



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

F. No. 22-28011/2/2020-PER-DGS

Dated : 07.09.2021

**NOTICE**

**Subject : Review of the Ministry of Ports, Shipping and Waterways, Directorate General of Shipping, Mumbai for Group 'B' & 'C' (Non-Gazetted) posts Recruitment Rules, 2021 - reg.**

The Directorate is in the process of review of the Recruitment Rules, 2021 for Group 'B' & 'C' (Non-Gazetted) post of Assistant, Stenographer Grade-I, Stenographer Grade-II, Upper Division Clerk, Lower Division Clerk, Staff Car Driver and Multi Tasking Staff in the Ministry of Ports, Shipping and Waterways, Directorate General of Shipping, Mumbai. The draft recruitment rules for Group 'B' & 'C' (Non-Gazetted) posts are enclosed herewith for comments/suggestions of the official/stakeholders, if any.

2. The Comments/Suggestions may be sent by e-mail [barguzer-dgs@nic.in](mailto:barguzer-dgs@nic.in), [maheshyadav-dgs@nic.in](mailto:maheshyadav-dgs@nic.in) and [persnl-dgs@nic.in](mailto:persnl-dgs@nic.in) latest by 07.10.2021.

  
[Leela D. Honmukhe]  
Executive Officer [Pers.]

Encl.: As above.

To,  
ADG [Computer Cell] for uploading in the DGS website.

[TO BE PUBLISHED IN PART II, SECTION 3, SUB-SECTION (I) OF EXTRA ORDINARY GAZETTE  
OF INDIA]

MINISTRY OF PORTS, SHIPPING AND WATERWAYS  
(DIRECTORATE GENERAL OF SHIPPING, MUMBAI)

NOTIFICATION  
New Delhi, the \_\_\_\_\_ 2021

G.S.R. \_\_\_\_\_, - In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Directorate General of Shipping (Group 'C' and Group 'D') Recruitment Rules, 1990 dated the 4<sup>th</sup> April, 1990, in so far as it relates to the post of Research Assistant, Technical Assistant/Accountant, Stenographer Grade-II, Caretaker, Stenographer Grade III, Upper Division Clerks (including Receptionist), Lower Division Clerk, Staff Car Driver, Gestetner Operator/Record Sorter, Jamadar/Daftry, Peon, Watchman, Hamal & Safaiwala and Directorate General of Shipping, Office Superintendent Group 'B' post Recruitment Rules, 2007 dated the 10<sup>th</sup> May, 2007 and Directorate General of Shipping (Stenographer Grade-I) Recruitment Rules, 1999 dated the 14<sup>th</sup> June, 1999, the President hereby makes the following rules regulating the method of recruitment to the posts of Directorate General of Shipping, Group 'B' (Non Gazetted) and Group 'C', in the Ministry of Ports, Shipping and Waterways, namely:-

1.Short title and commencement. - (1) These rules may be called the Directorate General of Shipping, Group 'B' (Non Gazetted) and Group 'C' Recruitment Rules, 2021.

(2) They shall come into force on the date of their publication in the Official Gazette.

2.Application. -These rules shall apply to posts specified in column (1) of the Schedule annexed to these rules.

3.Number of posts, classification and Level in the Pay matrix. - The number of the said posts, their classification and Level in the Pay matrix attached thereto, shall be as specified in Columns (2) to (4) of the said Schedule.

4.Method of recruitment, age limit, qualifications, etc. - The method of recruitment, age limit, qualifications and other matters related thereto shall be as specified in Columns (5) to (13) of the aforesaid Schedule.

5. Disqualification - No person,-

(a) Who has entered into or contracted a marriage with a person having a spouse living; or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the said post:

Provided that the Central Government may, if satisfied that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6.Power to relax. - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. Saving. - Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.



### Annexure – III

**Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved recruitment rules.**

1		
a.	Name of the Post:	Assistant
b.	Name of the Ministry/Deptt. :	Ministry of Ports, Shipping and Waterways, New Delhi, Directorate General of Shipping, Mumbai.
2	Reference No. in which Commission's advice on recruitment rules was conveyed. :	—
3	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).	G.S.R. No.254 _____ dated 4 <sup>th</sup> April 1990 G.S.R. No 90 _____ dated 10 <sup>th</sup> May, 2007

Sl. No.	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revisions proposed
	(1)	(2)	(3)	(4)
1.	Name of post	Research Assistant	Assistant	(i) As per implementation of the 5 <sup>th</sup> Central Pay Commission recommendations in para 46.9, 46.10 read with para 46.12 and as per the Government resolution of the Ministry of Finance Notification dated 30/9/97, the post in the identical scale of pay are required to be merged with one scale of pay by giving nomenclature as "Assistant". Hence, the post Research Assistant, as per Recruitment Rule, 1990 which carries identical scale of pay have been merged as per the new

				<p>nomenclature with name as Assistant.</p> <p>(ii) As per implementation of Government's decision on the 6<sup>th</sup> Central Pay Commission recommendations, the pre-revised pay scales of Rs. 5000-150-8000/- ,Rs. 5500-175-9000 and 6500-200-10500/- have been merged and revised pay band has been recommended for the above scales PB- 2 Rs.9300-34800+Grade Pay Rs.4200. The pre-revised scales of Office Superintendent and Assistant have been merged.</p>
2.	No. of posts	2* ( 1990)	<p>*1 (2020)</p> <p>* Subject to variation dependent on workload</p>	<p>*One post of Research Assistant along with the incumbent has been transferred to Mercantile Marine Department, Kolkata.</p>
3.	Classification.	General Central Service Group 'C' , Non-Gazetted. (Ministerial)	General Central Service Group 'B' Non-Gazetted (Ministerial)	<p>(i) Changes has been made as per DOPT's S.O. No. 946(E) dated 9<sup>th</sup> April, 2009. Which mentioned that "A Central Civil Post carrying a grade pay of Rs 4200 in the scale of pay of Rs , 9300-34800 in Pay Band- 2 is classified as Group B Post".</p> <p>(ii) Due to changes in Punctuation Remarks.</p>
4.	Level in pay matrix	Rs.1400-40-1800-EB-50-2300/-	Level- 6 ( Rs. 35400-112400/-)	<p>(i) As per implementation of Government's decision on the 6<sup>th</sup> Central Pay Commission recommendations, the pre-revised</p>

				pay scales of Rs. 5000-150-8000/-, Rs. 5500-175-9000 and 6500-200-10500/- have been merged and revised pay band has been recommended for the above scales PB- 2 Rs.9300-34800+Grade Pay Rs.4200. The pre-revised scales of Office Superintendent and Assistant have been merged.
5.	Whether selection or non-selection post.	Selection	Non-Selection	(i) As per DOPT's guidelines OM No.35034/7/97-Estt.(D) Dated 8 <sup>th</sup> Feb., 2002 which mentioned the detailed guidelines in this regard.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable	---	(i) This Column is required to be deleted in the Recruitment Rule for Assistant.
07.	Age Limit for direct recruits.	18 to 25 years (Relaxable for Govt. servants' up to 35 years in accordance with the instructions or orders issued by the Central Govt.)**	Upto 30 years (Relaxable for Govt. servants' up to 35 years in accordance with the instructions or orders issued by the Central Govt.)	(i) As the mode of recruitment is promotion failing which by Deputation, the age limit for Direct Recruitment is not applicable  (ii) Further for this entry the column no. 07 has to be changed to column no.06.
08.	Educational & other qualification required for direct recruits.	Essential: Degree with Economics or Statistics or Mathematics as a subject from any recognized University. Desirable: (1) Experience in freight and shipping problems; (2) Degree of Law.	Bachelors' Degree from recognized University.	(i) As one of the mode of recruitment is Direct Recruitment failing which by deputation, the educational & other qualification required for direct recruits are mentioned by considering the requirement of Staff Selection Commission.

		(3) Associate ship or Fellowship of the Narottam Morarjee Institute of Shipping or equivalent.		(ii) Further for this entry the column no.08 has to be changed to column no. 07.
09.	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees.	No	No.	(i) Method of Recruitment is Promotion failing which by deputation.  (ii) Further for this entry the column no. 09 has to be changed to column no. 08.
10.	Period of probation, if any.	2 years (for direct recruits only)	2 years	(i) As per the DOPT O.M. No. 21011/2/80-Estt(C) dated 19.05.1983. (ii) Further for this entry the column no. 10 has to be changed to column no. 9.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	50% by promotion failing which by transfer on deputation; failing both by direct recruitment. (ii) 50% by direct recruitment.	80% by Promotion failing which by Deputation; failing both by direct recruitment.  20% by direct recruitment failing which by Deputation.	(i) As per implementation of the 5 <sup>th</sup> Central Pay Commission recommendations in Para 46.9, 46.10 read with Para 46.12 and as per the Government resolution of the Ministry of Finance Notification dated 30/9/97, the post in the identical scale of pay are required to be merged with one scale of pay by giving nomenclature as "Assistant". Hence, the post Research Assistant, as per Recruitment Rule, 1990 which carries identical scale of pay have been merged as per the new nomenclature with name as Assistant.  (ii) After the aforesaid merger of posts into new nomenclature as

				<p>Assistant, the numbers of posts at the level of Assistant have increased to 22. Further, to have a common method of recruitment, the percentage for recruitment on promotion has been increased from 50% to 80% and for Direct Recruitment reduced from 50% to 20% along with all failing which clauses.</p> <p>(ii) Further for this entry the column no. 11 has to be changed to column no. 10.</p>
12.	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption to be made.	<p><u>Promotion:</u> From amongst Caretaker with 3 years' regular service in the grade or 8 years combined service as Caretaker/Upper Division Clerk or 10 years' regular service as Upper Division Clerk in the Directorate General of Shipping and holding of University Degree with Economics or Mathematics or Statistics as a subject from any recognized University or possessing Associate ship or Fellowship of Narottam Morarjee Institute of Shipping or equivalent.</p> <p><u>Note:</u> The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post.</p>	<p><u>Promotion:</u> Upper Division Clerks with 10 years regular service in Level - 4 (Rs. 25500-81100/-) of pay matrix in Directorate General of Shipping.</p> <p>Note - 1: Where juniors who have completed their qualifying/ eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion of the next higher grade along with their juniors</p>	<p>(i) Scale of pay of caretaker has been upgraded to the post of Assistant. Hence feeder grade i.e. caretaker has been deleted from the existing Recruitment /Rules.</p> <p>(ii) As per the recommendation of the Vth Pay Commission Para 46.9 46.10 read with 46.12 approved by the Govt. vide resolution of the Ministry of Finance Notification dated 13/9/97, the post of RA/TA/Accountant / Caretaker has been merged and their name of the post has been changed to Assistant.</p> <p>(iii) Further for this entry the column no. 12 has to be changed to column no. 11.</p>



		<p><u>Transfer on Deputation:</u> From amongst Research Assistants or analogous posts in the Allied Offices or other Central Government Offices. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding appointment under these rules in the same or some other organization/Department of the Central Government shall ordinarily not exceed 3 years)</p>	<p>who have already completed such qualifying / eligibility service.</p> <p><u>Deputation:</u> Officers of the Central Government/ Union Territory/ State/ PSU/ Autonomous Bodies/ Statuary Body holding analogous post on regular basis or with eight years of regular service in the grade of Lower Division Clerk or equivalent.</p> <p>Note 1:- 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 and similarly, deputations shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2:- 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</p>	
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			not to exceed three years.  Note 3:- The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.	
13.	If a Departmental Promotion Committee exists what is its composition.	<p>Group "C" Departmental Promotion Committee consist of :</p> <p>1. Senior Deputy Director General of Shipping or Deputy Chief Surveyor with</p> <p>Govt. of India or Deputy Nautical Adviser to Govt. of India in the Directorate General of Shipping ..... Chairman</p> <p>2. Deputy Director General of Shipping (Administration) ..... Member</p> <p>3. Deputy Director General of Shipping (Representative of the Scheduled Caste / Scheduled Tribes) ..... Member</p> <p>4. Deputy Director General of Shipping who-so-ever is senior from the remaining Deputy Directors General Shipping ..... Member</p> <p>5. Deputy Collector of Customs</p>	<p><b>Group B Departmental Promotion Committee ( for considering promotion &amp; confirmation)</b></p> <p>1. Deputy Director General of Shipping – Chairman</p> <p>2. Deputy Director General of Shipping or Nautical Surveyor or Engineer &amp; Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/the Scheduled Tribes) – Member</p> <p>3. An Officer from other Central Government department at level of under Secretary and above - Member</p>	<p>(i) Word Group "B" has been changed instead of Group "C" as per posts classification order dated 9<sup>th</sup> April, 2009.</p> <p>(ii) The post of Sr. Dy. Director General of Shipping has been upgraded to the post of Joint Director General of Shipping. Composition of DPC has been reduced from 5 to 4.</p> <p>(iii) Further for this entry the column no. 13 has to be changed to column no. 12.</p>

		(Administration), Mumbai or an Officer from other Central Government Department... Member		
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable	Not applicable	(i) Further for this entry the column no. 14 has to be changed to column no. 13.

