Re-employment")</p>	
18.	<b>Whether belongs to SC/ST/OBC-A/OBC-B</b>	

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)**