### Annexure – III

**Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved recruitment rules.**

1		
a.	Name of the Post:	Assistant
b.	Name of the Ministry/Deptt. :	Ministry of Ports, Shipping and Waterways, New Delhi, Directorate General of Shipping, Mumbai.
2	Reference No. in which Commission's advice on recruitment rules was conveyed. :	—
3	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).	G.S.R. No.254 _____ dated 4 <sup>th</sup> April 1990 G.S.R. No. 90 _____ dated 10 <sup>th</sup> May, 2007

Sl. No.	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revisions proposed
	(1)	(2)	(3)	(4)
1.	Name of post	Technical Assistant / Accountant	Assistant	(i) As per implementation of the 5 <sup>th</sup> Central Pay Commission recommendations in para 46.9, 46.10 read with para 46.12 and as per the Government resolution of the Ministry of Finance Notification dated 30/9/97, the post in the identical scale of pay are required to be merged with one scale of pay by giving nomenclature as "Assistant". Hence, the Technical Assistant / Accountant as per Recruitment Rule, 1990 which carries identical scale of pay have been merged as per the new nomenclature with name

				<p>as Assistant.</p> <p>(ii) As per implementation of Government's decision on the 6<sup>th</sup> Central Pay Commission recommendations, the pre-revised pay scales of Rs. 5000-150-8000/-, Rs. 5500-175-9000 and 6500-200-10500/- have been merged and revised pay band has been recommended for the above scales PB- 2 Rs.9300-34800+Grade Pay Rs.4200. The pre-revised scales of Office Superintendent and Assistant have been merged.</p>
2.	No. of posts	10	<p>*10 (2020)</p> <p>* Subject to variation dependent on workload</p>	<p>*One post of Research Assistant along with the incumbent has been transferred to Mercantile Marine Department, Kolkata.</p>
3.	Classification.	General Central Service Group 'C' , Non-Gazetted, (Ministerial)	General Central Service Group 'B' Non-Gazetted (Ministerial)	<p>(i) Changes has been made as per DOPT's S.O.No.946(E) dated 9<sup>th</sup> April, 2009. Which mentioned that "A Central Civil Post carrying a grade pay of Rs 4200 in the scale of pay of Rs. 9300-34800 in Pay Band-2 is classified as Group B Post".</p> <p>(ii) Due to changes in Punctuation Remarks.</p>
4.	Level in pay matrix	Rs.1400-40-1800-EB-50-2300/-	Level- 6 ( Rs. 35400-112400/-)	<p>(i) As per implementation of Government's decision on the 6<sup>th</sup> Central Pay Commission recommendations, the pre-revised pay scales of Rs. 5000-150-8000/-, Rs. 5500-175-9000 and 6500-200-10500/- have been merged and revised pay band has been recommended for the above scales PB- 2 Rs.9300-34800+Grade Pay</p>



				Rs.4200. The pre-revised scales of Office Superintendent and Assistant have been merged.
5.	Whether selection or non-selection post.	Selection	Non-Selection	As per DOPT's guidelines OM No.35034/7/97-Estt.(D) Dated 8 <sup>th</sup> Feb., 2002 which mentioned the detailed guidelines in this regard.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable	---	This Column is required to be deleted in the Recruitment Rule for Assistant.
07.	Age Limit for direct recruits.	18 to 25 years (Relaxable for Govt. servants' up to 35 years in accordance with the instructions or orders issued by the Central Govt.)**	Upto 30 years (Relaxable for Govt. servants' up to 35 years in accordance with the instructions or orders issued by the Central Govt.)	(i) As the mode of recruitment is promotion failing which by Deputation, the age limit for Direct Recruitment is not applicable  (ii) Further for this entry the column no. 07 has to be changed to column no.06.
08.	Educational & other qualification required for direct recruits.	Essential: Degree of a recognized University. Desirable: (1) Experience in Commercial Shipping practices in the capacity of Technical Assistant or Shipping Assistant in any Government Office or Shipping Company for a period of 5 years. (2) Associate ship or Fellowship of the Narottam Morarjee Institute of Shipping or equivalent.	Bachelors' Degree from recognized University.	(i) As one of the mode of recruitment is Direct Recruitment failing which by deputation, the educational & other qualification required for direct recruits are mentioned by considering the requirement of Staff Selection Commission. (ii) Further for this entry the column no.08 has to be changed to column no. 07.

09.	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees.	Not Applicable	No.	<p>(i) Method of Recruitment is Promotion failing which by deputation.</p> <p>(ii) Further for this entry the column no. 09 has to be changed to column no. 08.</p>
10.	Period of probation, if any.	two years for Direct Recruits Only	2 years	<p>(i) As per the DOPT O. M. No. 21011/2/80-Estt(C) dated 19.05.1983.</p> <p>(ii) Further for this entry the column no. 10 has to be changed to column no. 9.</p>
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion failing which by transfer on deputation, failing both by direct recruitment.	<p>80% by Promotion failing which by Deputation; failing both by direct recruitment.</p> <p>20% by direct recruitment failing which by Deputation.</p>	<p>(i) As per implementation of the 5<sup>th</sup> Central Pay Commission recommendations in para 46.9, 46.10 read with para 46.12 and as per the Government resolution of the Ministry of Finance Notification dated 30/9/97, the post in the identical scale of pay are required to be merged with one scale of pay by giving nomenclature as "Assistant". Hence, the post Technical Assistant / Accountant as per Recruitment Rule, 1990 which carries identical scale of pay have been merged as per the new nomenclature with name as Assistant.</p> <p>(ii) After the aforesaid merger of posts into new nomenclature as Assistant, the number of posts at the level of Assistant have increased to 22. Further, to have a common method of recruitment, the percentage for recruitment on promotion has been increased from</p>

				<p>50% to 80% and for Direct Recruitment reduced from 50% to 20% along with all failing which clauses.</p> <p>(iii) Further for this entry the column no. 11 has to be changed to column no. 10.</p>
12.	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption to be made.	<p>From amongst Caretaker or Upper Division Clerk in the Directorate General of shipping subject to the conditions mentioned below:</p> <p>a) From Caretaker should have rendered a minimum of 3 years regular service as a</p> <p>Caretaker or with 10 years combined service in the grade of Caretaker /Upper Division Clerk.</p> <p>b) From Upper Division Clerk should have rendered a minimum of 10 years regular service in the grade of Upper Division Clerk.</p> <p>NOTE : The eligibility list for promotion shall be prepared with reference to the date of a completion by the officers of the prescribed qualifying service in the respective grade/post.</p> <p><u>Transfer on deputation:</u> From amongst Technical Assistant / Accountant or analogous posts in the allied offices or other Central</p>	<p><b><u>Promotion:</u></b></p> <p>Upper Division Clerks with 10 years regular service in Level – 4 (Rs. 25500-81100/-) of pay matrix in Directorate General of Shipping.</p> <p>Note - 1: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion of the next higher grade along with their juniors who have already completed such qualifying / eligibility service.</p> <p><b><u>Deputation:</u></b></p> <p>Officers of the Central Government/ Union Territory/ State/ PSU/ Autonomous Bodies/</p>	<p>(i) Scale of pay of caretaker has been upgraded to the post of Assistant. Hence feeder grade i.e. caretaker has been deleted from the existing Recruitment /Rules.</p> <p>(ii) As per the recommendation of the Vth Pay Commission Para 46.9 46.10 read with 46.12 approved by the Govt. vide resolution of the Ministry of Finance Notification dated 13/9/97, the post of RA/TA/Accountant / Caretaker has been merged and their name of the post has been changed to Assistant.</p> <p>(iii) Further for this entry the column no. 12 has to be changed to column no. 11.</p>

		<p>Govt. offices dealing with the work related to Mercantile Shipping.</p> <p>(The Period of deputation including period of deputation in another ex-cadre post held immediately preceding appointment under these rules, in the same or some other organization /department of the Central Government shall ordinarily not exceed 3 years.)</p>	<p>Statuary Body holding analogous post on regular basis or with eight years of regular service in the grade of Lower Division Clerk or equivalent.</p> <p>Note 1:- 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 and similarly, deputations shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2:- 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 to exceed three years.</p> <p>Note 3:- The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>	
13.	If a Departmental Promotion Committee exists what is its	<p>Group "C" Departmental Promotion Committee consist of :</p> <p>1. Senior Deputy Director General of Shipping or Deputy Chief</p>	<p><b>Group B Departmental Promotion Committee ( for considering promotion &amp; confirmation)</b></p>	(i) Word Group "B" has been changed instead of Group "C" as per posts classification order dated 9 <sup>th</sup> April, 2009.



	composition.	<p>Surveyor with</p> <p>Govt. of India or Deputy Nautical Adviser to Govt. of India in the Directorate General of Shipping ..... Chairman</p> <p>2. Deputy Director General of Shipping (Administration) ..... Member</p> <p>3. Deputy Director General of Shipping (Representative of the Scheduled Caste / Scheduled Tribes) ..... Member</p> <p>4. Deputy Director General of Shipping who-so-ever is senior from the remaining Deputy Directors General Shipping ..... Member</p> <p>5. Deputy Collector of Customs (Administration), Mumbai or an Officer from other Central Government Department... Member</p>	<p>1. Deputy Director General of Shipping – Chairman</p> <p>2. Deputy Director General of Shipping or Nautical Surveyor or Engineer &amp; Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/the Scheduled Tribes) – Member</p> <p>3. An Officer from other Central Government department at level of under Secretary and above - Member</p>	<p>(ii) The post of Sr. Dy. Director General of Shipping has been upgraded to the post of Joint Director General of Shipping. Composition of DPC has been reduced from 5 to 4.</p> <p>(iii) Further for this entry the column no. 13 has to be changed to column no. 12.</p>
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable	Not applicable	(i) Further for this entry the column no. 14 has to be changed to column no. 13.

**Annexure – III**

**Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved recruitment rules.**

1		
a.	Name of the Post:	Assistant
b.	Name of the Ministry/Deptt. :	Ministry of Ports, Shipping and Waterways, New Delhi, Directorate General of Shipping, Mumbai.
2	Reference No. in which Commission's advice on recruitment rules was conveyed. :	—
3	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).	G.S.R. No.254 _____ dated 4 <sup>th</sup> April 1990 G.S.R. No 90 _____ dated 10 <sup>th</sup> May, 2007

Sr. No.	Column No. of the Schedule	Provisions in the approved/existing rules	Revised provisions proposed	Reasons for the revision proposed
	(1)	(2)	(3)	(4)
1.	Name of post	Caretaker	Assistant	(i) As per implementation of the 5 <sup>th</sup> Central Pay Commission recommendations in para 46.9, 46.10 read with para 46.12 and as per the Government resolution of the Ministry of Finance Notification dated 30/9/97, the post in the identical scale of pay are required to be merged with one scale of pay by giving nomenclature as "Assistant". Hence, the post Caretaker as per Recruitment Rule, 1990 which carries

				<p>identical scale of pay has been merged as per the new nomenclature with name as Assistant.</p> <p>(ii) As per implementation of Government's decision on the 6<sup>th</sup> Central Pay Commission recommendations, the pre-revised pay scales of Rs. 5000-150-8000/- ,Rs. 5500-175-9000 and 6500-200-10500/- have been merged and revised pay band has been recommended for the above scales PB- 2 Rs.9300-34800+Grade Pay Rs.4200. The pre-revised scales of Office Superintendent and Assistant have been merged.</p> <p>(i) As per the Office Order No. 161/2020 dated 15.11.2020 the nomenclature of Caretaker is changes as "Assistant".</p>
2.	No. of posts	01	<p>*1 (2020)</p> <p>* Subject to variation dependent on workload</p>	Due to changes in Punctuation Remarks.
3.	Classification.	General Central Service Group 'C' , Non-Gazetted, (Ministerial)	General Central Service Group 'B' Non-Gazetted (Ministerial)	<p>(i) Changes has been made as per DOPT's S.O.No.946 (E) dated 9<sup>th</sup> April, 2009, Which mentioned that "A Central Civil Post carrying a grade pay of Rs 4200 in the scale of pay of Rs . 9300-34800 in Pay Band-2 is classified as Group B Post".</p> <p>(ii) Due to changes in Punctuation Remarks.</p>
4.	Level in pay matrix	Rs. 1350-30-1440-40-1800-AB-50-2200/-	Level- 6 ( Rs. 35400-112400/-)	1. As per 5th Central Pay Commission recommendations in para 46.9 and accepted by Government vide Ministry of Finance Resolution No. 50(1)/IC/97 dated

				30.9.97, the scale of pay of the post of care taker has been upgraded to Rs. 5000-150-8000/-
5.	Whether selection or non-selection post.	Selection	Non-Selection	As per DOPT's guidelines OM No.35034/7/97-Estt.(D) Dated 8 <sup>th</sup> Feb., 2002 which mentioned the detailed guidelines in this regard.
06.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable	---	This Column is required to be deleted in the Recruitment Rule for Assistant.
07.	Age Limit for direct recruits.	18 to 25 years (Relaxable for Govt. servants' up to 35 years in accordance with the instructions or orders issued by the Central Govt.)**	Upto 30 years (Relaxable for Govt. servants' up to 35 years in accordance with the instructions or orders issued by the Central Govt.)	(i) As the mode of recruitment is promotion failing which by Deputation, the age limit for Direct Recruitment is not applicable  (ii) Further for this entry the column no. 07 has to be changed to column no.06.
08.	Educational & other qualification required for direct recruits.	Essential: An Ex-serviceman who has worked as a Junior Commissioned Officer or in an equivalent post in the Armed Forces or persons holding degree of a recognized University.  Desirable: One year experience of House Keeping or Office Management or of both.	Bachelors' Degree from recognized University.	(i) As one of the mode of recruitment is Direct Recruitment failing which by deputation, the educational & other qualification required for direct recruits are mentioned by considering the requirement of Staff Selection Commission.  (ii) Further for this entry the column no.08 has to be changed to column no. 07.



09.	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees.	Not Applicable	No.	<p>(i) Method of Recruitment is Promotion failing which by deputation.</p> <p>(ii) Further for this entry the column no. 09 has to be changed to column no. 08.</p>
10.	Period of probation, if any.	two years for Direct Recruits Only	2 years	<p>(i) As per the DOPT O. M. No. 21011/2/80-Estt(C) dated 19.05.1983.</p> <p>(ii) Further for this entry the column no. 10 has to be changed to column no. 9.</p>
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment.	<p>80% by Promotion failing which by Deputation; failing both by direct recruitment.</p> <p>20% by direct recruitment failing which by Deputation.</p>	<p>(i) As per implementation of the 5<sup>th</sup> Central Pay Commission recommendations in para 46.9, 46.10 read with para 46.12 and as per the Government resolution of the Ministry of Finance Notification dated 30/9/97, the post in the identical scale of pay are required to be merged with one scale of pay by giving nomenclature as "Assistant". Hence, the post Caretaker as per Recruitment Rule, 1990 which carries identical scale of pay have been merged as per the new nomenclature with name as Assistant.</p> <p>(ii) After the aforesaid merger of posts into new nomenclature as Assistant, the numbers of posts at the level of Assistant have increased to 22. Further, to have a common method of recruitment, the percentage for recruitment on promotion has been increased from 50% to 80% and for Direct Recruitment reduced from 50%</p>

				to 20% along with all failing which clauses.  (iii) Further for this entry the column no. 11 has to be changed to column no. 10.
12.	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption to be made.	Promotion from amongst Upper Division Clerks with a minimum of 5 years regular service in the Directorate General of Shipping.	<p><b><u>Promotion:</u></b></p> <p>Upper Division Clerks with 10 years regular service in Level – 4 (Rs. 25500-81100/-) of pay matrix in Directorate General of Shipping.</p> <p>Note - 1: Where juniors who have completed their qualifying/ eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion of the next higher grade along with their juniors who have already completed such qualifying / eligibility service.</p> <p><b><u>Deputation:</u></b></p> <p>Officers of the Central Government/ Union Territory/ State/ PSU/ Autonomous Bodies/ Statuary Body holding analogous post on regular basis or with eight years of regular service in the grade of Lower Division Clerk or equivalent.</p> <p>Note 1:- The departmental officers in</p>	<p>(i) Scale of pay of caretaker has been upgraded to the post of Assistant. Hence feeder grade i.e. caretaker has been deleted from the existing Recruitment /Rules.</p> <p>(ii) As per the recommendation of the Vth Pay Commission Para 46.9 46.10 read with 46.12 approved by the Govt. vide resolution of the Ministry of Finance Notification dated 13/9/97, the post of RA/TA/Accountant / Caretaker has been merged and their name of the post has been changed to Assistant.</p> <p>(iii) Further for this entry the column no. 12 has to be changed to column no. 11.</p>

			<p>the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputations shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2:- 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 to exceed three years.</p> <p>Note 3:- <b>The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</b></p>	
13.	If a Departmental Promotion Committee exists what is its composition.	<p>Group "C" Departmental Promotion Committee consist of :</p> <p>1. Senior Deputy Director General of Shipping or Deputy Chief Surveyor with Govt. of India or Deputy Nautical Adviser to Govt. of India in the Directorate General of Shipping ..... Chairman</p> <p>2. Deputy Director General</p>	<p><b>Group B Departmental Promotion Committee ( for considering promotion &amp; confirmation)</b></p> <p>1. Deputy Director General of Shipping – Chairman</p> <p>2. Deputy Director General of Shipping or Nautical Surveyor or Engineer &amp; Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/the Scheduled Tribes) – Member</p>	<p>(i) Word Group "B" has been changed instead of Group "C" as per posts classification order dated 9<sup>th</sup> April, 2009.</p> <p>(ii) The post of Sr. Dy. Director General of Shipping has been upgraded to the post of Joint Director General of Shipping. Composition of DPC has been reduced from 5 to 4.</p> <p>(iii) Further for this entry the column no. 13 has to be changed to column no. 12.</p>

		<p>of Shipping (Administration) ..... Member</p> <p>3. Deputy Director General of Shipping (Representative of the Scheduled Caste / Scheduled Tribes) ..... Member</p> <p>4. Deputy Director General of Shipping who-so-ever is senior from the remaining Deputy Directors General Shipping ..... Member</p> <p>5. Deputy Collector of Customs (Administration), Mumbai or an Officer from other Central Government Department... Member</p>	<p>3. An Officer from other Central Government department at level of under Secretary and above - Member</p>	
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable	Not applicable	(i) Further for this entry the column no. 14 has to be changed to column no. 13.



### Annexure – III

**Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved recruitment rules.**

1		
a.	Name of the Post:	Assistant
b.	Name of the Ministry/Deptt. :	Ministry of Ports, Shipping and Waterways, New Delhi, Directorate General of Shipping, Mumbai.
2	Reference No. in which Commission's advice on recruitment rules was conveyed. :	_____
3	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).	G.S.R. No.254 _____ dated 4 <sup>th</sup> April 1990 G.S.R. No 90 _____ dated 10 <sup>th</sup> May, 2007

Sl. No	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revisions proposed
	1	2	3	4
1.	Name of post	Office Superintendent	Assistant	(i) As per implementation of the 5 <sup>th</sup> Central Pay Commission recommendations in para 46.9, 46.10 read with para 46.12 and as per the Government resolution of the Ministry of Finance Notification dated 30/9/97, the post in the identical scale of pay are required to be merged with one scale of pay by giving nomenclature as "Assistant". Hence, the post Recruitment Rule, 2007 which carries identical scale of pay have been merged as per the new nomenclature with name as Assistant.

				(ii) As per implementation of Government's decision on the 6 <sup>th</sup> Central Pay Commission recommendations, the pre-revised pay scales of Rs. 5000-150-8000/- ,Rs. 5500-175-9000 and 6500-200-10500/- have been merged and revised pay band has been recommended for the above scales PB- 2 Rs.9300-34800+Grade Pay Rs.4200. The pre-revised scales of Office Superintendent and Assistant have been merged.
2.	No. of posts	10	*10 (2020) * Subject to variation dependent on workload	(i) 10 Posts of Office Superintendent and 12 posts of Assistants have been merged due to same pay band + grade pay as per reason mentioned at point no. 1.  (ii) In view of the above the nomenclature of Office Superintendent has been changed as 'Assistant'.
3.	Classification.	General Central Service Group 'C' , Non-Gazetted, (Ministerial)	General Central Service Group 'B' Non-Gazetted (Ministerial)	(i) Changes has been made as per DOPT's S.O.No.946(E) dated 9 <sup>th</sup> April, 2009. Which mentioned that "A Central Civil Post carrying a grade pay of Rs 4200 in the scale of pay of Rs , 9300-34800 in Pay Band-2 is classified as Group B Post". (ii) Due to changes in Punctuation Remarks.
4.	Level in pay matrix	Rs.5500-175-9000/-	Level- 6 ( Rs. 35400-112400/-)	(i) As per implementation of Government's decision on the 6 <sup>th</sup> Central Pay Commission recommendations, the pre-revised pay scales of Rs. 5000-150-8000/- ,Rs. 5500-175-9000 and 6500-200-10500/- have

				been merged and revised pay band has been recommended for the above scales PB- 2 Rs.9300-34800+Grade Pay Rs.4200. The pre-revised scales of Office Superintendent and Assistant have been merged.
5.	Whether selection or non-selection post.	Selection	Non-Selection	As per DOPT's guidelines OM No.35034/7/97-Estt.(D) Dated 8 <sup>th</sup> Feb., 2002 which mentioned the detailed guidelines in this regard.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable	---	This Column is required to be deleted in the Recruitment Rule for Assistant.
07.	Age Limit for direct recruits.	18 to 25 years (Relaxable for Govt. servants' up to 35 years in accordance with the instructions or orders issued by the Central Govt.)**	Upto 30 years (Relaxable for Govt. servants' up to 35 years in accordance with the instructions or orders issued by the Central Govt.)	(i) As the mode of recruitment is promotion failing which by Deputation, the age limit for Direct Recruitment is not applicable  (ii) Further for this entry the column no. 07 has to be changed to column no.06.
08.	Educational & other qualification required for direct recruits.	Not Applicable	Bachelors' Degree from recognized University.	(i) As one of the mode of recruitment is Direct Recruitment failing which by deputation, the educational & other qualification required for direct recruits are mentioned by considering the requirement of Staff Selection Commission. (ii) Further for this entry the column no.08 has to be changed to column no. 07.
09.	Whether age & educational qualification	Not Applicable	No.	(i) Method of Recruitment is Promotion failing which by deputation.

	prescribed for direct recruits will apply in the case of promotees.			(ii) Further for this entry the column no. 09 has to be changed to column no. 08.
10.	Period of probation, if any.	two years for Direct Recruits Only	2 years	(i) As per the DOPT O. M. No. 21011/2/80-Estt(C) dated 19.05.1983. (ii) Further for this entry the column no. 10 has to be changed to column no. 9.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Seventy Five percent by promotion failing which by deputation. Twenty Five percent by deputation.	80% by Promotion failing which by Deputation; failing both by direct recruitment.  20% by direct recruitment failing which by Deputation.	(i) As per implementation of the 5 <sup>th</sup> Central Pay Commission recommendations in para 46.9, 46.10 read with para 46.12 and as per the Government resolution of the Ministry of Finance Notification dated 30/9/97, the post in the identical scale of pay are required to be merged with one scale of pay by giving nomenclature as "Assistant". Hence, the post of Office Superintendent as per Recruitment Rule, 2007 which carries identical scale of pay have been merged as per the new nomenclature with name as Assistant.  (ii) After the aforesaid merger of posts into new nomenclature as Assistant, the number of posts at the level of Assistant has increased to 22. Further, to have a common method of recruitment, the percentage for recruitment on promotion has been increased from 50% to 80% and for Direct Recruitment reduced from 50% to 20% along with all failing which clauses.  (ii) Further for this entry the column no. 11 has to be changed to column no. 10.



12.	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption to be made.	Office Superintendent	<p><b><u>Promotion:</u></b></p> <p>Upper Division Clerks with 10 years regular service in Level – 4 (Rs. 25500-81100/-) of pay matrix in Directorate General of Shipping.</p> <p>Note - 1: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion of the next higher grade along with their juniors who have already completed such qualifying / eligibility service.</p> <p><b>B. Deputation:</b> Officers of the Central Government/ Union Territory/ State/ PSU/ Autonomous Bodies/ Statuary Body holding analogous post on regular basis or with eight years of regular service in the grade of Lower Division Clerk or equivalent.</p> <p>Note 1:- The departmental officers in the feeder category who are in the direct line of</p>	<p>(i) As per the recommendation of the Vth Pay Commission Para 46.9 46.10 read with 46.12 approved by the Govt. vide resolution of the Ministry of Finance Notification dated 13/9/97, the post of RA/TA/Accountant / Caretaker has been merged and their name of the post has been changed to Assistant.</p> <p>(ii) Further for this entry the column no. 12 has to be changed to column no. 11.</p>
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			<p>promotion shall not be eligible for consideration for appointment on deputation and similarly, deputations shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2:- 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 to exceed three years.</p> <p>Note 3:- The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>	
13.	If a Departmental Promotion Committee exists what is its composition.	<p>Group "C" Departmental Promotion Committee consist of :</p> <p>1. Senior Deputy Director General of Shipping or Deputy Chief Surveyor with</p> <p>Govt. of India or Deputy Nautical Adviser to Govt. of India in the Directorate General of Shipping ..... Chairman</p> <p>2. Deputy Director General of</p>	<p><b>Group B Departmental Promotion Committee (for considering promotion &amp; confirmation)</b></p> <p>1. Deputy Director General of Shipping – Chairman</p> <p>2. Deputy Director General of Shipping or Nautical Surveyor or Engineer &amp; Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/the</p>	<p>(i) Word Group "B" has been changed instead of Group "C" as per posts classification order dated 9<sup>th</sup> April, 2009.</p> <p>(ii) The post of Sr. Dy. Director General of Shipping has been upgraded to the post of Joint Director General of Shipping. Composition of DPC has been reduced from 5 to 4.</p> <p>(iii) Further for this entry the column no. 13 has to be changed to column no. 12.</p>

		Shipping (Administration) ..... Member  3. Deputy Director General of Shipping (Representative of the Scheduled Caste / Scheduled Tribes) ..... Member  4. Deputy Director General of Shipping who-so-ever is senior from the remaining Deputy Directors General Shipping ..... Member  5. Deputy Collector of Customs (Administration), Mumbai or an Officer from other Central Government Department... Member	Scheduled Tribes) – Member  3. An Officer from other Central Government department at level of under Secretary and above - Member	
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable	Not applicable	(i) Further for this entry the column no. 14 has to be changed to column no. 13.

[TO BE PUBLISHED IN PART II, SECTION 3, SUB-SECTION (I) OF EXTRA ORDINARY  
GAZETTE OF INDIA]

MINISTRY OF PORTS, SHIPPING AND WATERWAYS  
(DIRECTORATE GENERAL OF SHIPPING, MUMBAI)

NOTIFICATION

New Delhi, the \_\_\_\_\_ 2021

G.S.R. \_\_\_\_\_.- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Directorate General of Shipping (Group 'C' and Group 'D') Recruitment Rules, 1990 dated the 4<sup>th</sup> April, 1990, in so far as it relates to the post of Stenographer Grade I, Stenographer Grade II & Stenographer Grade III, the President hereby makes the following rules regulating the method of recruitment to the posts of Group B & C (Stenographer) posts in the Directorate General of Shipping, in the Ministry of Ports, Shipping and Waterways, namely:-

1. Short title and commencement. - (1) These rules may be called the Directorate General of Shipping, Group B & C (Stenographer) Recruitment Rules, 2021. (2) They shall come into force on the date of their publication in the Official Gazette.

2. Application. - These rules shall apply to posts specified in column (1) of the Schedule annexed to these rules.

3. Number of posts, classification and Level in the Pay matrix. - The number of the said posts, their classification and Level in the Pay matrix attached thereto, shall be as specified in Columns (2) to (4) of the said Schedule.

4. Method of recruitment, age limit, qualifications, etc. - The method of recruitment, age limit, qualifications and other matters related thereto shall be as specified in Columns (5) to (13) of the aforesaid Schedule.

5. Disqualification - No person,-

(a) Who has entered into or contracted a marriage with a person having a spouse living; or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the said post:

Provided that the Central Government may, if satisfied that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax. - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

7. Saving. - Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.



### Annexure – III

**Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved recruitment rules.**

1		
a.	Name of the Post :	Stenographer Grade I
b.	Name of the Ministry/Department. :	Ministry of Ports, Shipping and Waterways, New Delhi, Directorate General of Shipping, Mumbai.
2	Reference No. in which Commission's advice on recruitment rules was conveyed. :	—
3	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).:	G.S.R. No.254 dated 4 <sup>th</sup> April 1990

Sl. No.	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revisions proposed
	(1)	(2)	(3)	(4)
1.	Name of post	Stenographer Grade-II	Stenographer Grade-I	As per implementation of Government's decision on the recommendation of the Sixth Central Pay Commission, the pre-revised pay scales of Rs. 5000-150-8000/- ,Rs. 5500-175-9000 and 6500-200-10500/- have merged and a new revised PB-Rs.9300-34800+Grade Pay Rs.4200 has been recommended. The re-revised scales of Stenographer Grade-I and Stenographer Grade-II have been merged and their nomenclature has been changed to Stenographer Grade-I.
2.	No. of posts	7* (1990)	*14 (2020)	(i) Due to changes in punctuation remarks.

			* Subject to variation dependent on workload	(ii) Due to the amendment in the Recruitment Rule in the year 2020. (iii) As per the letter no. A-11015/2/94-MA dated 24 <sup>th</sup> March, 1994 the 7 posts of stenographer Grade II has been added to 7 posts to Stenographer Grade I and thereby resulting into 14 posts of Stenographer Grade I.
3.	Classification.	General Central Service Group 'C' (Non-Gazetted) (Ministerial)	General Central Service Group B Non-Gazetted Ministerial	Changes have been made as per the model guidelines No. AB-14017/8/2010-Estt(RR) dated 24 <sup>th</sup> January, 2011
4.	Level in the pay matrix.	Rs.1400-40-1800-EB-50-2300	Level- 6 (Rs. 35400-112400)	As per the implementation of 7 <sup>th</sup> Central Pay Commission recommendations.
5.	Whether selection or non-selection post.	Non-Selection	Selection	Changes have been made as per the model guidelines No. AB-14017/8/2010-Estt(RR) dated 24 <sup>th</sup> January, 2011
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable	---	This Column is required to be deleted in the Recruitment Rule
7.	Age Limit for direct recruits	18 to 25 years (Relaxable upto 35 years in case of Government Servants in accordance with instructions or orders issued by the Central Government.)	18 to 27 years (Relaxable upto 35 years in case of Government Servants in accordance with instructions or orders issued by the Central Government.)  Note: The crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission.	(i) The age limit has been changed from 18 to 25 to 18 to 27, as per Model RR's for Stenographer Grade III post in non-Secretariat Organizations DOPT vide their O.M. No. AB- 14017/53/2005-Estt.(RR)-dated 17 <sup>th</sup> February, 2006. (ii) Further for this entry the column no. 7 has to be changed to column no. 6.
8.	Educational & other qualification required	(1) Matriculation or equivalent; (2) A speed of 100 words per minute	(i) 12 <sup>th</sup> class pass or equivalent from a recognized Board or University.	(i) In Accordance with The DoPT guidelines AB-14017/20/2008-Estt(RR) dated 17 <sup>th</sup> May,

	for direct recruits	in Stenography(English or Hindi) and 40 words per minutes typewriting.	(ii) Skill Test Norms Dictation: 10 mts @ 100 w.p.m. Transcription: 40 mts. (Eng.) 55 mts. (Hindi)  Note: Qualifications are relaxable at the discretion of the Staff Selection Commission in the case of candidates who are otherwise well qualified.	2010 which states the Skill Test Norms for the Post of Stenographer Grade C. (ii) Further for this entry the column no. 8 has to be changed to column no. 7.
9.	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable	(i) Further for this entry the column no. 9 has to be changed to column no. 8.
10.	Period of probation, if any	Two years (for direct recruits only.)	Two years for both i.e. direct recruits and promotee.	(i) As per the DoPT guidelines, probation period for the post of Group B is 2 yrs as he/she is changing from Group C to Group B by Promotion.  (ii) Further for this entry the column no. 10 has to be changed to column no. 9.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By promotion, failing which by transfer on deputation failing both by direct recruitment.	(i) 80% by direct recruitment through Staff Selection Commission failing which by deputation (ii) 20% by promotion failing which by Deputation; failing both by Direct Recruitment. NOTE - Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances	(i) Further for this entry the column no. 11 has to be changed to column no. 10.

			for a duration of one year or more may be filled on deputation of one year or more may be filled on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits at Col. 7.	
12.	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption to be made.	<p><b>Promotion:</b> From Stenographers Grade-III with 5 years' regular service in the grade, possessing a speed of 100 words per minute in Stenography (English or Hindi) and 40 words per minute in typewriting.</p> <p>Transfer on deputation : Persons holding similar or equivalent posts of stenographer in Allied offices or other Central Government Offices. (The Period of deputation including the period of deputation in another ex-cadre post held immediately preceding appointment under these rules in the same or other organization/ Department of the Central Government shall ordinarily not exceed three years'.)</p>	<p><b>Promotion:</b> From Stenographer Grade-'D' with 10 years regular service in the Level-4 of the Pay Matrix.</p> <p><b>Deputation:</b> Officers of the Central Government. (a) (i) holding analogous post on regular basis; or (iii) with 10 years of regular service in the scale of Rs. 5200-20200 + Grade Pay Rs.2400 or equivalent;</p> <p>Note 1: The Departmental Officers in the feeder grade who are in direct line of promotion will not be eligible for consideration for appointment on deputation (including short-term contract). Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p>	<p>(i) As per the Modal Recruitment Rules for Stenographer Grade-I. No. AB-14017/8/2010-Estt (RR) dated 24<sup>th</sup> January, 2011.</p> <p>(ii) Further for this entry the column no. 12 has to be changed to column no. 11.</p>



			<p>Note 2: Period of deputation (including short-term contract) 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 to exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years, as on the closing date or receipt of applications.</p>	
13.	If a Departmental Promotion Committee exists what is its composition.	<p>Group "C" Departmental Promotion Committee consist of:</p> <ol style="list-style-type: none"> <li>1. Senior Deputy Director General of Shipping or Deputy Chief Surveyor with Government of India or Deputy Nautical Adviser to the Govt. of India in the Directorate General of shipping .....Chairman</li> <li>2. Deputy Director General of Shipping (Administration) .....Member</li> <li>3. Deputy Director General of Shipping (Representative of the Scheduled Casts/ Scheduled Tribes ....Member</li> <li>4. Deputy Director General of Shipping who-so-ever is senior from the remaining Deputy Director General of Shipping</li> </ol>	<p><b>Group "B" Departmental Promotion Committee</b></p> <ol style="list-style-type: none"> <li>1. Additional/Joint Director General of Shipping -Chairman</li> <li>2. Deputy Director General of Shipping (Personnel) -Member</li> <li>3. If no Dy. Director General of Shipping belonging to SC/ST available, Nautical Surveyor or Engineer &amp; Ship Surveyor or Ship Surveyor belonging to SC/ST or an officer of Dy. Secretary level belonging to SC/ST category from other Central Government Department - Member</li> <li>4. An Officer from other Central Government department at level of Under Secretary and above. -</li> </ol>	<p>(i) The post of Sr. Dy. Director General of Shipping has been upgraded to the post of Joint Director General of Shipping.</p> <p>(ii) Word Group "B" has been changed instead of Group "C" as per posts classification order dated DOPT's S.O.946 (E) dated 9<sup>th</sup> April, 2009.</p> <p>(iii) Composition of DPC has been reduced from 5 to 4.</p> <p>(iv) Further for this entry the column no. 13 has to be changed to column no. 12.</p>

		...Member 5. Deputy Collector of Customs (Administration) Bombay or an Officer from other Central Govt. Department ...Member	Member	
14.	Circumstances in which the Union Public Service Commission to be consulted in making recruitment.	Not applicable	Not applicable	(i) Further for this entry the column no. 14 has to be changed to column no. 13.

**Annexure – III**

**Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved recruitment rules.**

1		
a.	Name of the Post:	Stenographer Grade-I
b.	Name of the Ministry/Deptt. :	Ministry of Ports, Shipping and Waterways, New Delhi, Directorate General of Shipping, Mumbai.
2	Reference No. in which Commission's advice on recruitment rules was conveyed. :	—
3	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).:	G.S.R. No.254 dated 4 <sup>th</sup> April 1990 & G.S.R. No.199 dated 14 <sup>th</sup> June,1999

Sl. No.	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revisions proposed
	(1)	(2)	(3)	(4)
1.	Name of post	Stenographer Grade-I	Stenographer Grade I	As per implementation of Government's decision on the recommendation of the Sixth Central Pay Commission, the pre-revised pay scales of Rs. 5000-150-8000/-Rs. 5500-175-9000 and 6500-200-10500/- have merged and a new revised PB-Rs.9300-34800+Grade Pay Rs.4200 has been recommended. The re-revised scales of Stenographer Grade-I and Stenographer Grade-II have been merged and their nomenclature has

				been changed to Stenographer Grade I
2.	No. of posts	7*(1999)  * Subject to variation dependent on work-load	*14 (2020)  * Subject to variation dependent on workload	(i) Due to changes in punctuation remarks. (ii) Due to the amendment in the Recruitment Rule in the year 2020. As per the letter no. A-11015/2/94-MA dated 24 <sup>th</sup> March, 1994 the 7 posts of stenographer Grade II has been added to 7 posts to Stenographer Grade I and thereby resulting into 14 posts of Stenographer Grade I.
3.	Classification	General Central Service Group 'C' Non-Gazetted Ministerial	General Central Service Group B Non-Gazetted, Ministerial	Changes have been made as per the model guidelines No. AB-14017/8/2010-Estt(RR) dated 24 <sup>th</sup> January, 2011.
4.	Level in the pay matrix	Rs. 5500-175-9000	Level- 6 ( Rs. 35400-112400)	As per the implementation of 7 <sup>th</sup> Central Pay Commission recommendations.
5.	Whether selection or non-selection post	Not Applicable	Selection	Changes have been made as per the model guidelines No. AB-14017/8/2010-Estt(RR) dated 24 <sup>th</sup> January, 2011
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable	---	This Column is required to be deleted in the Recruitment Rule



7.	Age Limit for direct recruits	Not Applicable	<p>18 to 27 years (Relaxable upto 35 years in case of Government Servants in accordance with instructions or orders issued by the Central Government.)</p> <p>NOTE: The crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission.</p>	<p>(i) The age limit has been changed from 18 to 25 to 18 to 27, as per Model RR's for Stenographer Grade III post in non-Secretariat Organizations DOPT vide their O.M. No. AB- 14017/53/2005-Estt.(RR)-dated 17<sup>th</sup> February, 2006.</p> <p>(ii) Further for this entry the column no. 7 has to be changed to column no. 6</p>
8.	Educational & other qualification required for direct recruits	Not Applicable	<p>(i) 12<sup>th</sup> class pass or equivalent from a recognized Board or University.</p> <p>(ii) Skill Test Norms Dictation: 10 mts @ 100 w.p.m. Transcription: 40 mts. (Eng.) 55 mts. (Hindi)</p> <p>Note: Qualifications are relaxable at the discretion of the Staff Selection Commission in the case of candidates who are otherwise well qualified.</p>	<p>(i) In Accordance with The DoPT guidelines AB-14017/20/2008-Estt(RR) dated 17<sup>th</sup> May, 2010 which states the Skill Test Norms for the Post of Stenographer Grade C.</p> <p>(ii) Further for this entry the column no. 8 has to be changed to column no. 7.</p>
9.	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotes.	Not applicable	Not applicable	(i) Further for this entry the column no. 9 has to be changed to column no. 8.
10.	Period of probation.	Not Applicable	Two years for both i.e. direct	(i) As per the DoPT guidelines, probation period for the post of Group

	if any		recruits and promotee.	<p>'B' is 2 years as he/she is changing from Group C to Group B by Promotion.</p> <p>(ii) Further for this entry the column no. 10 has to be changed to column no. 9.</p>
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by deputation	<p>(i) 80% by direct recruitment through Staff Selection Commission failing which by deputation</p> <p>(ii) 20% by promotion failing which by Deputation; failing both by Direct Recruitment.</p> <p>NOTE - Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation of one year or more may be filled on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits at Col. 7.</p>	<p>(i) Further for this entry the column no. 11 has to be changed to column no. 10.</p>

12.	In case of recruitment by promotion or deputation/absorption on grades from which promotion or deputation/absorption to be made	<p>Promotion : Stenographer Grade-II in the scale of Rs. 5000-150-8000 with 3 years regular service in the grade.</p> <p>By deputation : Officers of the Central Government-</p> <p>(a) (i) holding analogous post on regular basis; or</p> <p>(ii) with 3 years regular service in the scale of Rs. 5000-150-8000 or</p> <p>(iii) with 10 years of regular service in the scale of Rs. 4000-100-6000; or equivalent; and</p> <p>(b) Possessing a speed of 100 words per minute in stenography (English/Hindi)</p> <p>The departmental officers in the feeder promotion shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held in the same or some other organization/ department of the Central Government shall ordinarily not exceed 3 (three) years. The maximum age limit for appointment by deputation shall not exceed 56</p>	<p><b><u>Promotion:</u></b></p> <p>From Stenographer Grade-'D' with 10 years regular service in the Level-4 of the Pay Matrix.</p> <p><b><u>Deputation:</u></b></p> <p>Officers of the Central Government.</p> <p>(a) (i) holding analogous post on regular basis; or</p> <p>(iii) with 10 years of regular service in the scale of Rs. 5200-20200 + Grade Pay Rs.2400 or equivalent;</p> <p>Note 1: The Departmental Officers in the feeder grade who are in direct line of promotion will not be eligible for consideration for appointment on deputation (including short-term contract). Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall</p>	<p>(i) As per the Modal Recruitment Rules for Stenographer Grade-I, No. AB-14017/8/2010-Estt (RR) dated 24<sup>th</sup> January, 2011.</p> <p>(ii) Further for this entry the column no. 12 has to be changed to column no. 11.</p>
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		years as on the closing date of receipt of application).	ordinarily not to exceed three years.  Note 3: The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years, as on the closing date or receipt of applications.	
13.	If a Departmental Promotion Committee exists what is its composition	<p>Group "C" Departmental Promotion Committee consist of :</p> <p>6. Senior Deputy Director General of Shipping or Deputy Chief Surveyor with Government of India or Deputy Nautical Adviser to the Govt. of India in the Directorate General of shipping .....Chairman</p> <p>7. Deputy Director General of Shipping (Personnel) .....Member</p> <p>8. Deputy Director General of Shipping .....Member</p> <p>9. Deputy Commissioner of Customs (Administration) Mumbai or an Officer from other Central Govt. Department ...Member</p>	<p><b>Group "B" Departmental Promotion Committee</b></p> <p>1. Additional/Joint Director General of Shipping - Chairman</p> <p>2. Deputy Director General of Shipping (Personnel)- Member</p> <p>3. If no Dy. Director General of Shipping belonging to SC/ST available, Nautical Surveyor or Engineer &amp; Ship Surveyor or Ship Surveyor belonging to SC/ST or an officer of Dy. Secretary level belonging to SC/ST category from other Central Government Department- Member</p> <p>4. An Officer from other Central Government department at level of Under Secretary and above.- Member</p>	<p>(i) The post of Sr. Dy. Director General of Shipping has been upgraded to the post of Joint Director General of Shipping.</p> <p>(ii) Word Group "B" has been changed instead of Group "C" as per posts classification order dated DOPT's S.O.946 (E) dated 9<sup>th</sup> April, 2009.</p> <p>(iii) Further for this entry the column no. 13 has to be changed to column no. 12.</p>
14.	Circumstances in which the Union	Not applicable	Not applicable	(i) Further for this entry the column no. 14 has to be changed to column no. 13.

	Public Service Commission to be consulted in making recruitment			
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**Annexure – III**

**Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved recruitment rules.**

1		
a.	Name of the Post:	Stenographer Grade II
b.	Name of the Ministry/Deptt. :	Ministry of Ports, Shipping and Waterways, New Delhi, Directorate General of Shipping, Mumbai.
2	Reference No. in which Commission's advice on recruitment rules was conveyed. :	—
3	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).:	G.S.R. No.254 dated 04.04.1990

Sl. No.	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revisions proposed
	(1)	(2)	(3)	(4)
1.	Name of the Post	Stenographer Grade III	Stenographer Grade II	As per the Model RRs of DoPT Letter No. AB-14017/8/2010-Estt(R) dated 10 <sup>th</sup> March, 2010 the name of Stenographer is re-designated as Stenographer Grade II.
2.	Number of Posts	9* (1990)	*3 (2019)  *Subject to variation dependent on workload	As per the Ministry of Shipping letter no. A-11015/2/94-MA dated 23 <sup>rd</sup> March 1994, 7 posts of Stenographer Grade-III have been upgraded to Stenographer Grade II and 1 post of Stenographer

				Grade III has been transferred from Seamen's Employment Office, Kolkata to Directorate General of Shipping, Mumbai vide PB-35(16)/2001-Pt. dated 8.12.2005.
3.	Classification	General Central Service, Group 'C' Non-Gazetted, (Ministerial)	General Central Service Group 'C' Non-Gazetted, Ministerial	As per the Model RRs of DoPT Letter No. AB-14017/8/2010-Estt(R) dated 10 <sup>th</sup> March, 2010
4.	Level in the pay matrix	Rs.1200-30-1560-EB-40-2040	Level- 4 (Rs. 25500-81100)	As per the implementation of 7 <sup>th</sup> Central Pay Commission recommendations.
5.	Whether Selection or non-Selection post.	Not applicable	Not applicable	No change
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable	---	This Column is required to be deleted in the Recruitment Rule.
7.	Age Limit for direct recruits	18 to 25 years (Relaxable upto 35 years in case of Government Servants in accordance with instructions or orders issued by the Central Government.)	18 to 27 years (Relaxable upto 40 years in case of Government Servants in accordance with instructions or orders issued by the Central Government.)  Note: The crucial date for determining the age-limit shall	(i) The age limit has been changed from 18 to 25 to 18 to 27, as per the Model RRs of DoPT Letter No. AB-14017/8/2010-Estt(R) dated 10 <sup>th</sup> March, 2010.  (ii) Further for this entry the column no. 7 has to be changed to column no. 6.

			be as advertised by the Staff Selection Commission.	
8.	Educational & other qualification required for direct recruits.	1. Matriculation or equivalent 2. A speed of 80 words per minute in Stenography (English or Hindi) and 40 words per minute in Typewriting.	(i) 12 <sup>th</sup> class pass or equivalent from a recognized Board or University (ii) Skill Test Norms Dictation: 10 mts @ 80 w.p.m. Transcription: 65 mts. (Eng.) 75 mts. (Hindi) (On Manual Typewriter) or 50 mts. (Eng.) 65 mts. (Hindi) (On Computer)  Note: Qualifications are relaxable at the discretion of the Staff Selection Commission in the case of candidates who are otherwise well qualified.	(i) In Accordance with The DoPT Guidelines AB-14017/20/2008-Estt(RR) dated 17 <sup>th</sup> May, 2010. Which states the Skill Test Norms for the Post of Stenographer Grade D. Further, as per Model RR's for Stenographer Grade III post in non-Secretariat Organizations DOPT vide their O.M. No. AB-14017/53/2005-Estt.(RR) dated 17 <sup>th</sup> February, 2006 and as per Model RR's for Stenographer Grade II post in non-Secretariat Organizations DOPT vide their O.M. No. AB- 14017/8/2010-Estt.(RR) dated 10 <sup>th</sup> March, 2010.  (ii) Further for this entry the column no. 8 has to be changed to column no. 7.
9.	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable	(i) Further for this entry the column no. 9 has to be changed to column no. 8.
10.	Period of probation.	2 years	2 years for direct recruits	(i) The description "2 years" is changed to "2

	if any			<p>years for direct recruits" to bring more clarity on the subject.</p> <p>(ii) Further for this entry the column no. 10 has to be changed to column no. 9.</p>
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	75 % by direct recruitment through Staff Selection Commission, 25 % by promotion or by transfer or by both - If promotees or eligible stenographers on transfer are not available or eligible their quota also to be filled up by direct recruitment.	<p>(i) 66.66% by direct recruitment through Staff Selection Commission</p> <p>(ii) 33.33% by promotion through Limited Departmental Examination failing which by Direct Recruitment through Staff Selection Commission.</p> <p>Note - Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation of one year or more may be filled on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits at Col. 7.</p>	<p>(i) Presently there are only 3 sanctioned posts available, so the proportion of recruitment has been changed to 66.66% and 33.33%.</p> <p>(ii) The promotion through Limited Departmental Examination is added so as to take care of method of recruitment by Promotion.</p> <p>(iii) The column no. 11 has to be changed to column no. 10.</p>

12	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption to be made.	<b>Promotion:</b> From Lower Division Clerks in the Directorate General of Shipping or by transfer of stenographer from any allied offices with a minimum speed of 80 words per minute in Stenography (English or Hindi) and 40 words per minutes in typewriting.	(i) Promotion from Lower Division Clerks with at least three years regular service and possessing the qualifications as prescribed in Column (7) in the Directorate General of Shipping through Limited Departmental Examination.	(i) As per Model RR's for Stenographer Grade III post in non-Secretariat Organizations DOPT vide their O.M. No. AB- 14017/53/2005-Estt. (RR)- dated 17 <sup>th</sup> February, 2006. (ii) Further for this entry the column no. 12 has to be changed to column no. 11.
13.	If a Departmental Promotion Committee exists what is its composition.	Group "C" DPC consisting of:  1. Senior Deputy Director General of Shipping or Deputy Chief Surveyor with Government of India or Deputy Nautical Adviser to the Govt. of India in the Directorate General of Shipping - Chairman 2. Deputy Director General of Shipping (Administration) - Member 3. Deputy Director General of Shipping (Representative of the Scheduled Tribes) - Member 4. Deputy Director General of Shipping who-so-ever is senior from the remaining Deputy Director General of Shipping - Member 5. Deputy Collector of Customs (Administration) Bombay or an	<b>Group 'C' Departmental Promotion Committee ( for confirmation)</b>  1. Deputy Director General of Shipping - Chairman  2. Deputy Director General of Shipping or Nautical Surveyor or Engineer & Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/the Scheduled Tribes) - Member  3. An Officer from other Central Government department at level of under Secretary and above - Member	(i) The Composition of DPC has been reduced from 5 to 3 as this DPC is for confirmation only. (ii) Further for this entry the column no. 13 has to be changed to column no. 12.



		officer from other Central Government Department - Member		
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable	Not applicable	(i) Further for this entry the column no. 14 has to be changed to column no. 13.

**Annexure – III**

**Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved recruitment rules.**

1		
a.	Name of the Post:	Upper Division Clerk
b.	Name of the Ministry/Deptt. :	Ministry of Ports, Shipping and Waterways, New Delhi, Directorate General of Shipping, Mumbai.
2	Reference No. in which Commission's advice on recruitment rules was conveyed. :	—
3	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).:	G.S.R. No.254 dated 04.04.1990

Sl. No	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revisions proposed
	(1)	(2)	(3)	(4)
1.	Name of the Post.	Upper Division Clerk (including receptionist)	Upper Division Clerk	The words 'including receptionist' has been deleted as presently there is no exclusive post of receptionist in the Directorate General of Shipping, Mumbai.
2.	No. of Posts	35* (1990)	*34 (2020) * Subject to variation dependent on workload	01 post of UDC had been transferred from the Directorate General of Shipping, Mumbai to the Mercantile Marine Department, Mangalore in

				pursuance of Office Order No. 35 dated 17.05.2007.
3.	Classification	General Central Service Group C Non-Gazetted (Ministerial)	General Central Service Group 'C' Non-Gazetted (Ministerial)	No Change
4.	Level in pay matrix	Rs.1200-30-1560-EB-40-2040/-	Level- 4 (Rs. 25500-81100/-)	As per the implementation of 7 <sup>th</sup> Central Pay Commission recommendations.
5.	Whether selection or non-selection post	Selection	Non-selection	As per model Recruitment Rules for Upper Division Clerk by DOPT letter No. AB-14017/32/2009-Estt(RR) dated 29/12/2010 wherein it is mentioned that if promotion is one of the method of recruitment.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable	---	(i) This Column is required to be deleted in the Recruitment Rule for Lower Division Clerk. (ii) Further for this entry the column no. 06 has to be changed to column no. 05.
7.	Age Limit for direct recruits	Not applicable	Not applicable	(i) No Change (ii) Further for this entry the column no. 07 has to be changed to column no. 06.
8.	Educational & other qualification required for direct recruits	Not applicable	Not applicable	(i) No change (ii) Further for this entry the column no. 08 has to be changed to column no. 07.
9.	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable	(i) No Change (ii) Further for this entry the column no. 09 has to be changed to column no. 08.
10.	Period of probation, if any	02 years (for those selected through Departmental Competitive Examination)	Not applicable	(i) As per DoPT OM No. 21011/2/80-Estt (C) dated 19 <sup>th</sup> May, 1983 the period of probation is not prescribed for

				<p>promotion from one grade to another but within the same group of post e.g. from Group 'C' to Group 'C'.</p> <p>(ii) Further for this entry the column no. 10 has to be changed to column no. 09.</p>
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	<p>66.2/3 % by promotion failing which by transfer on deputation.</p> <p>33.1/3 % by Limited Departmental Competitive Examination</p>	<p>(i) 66 2/3 % by promotion failing which by deputation.</p> <p>(ii) 33 1/3 % by Limited Departmental Competitive Examination failing which by deputation.</p>	<p>(i) The wording "transfer on deputation" has been replaced by the wordings 'deputation' as per DoPT OM No. 20011/1/2008-Estt.(D) dated 11<sup>th</sup> November, 2010.</p> <p>(ii) The method of Recruitment as 'failing which by deputation' is added in earlier method at Sr. No. (ii) as the past experience shows that the response to Departmental Competitive Examination is very poor and to avoid the vacancies in the period Hence failing which clause has been inserted.</p> <p>(iii) Further for this entry the column no. 11 has to be changed to column no. 10.</p>
12.	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption to be made	<p><u>Promotion:-</u></p> <p>From amongst Lower Division clerk with at least 5 years regular service in the grade.</p> <p>By Limited Departmental Competitive Examination.</p> <p>Restricted to Lower Division Clerks with at least</p>	<p><u>Promotion:</u></p> <p>Lower Division Clerk in the Level-2 (Rs.19900-63200/-) in pay matrix with 08 years regular service in the grade.</p> <p>Note 1: Where juniors, who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered</p>	<p>As per DOPT Guidelines O.M.No.AB-14017/2/97-Estt(RR) dated 25.5.98, qualifying service is eight years in case of promotion from LDC to UDC. Clause for Competitive Exam qualifying service is indicated as 5 years so as to give weightage to merit. The word "transfer" has been deleted as per DOPT Guidelines dated 25<sup>th</sup> May, 1998.</p> <p>(ii) Further for this entry the column no.</p>

	<p>3 years regular service in the Directorate General of Shipping. The examination will consist of paper each in General English, General Hindi, Drafting and precise writing and Shipping General Administration and Financial Procedure. The examination will be conducted once in 2 years or more frequently, if necessary and the panel of names of qualified candidates maintained for 2 years.</p> <p><u>By transfer on deputation :</u></p> <p>From amongst Upper Division Clerks in Allied Offices or other Central Government Offices.</p> <p>(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding appointment under these rules in the same or some other organization/ Department of the Central Government</p>	<p>provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b><u>By Limited Departmental Competitive Examination</u></b></p> <p>Restricted to Lower Division Clerks with five years regular service in the Directorate General of Shipping. The examination will conducted by Staff Selection Commission and if necessary, the panel of names of qualified candidates will be maintained for 02 years.</p> <p><b><u>By Deputation:</u></b></p> <p>Officers of the Central Government/ Union Territory/ State/ PSU/ Autonomous Bodies/ Statuary Body holding analogous post on regular basis or with eight years of regular service in the grade of Lower Division Clerk or equivalent.</p> <p>Note 1:- The departmental officers</p>	12 has to be changed to column no. 11.
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		shall ordinarily not exceed 3 years).	<p>in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputations shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2:- 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 to exceed three years.</p> <p>Note 3:- The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>	
13.	If a Departmental Promotion Committee exists what is its composition	<p>Group 'C' DPC consisting of:</p> <p>1. Senior Deputy Director General of Shipping or Deputy Chief Surveyor with Govt. of India or Deputy Nautical Adviser to Govt. of India in the Directorate General of Shipping</p> <p>- Chairman</p>	<p><b>Group C Departmental Promotion Committee (for considering promotion) consisting of:</b></p> <p>1. Deputy Director General of Shipping - Chairman</p> <p>2. Deputy Director General of Shipping or Nautical Surveyor or Engineer &amp; Ship Surveyor or Ship Surveyor (representative of the</p>	<p>(i) The Composition of DPC has been reduced from 5 to 3 as this DPC is for promotion of LDC to UDC.</p> <p>(ii) Further for this entry the column no. 13 has to be changed to column no. 12.</p>

		<p>2. Deputy Director General of Shipping (Administration)- Member</p> <p>3. Deputy Director General of Shipping (Representative of the Scheduled Caste / the Scheduled Tribes ) - Member</p> <p>4. Deputy Director General of Shipping who-so-ever is senior from the remaining Deputy Director General Shipping - Member</p> <p>5. Deputy Collector of Customs (Administration), Bombay or an Officer from other Central Government Department - Member</p>	<p>Scheduled Castes/the Scheduled Tribes) – Member</p> <p>3. An Officer from other Central Government department at level of under Secretary and above - Member</p>	
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable	No change

### Annexure – III

**Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved recruitment rules.**

1		
a.	Name of the Post:	Lower Division Clerk
b.	Name of the Ministry/Deptt. :	Ministry of Ports, Shipping and Waterways, New Delhi, Directorate General of Shipping, Mumbai,
2	Reference No. in which Commission's advice on recruitment rules was conveyed. :	—
3	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).:	G.S.R. No.254 dated 04.04.1990

Sl. No.	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revisions proposed
	(1)	(2)	(3)	(4)
1.	Name of the Post	Lower Division Clerks	Lower Division Clerk	Spelling mistake as per model Recruitment Rules No. AB-14017/2009-Estt (RR) dated 7 <sup>th</sup> October, 2009.
2.	No. of Posts	39* (1990)	* 32 (2020)  *Subject to variation dependent on workload	(i) 12 posts of LDC have been abolished in pursuance of recommendation made by Internal Work Study Unit, Ministry of Surface Transport vide their F.No. 1-17011/1/98-WS dated November, 1998.

				<p>(ii) During the course, 8 posts of SEO, Kolkata are being transferred to DGS.</p> <p>(iii) 7 posts out of 35 post of sanctioned strength of LDC have been abolished in pursuance of recommendation made by Screening Committee in its meeting held on 30<sup>th</sup> December, 2005 on optimization of Direct Recruitment to Civilian Post, which has been accepted by the Secretary (Shipping) and communicated by the Ministry vide their letter no.F.N. Bo.A-11019/20/09-MA dated 27<sup>th</sup> October, 2009.</p> <p>(iv) Further, 01 more post of LDC had been transferred from Government Shipping Office, Kolkata to the Directorate General of Shipping, Mumbai in pursuance of order PB-35(34)/2001-II dated 23<sup>rd</sup> December, 2009.</p> <p>(v) Further, 3 posts of LDC have been transferred from Director Seamen's Employment Office, Mumbai to the Directorate General of Shipping, Mumbai in pursuance of Office Order No. PB-6/SSC (1)/ 2018- Pt dated 8<sup>th</sup> June, 2018.</p>
3.	Classification	General Central Service Group C. Non-Gazetted Ministerial	General Central Service Group C Non-Gazetted, Ministerial.	Punctuation changed as per model Recruitment Rules No. AB-14017/2009-Estt (RR) dated 7 <sup>th</sup> October, 2009.

4.	Level in pay matrix	Rs. 950-20-1150-EB-25-1500/-	Level- 2 (Rs.19900-63200/-)	As per the implementation of 7 <sup>th</sup> Central Pay Commission recommendations.
5.	Whether selection or non-selection post	Non-Selection	Non-Selection	No Change
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable	---	(i) This Column is required to be deleted in the Recruitment Rule for Lower Division Clerk.  (ii) Further for this entry the column no. 06 has to be changed to column no. 05.
7.	Age Limit for direct recruits	18 to 25 years (Relaxable for Govt. servants upto 35 years in accordance with instructions or orders issued by the Government of India).	Between 18 to 27 years of age (Relaxable for Government servants up to 40 years in accordance with instruction or orders issued by the Central Government from time to time in this regard.)  Note: The Crucial date for determining the age limit shall be as fixed by the Staff Selection Commission (SSC). (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)	(i) As per Model RRs for the post of Lower Division Clerk vide DOPT's O.M.No.AB/14017/32/2009-Estt(RR) dated 7 <sup>th</sup> October, 2009.  (ii) Further for this entry the column no. 07 has to be changed to column no. 06.
8.	Educational & other qualification required for direct recruits	Essential; Matriculation or equivalent with a minimum typing speed of 30 words per	(i) 12th Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 35	(i) As per Model RRs for the post of Lower Division Clerk vide DOPT's O.M.No.AB/14017/32/2009-Estt(RR) dated 7 <sup>th</sup> October,2009.



	<p>minute in English or 25 words per minute in Hindi provided that:</p> <p>(a) Person not possessing the said qualification in typewriting may be appointed subject to the condition that he shall not be eligible for drawing increment in the pay scale or for confirmation in the grade, or still he acquires the requisite speed in typewriting.</p> <p>(b) Physically handicapped persons who are otherwise qualified to hold clerical post but does not possess the said qualification in typewriting be appointed subject to the condition that the Medical Board attached to the Special Employment Exchange for the handicapped or where there is no Board, the Civil Surgeon certifies that the said handicapped, person is not in a fit condition to be able to type.</p> <p>Desirable :</p> <p>Knowledge of handling</p>	<p>w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH /9000 KDPH on an average of 05 key depressions for each word)</p>	<p>(ii) The requirement of manual type writer in Essential Qualifications is proposed to be deleted as per DoPT O.M. No. AB-14017/20/2008-Estt (RR) dated 17<sup>th</sup> May, 2010 which prescribe that the skill test shall be conducted only on computers.</p> <p>(iii) Further for this entry the column no. 08 has to be changed to column no. 07.</p>
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		telephone / switch board / telephone operation.		
9.	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Age : No  Qualification : Yes	Age : No  Qualification: Yes, to the extent indicated in Col. 11.	(i) As per Model RRs for the post of Lower Division Clerk vide DOPT's O.M.No.AB/14017/32/2009-Estt(RR) dated 7 <sup>th</sup> October, 2009. The slight changes are proposed in age as no restrictions are involved for promotes.  (ii) Further for this entry the column no. 09 has to be changed to column no. 08.
10.	Period of probation, if any	02 years (for direct recruits only)	2 years for direct recruits	(i) Punctuation & spelling change as required as per model Recruitment Rules No. AB-14017/2009-Estt(RR) dated 7 <sup>th</sup> October, 2009.  (ii) Further for this entry the column no. 10 has to be changed to column no. 09.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	90 % by direct recruitment  10% by promotion	(i) 85% by direct recruitment through SSC.  (ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Level - 1 in the pay matrix (Rs. 18000-56900) who possess 12 <sup>th</sup> Class pass or equivalent qualification and have rendered 03 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for	(i) As per Model RRs for the post of Lower Division Clerk vide DOPT's O.M.No.AB/14017/32/2009-Estt(RR) dated 7 <sup>th</sup> October, 2009.  (ii) Further for this entry the column no. 11 has to be changed to column no. 10.

			<p>eligibility for examination is 45 years of age for general candidate and 50 years of age in case of candidates belonging to the scheduled castes and scheduled tribes</p> <p>Note:- If more of such employees than the number of vacancies available under clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>(iii) 05% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have 03 years regular service in Level - I in the pay matrix (Rs. 18000-56900/-).</p>	
12.	In case of recruitment by promotion or deputation/absorption grades from which promotion or	By promotion from Group D employees subject to the following conditions :	As stated in Col. 11	(i) As per Model RRs for post the post of Lower Division Clerk vide DOPT's O.M. No. AB/14017/32/2009-Estt(RR) dated 7 <sup>th</sup> October, 2009.

	deputation/absorption to be made	<p>(i) should possess Matriculation or an equivalent qualifications.</p> <p>(ii) should have a minimum of 05 years service in Group D cadre.</p> <p>(ii) Selection shall be made through Departmental Examination confined to eligible Group D employees consisting of tests in General Knowledge, English, Hindi and typewriting.</p> <p>(iv) The maximum age for the examination shall be 35 years (40 years for Scheduled Castes and the Scheduled Tribe)</p> <p>(v) Every 10th vacancy in the cadre of Lower Division Clerk shall be filled in this manner and the unfilled vacancies shall not be carried over and will be filled by direct recruitment.</p>		(ii) Further for this entry the column no. 12 has to be changed to column no. 11.
13.	If a Departmental Promotion Committee exists what is its composition	Group C DPC consisting of : 1. Senior Deputy Director General of Shipping or Deputy Chief Surveyor with	<b>Group C Departmental Promotion Committee ( for considering promotion &amp; confirmation)</b>	(i) The Composition of DPC has been reduced from 5 to 3 as this DPC is for promotion of MTS & confirmation of LDC.

		<p>Govt. of India or Deputy Nautical Adviser to Govt. of India in the Directorate General of Shipping - Chairman</p> <p>2. Deputy Director General of Shipping (Administration) - Member</p> <p>3. Deputy Director General of Shipping who-so-ever is senior from the remaining Deputy Director General Shipping - Member</p> <p>4. Deputy Director General of Shipping (representative of the Scheduled Castes/the scheduled Tribes) - Member</p> <p>5. Deputy Collector of Customs (Administration), Bombay or an Officer from other Central Government Department - Member</p>	<p>1. Deputy Director General of Shipping - Chairman</p> <p>2. Deputy Director General of Shipping or Nautical Surveyor or Engineer &amp; Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/the Scheduled Tribes) - Member</p> <p>3. An Officer from other Central Government department at level of under Secretary and above - Member</p>	(ii) Further for this entry the column no. 13 has to be changed to column no. 12.
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable	No change



**Annexure – III**

**Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved recruitment rules.**

1		
a.	Name of the Post:	<b>Staff Car Driver</b>
b.	Name of the Ministry/Deptt. :	Ministry of Ports, Shipping and Waterways, New Delhi, Directorate General of Shipping, Mumbai.
2	Reference No. in which Commission's advice on recruitment rules was conveyed. :	—
3	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).:	<b>G.S.R. No.254 dated 04.04.1990</b>

Sl. No.	Name	Provisions in the approved rules of Staff Car Driver	Revised provisions proposed	Reasons for the revisions proposed
	1	2	3	4
1.	Name of the Post.	Staff Car Driver	Staff Car Driver	No change
2.	No. of Posts.	2 * (1990) * Subject to variation dependent on workload	*4 (2020) * Subject to variation dependent on workload	02 posts of Transport Drivers had been transferred from the Minor Ports Survey Organization (MPSO) to Directorate General of Shipping (DGS), Mumbai in pursuance of Office Order No. 47 dated 29.06.2007.

3.	Classification.	General Central Service Group 'D' Non-Gazetted(Non-Ministerial)	General Central Service Group 'C' Non-Gazetted (Non-Ministerial)	1. As per the DoPT Modal Guidelines for the post of Staff Car Driver issued vide OM, AB-14017/10/2014-Estt (RR) (3104937) dated 4 <sup>th</sup> July, 2014
4.	Level in the pay matrix.	Rs. 950-20-1150-EB-25-1400 Rs.3050-75-3950-80-4590 [Ordinary Grade]	Level-2 (Rs. 19900-63200)	1. As per 7 <sup>th</sup> Pay Commission recommendation accepted by Govt.
5.	Whether selection or non-selection post.	Not applicable	Not Applicable	1. As per the DoPT Modal Guidelines for the post of Staff Car Driver issued vide OM, AB-14017/10/2014-Estt (RR) (3104937) dated 4 <sup>th</sup> July, 2014
6.	Age Limit for direct recruits.	20 to 25 years (Relaxable upto 35 years for Government servants in accordance with the instructions or orders issued by the Central Government)	18 to 25* years ( Relaxable upto 40 years for Government servants in accordance with the instructions or orders issued by the Central Government)  <b>Note:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshdweep and	1. As per the DoPT Modal Guidelines for the post of Staff Car Driver issued vide OM, AB-14017/10/2014-Estt (RR) (3104937) dated 4 <sup>th</sup> July, 2014.  2. The expression as 'Ladakh Division of Jammu and Kashmir State' is changed to 'Ladakh' by taking into consideration the recent developments in erstwhile Article 370 of the Constitution of India.

			<p>Ladakh).</p> <p>*If the direct recruitment is to be made by direct open competitive examination, the age limit would be 18-27 years.</p>	
7.	Educational & other qualification required for direct recruits,	<p>Eight Standard Pass. Should possess the valid Driving License of 2 years duration. Should have good experience in driving and an elementary knowledge of motor mechanism.</p>	<p><b>Essential:</b></p> <p>(i) Possession of Valid driving license for motor cars;</p> <p>(ii) Knowledge of motor mechanism (The Candidate should be able to remove minor defects in vehicle)</p> <p>(iii) Experience of driving a motor car for at least 3 years; and</p> <p>(iv) Pass in 10<sup>th</sup> Standard</p> <p><b>Desirable:</b></p> <p>3 years service as Home Guard/Civil Volunteers.</p> <p>Note1. The qualification regarding experience is relaxable at the discretion of the competent authority.</p> <p>Note 2: In the case of candidates belonging to Schedules Castes or Schedules Tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.</p>	<p>Changes are done as per the DoPT Modal Guidelines for the post of Staff Car Driver issued vide OM, AB-14017/10/2014-Estt (RR) (3104937) dated 4<sup>th</sup> July, 2014</p>

8.	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees.	Not Applicable	Not Applicable	No Change
9.	Period of probation, if any.	02 years	2 years for direct recruits or re-employed.	As per the DoPT Modal Guidelines for the post of Staff Car Driver issued vide OM. AB-14017/10/2014-Estt (RR) (3104937) dated 4 <sup>th</sup> July, 2014.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% direct recruitment	Deputation/absorption failing which by direct recruitment.  <b>For Armed Forces Personnel: Deputation/ re-employment.</b>	As per the DoPT Modal Guidelines for the post of Staff Car Driver issued vide OM. AB-14017/10/2014-Estt (RR) (3104937) dated 4 <sup>th</sup> July, 2014.
11.	In case of recruitment by promotion or deputation/absorption grades from	Not applicable	<b><u>Deputation/Absorption:</u></b>  From amongst the Group C employees in Pay Band 1 Rs.5200-20200 Grade Pay Rs. 1800 in the Directorate General of Shipping and its allied offices, who	As per the DoPT Modal Guidelines for the post of Staff Car Driver issued vide OM. AB-14017/10/2014-Estt (RR) (3104937) dated 4 <sup>th</sup> July, 2014.

	<p>which promotion or deputation/absorption to be made,</p>		<p>possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Dispatch Rider on regular basis or regular Group C employees in Pay Band 1 Rs.5200-20200 Grade Pay Rs. 1800 in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in column 7.</p> <p><b><u>Deputation/ re-employment for Armed Forces Personnel:</u></b></p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.</p> <p>Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same</p>	
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			or some other organization/ Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.	
12.	If a Departmental Promotion Committee exists what is its composition.	<p>Group "D" DPC consisting of :</p> <ol style="list-style-type: none"> <li>1. Senior Deputy Director General of Shipping or Deputy Chief Surveyor with Govt. of India or Deputy Nautical Adviser to Govt. of India in the Directorate General of Shipping - Chairman</li> <li>2. Deputy Director General of Shipping (Administration ) - Member</li> <li>3. Deputy Director General of Shipping (Representative of the Scheduled Caste / the Scheduled Tribes ) - Member</li> <li>4. Deputy Director General of Shipping who-so-ever is senior from the remaining Deputy Directors General Shipping - Member</li> <li>5. Deputy Collector of Customs</li> </ol>	<p>Group 'C' Departmental Confirmation Committee for considering confirmation cases.:</p> <ol style="list-style-type: none"> <li>1. Addl. Director General of Shipping /Deputy Chief Surveyor /Deputy Nautical Adviser / Deputy Chief Ship Surveyor - Chairman</li> <li>2. Deputy Director General of Shipping (Personnel) - Member</li> <li>3. If no Dy. Director General of Shipping belonging to SC/ST available, Nautical Surveyor or Engineer &amp; Ship Surveyor or Ship Surveyor belonging to SC/ST or an officer of Dy. Secretary level belonging to SC/ST category from other Central Government Department - Member</li> <li>4. An Officer from other Central Government department at the level of</li> </ol>	<ol style="list-style-type: none"> <li>1. The post of Sr. Dy. Director General of Shipping has been upgraded to the post of Addl. Director General of Shipping, &amp; further, the post of Joint Director General of Shipping has been upgraded to the post of Additional Director General of Shipping.</li> <li>2. Composition of DPC has been reduced from 5 to 4.</li> </ol>



		(Administration), Bombay or an Officer from other Central Government Department - Member	Under Secretary and above.	
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Not applicable	Not applicable	No change

Annexure – III		
Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved recruitment rules.		
1		
a.	Name of the Post:	Multi Tasking Staff
b.	Name of the Ministry/Deptt. :	Ministry of Ports, Shipping and Waterways, New Delhi, Directorate General of Shipping, Mumbai.
2	Reference No. in which Commission's advice on recruitment rules was conveyed. :	Not Applicable
3	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).:	G.S.R. No. 254, dated 4 <sup>th</sup> April, 1990

Sl. No.	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revisions proposed
	(1)	(2)	(3)	(4)
1.	Name of the Post	Gestetner Operator/ Record Sorter	Multi Tasking Staff	Designation of "Multi Tasking Staff "is adopted as per model Recruitment Rules No. AB-14017/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010.
2.	Number of Posts	2* (1990)	*1 (2020) * Subject to variation dependent on workload	(i) Out of 2 posts of Gestetner Operator/ Record Sorter 1 post had been abolished in pursuance of recommendation made by

				<p>Screening Committee in its meeting held on 30<sup>th</sup> December, 2005 on optimization of Direct Recruitment to Civilian Post, which has been accepted by the Secretary (Shipping ) and communicated by the Ministry vide their letter No. F.N. Bo.A-11019/20/09-MA dated 27<sup>th</sup> October, 2009.</p> <p>(ii) Due to the amendment in the Recruitment Rule in the year 2020.</p> <p>(iii) The wordings "Subject to variation dependent on workload" have been added as per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p>
3.	Classification	General Central Service, Group 'D', Non-Gazetted, (Non- Ministerial)	General Central Service Group 'C' Non-Gazetted, Non-Ministerial.	Changes are made as per the DoPT O.M. No. AB- 14017/39/2013 –Estt (RR)(3102233) dated 23 <sup>rd</sup> December, 2013. The revised classification of Group D service to Group C service is based upon the recommendations of the 6 <sup>th</sup> Central Pay Commission.
4.	Level in pay matrix	800-15-1010-EB-20-1150	Level- 1 (Rs.18000-56900/-)	As per the implementation of 7 <sup>th</sup> Central Pay Commission recommendations.
5.	Whether selection or non-selection post	Non-Selection	Not Applicable	(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010.

				(ii) Previously this post was filled by Promotion failing which by Transfer from the feeder post of Daftaries/Jamadar and now the post of Multi Tasking Staff is a feeder grade post.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable	---	This Column is required to be deleted in the Recruitment Rule for Multi Tasking Staff.
7.	Age Limit for direct recruits	Not Applicable	<p>Between 18 to 25 years of age (Relaxable for Government servants up to 35 years, for the candidates belonging to the Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with instruction or orders issued by the Central Government from time to time in this regard.)</p> <p>Note:</p> <p>1. The crucial date for determining the age-limit shall be the closing date for receipt of applications</p>	<p>(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p> <p>(ii) The changes in the Note 2 are made as the recruitment of Multi Tasking Staff is being done through Staff Selection Commission and not through Employment Exchange as mentioned in the model Recruitment Rules.</p> <p>(iii) The expression as '<i>Ladakh Division of Jammu and Kashmir State</i>' is changed to '<i>Ladakh</i>' by taking into consideration the recent developments in erstwhile Article 370 of the Constitution of India.</p> <p>(iv) Further for this entry the column no. 7 has to be changed to column no. 6.</p>

			<p>from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshdweep and Ladakh).</p> <p>2. The Crucial date for determining the age limit shall be as fixed by the Staff Selection Commission (SSC). (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)</p>	
8.	Educational & other qualification required for direct recruits	Eight Standard pass Experience in operating Electrical Duplicator (for Gestetner Operator)	<p>Essential: Matriculation or equivalent pass</p> <p>Desirable: Working Knowledge of Computer</p>	<p>(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p> <p>(ii) Further for this entry the column no. 8 has to be changed to column no. 7.</p>
9.	Whether age & educational qualification prescribed for	Not Applicable	Not Applicable	(i) Further for this entry the column no. 9 has to be changed to column no. 8.

	direct recruits will apply in the case of promotees			
10.	Period of probation, if any	Not Applicable	Two years	<p>(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p> <p>(ii) Further for this entry the column no. 10 has to be changed to column no. 9.</p>
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion failing which by transfer	By Direct Recruitment	<p>(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p> <p>(ii) Previously this post was a Promotional post recruited from the feeder post of Daftaries/Jamadar and now the post of Multi Tasking Staff is a feeder grade post recruited by Direct Recruitment.</p> <p>(iii) Further for this entry the column no. 11 has to be changed to column no. 10</p>
12.	In case of recruitment by promotion or deputation/absorption grades	Promotion from amongst Daftaries/ Jamadar as in the Directorate General of Shipping with 3 years regular service in the grade	Not Applicable	<p>(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p>



	from which promotion or deputation/absorption to be made	and failing which by transfer of Gestetner Operator or Record Sorters from allied offices		<p>(ii) Previously this post was a Promotional post recruited from the feeder post of Daftaries/Jamadar and now the post of Multi Tasking Staff is a feeder grade post recruited by Direct Recruitment.</p> <p>(iii) Further for this entry the column no. 12 has to be changed to column no. 11</p>
13.	If a Departmental Promotion Committee exists what is its composition	<p>Group 'D' Departmental Promotion Committee consisting of:</p> <p>(1) Senior Deputy Director General of Shipping or Deputy Chief Surveyor with the Government of India or Deputy Nautical Adviser to the Government of India in the Directorate General of Shipping. – Chairman.</p> <p>(2) Deputy Director General of Shipping (Administration) –Member.</p> <p>(3) Deputy Director General of Shipping (representative of the Scheduled Castes/the Scheduled Tribes) – Member.</p> <p>(4) Deputy Director General of Shipping who-so-ever is</p>	<p><b>Group 'C' Departmental Promotion Committee (for confirmation) consisting of:</b></p> <p>1. Deputy Director General of Shipping – Chairman</p> <p>2. Deputy Director General of Shipping or Nautical Surveyor or Engineer &amp; Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/the Scheduled Tribes) – Member</p> <p>3. An Officer from other Central Government department at level of under Secretary and above - Member</p>	<p>(i) The Composition of DPC has been reduced from 5 to 3 as this DPC is for confirmation only.</p> <p>(ii) Further for this entry the column no. 13 has to be changed to column no. 12</p>

		senior from the remaining Deputy Directors General of Shipping - Member. (5) Deputy Collector of Customs (Administration) Bombay or an Officer from the Central Government Department - Member		
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable	No change

**Annexure – III**

**Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved recruitment rules.**

1		
a.	Name of the Post:	Multi Tasking Staff
b.	Name of the Ministry/Deptt. :	Ministry of Ports, Shipping and Waterways, New Delhi, Directorate General of Shipping, Mumbai.
2	Reference No. in which Commission's advice on recruitment rules was conveyed. :	Not Applicable
3	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).:	G.S.R. No. 254, dated 4 <sup>th</sup> April, 1990

Sl. No	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revisions proposed
	(1)	(2)	(3)	(4)
1.	Name of the Post	Jamadar / Daftry	Multi Tasking Staff	Designation of "Multi Tasking Staff "is adopted as per model Recruitment Rules No. AB-14017/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010.
2.	No. of Posts	9 (1990)	*9 (2020)  *Subject to variation dependent on workload	(i) Due to the amendment in the Recruitment Rule in the year 2020.  (ii) The wordings "Subject to variation

				dependent on workload” have been added as per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT’s O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010.
3.	Classification	General Central Service, Group ‘D’, Non-Gazetted. (Non- Ministerial)	General Central Service Group ‘C’ Non-Gazetted, Non-Ministerial.	Changes are made as per the DoPT O.M. No. AB- 14017/39/2013 –Estt (RR)(3102233) dated 23 <sup>rd</sup> December, 2013. The revised classification of Group D service to Group C service is based upon the recommendations of the 6 <sup>th</sup> Central Pay Commission.
4.	Level in pay matrix	Rs. 775-12-955-EB-14-1025	Level- 1 (Rs.18000-56900/-)	As per the implementation of 7 <sup>th</sup> Central Pay Commission recommendations.
5.	Whether selection or non-selection post	Non-Selection	Not Applicable	<p>(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT’s O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p> <p>(ii) Previously this post was filled by Promotion failing which by Transfer from the feeder post of Peons and now the post of Multi Tasking Staff is a feeder grade post.</p>

6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable	---	This Column is required to be deleted in the Recruitment Rule for Multi Tasking Staff.
7.	Age Limit for direct recruits	Not Applicable	<p>Between 18 to 25 years of age (Relaxable for Government servants up to 35 years, for the candidates belonging to the Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with instruction or orders issued by the Central Government from time to time in this regard.)</p> <p>Note:</p> <p>1. The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura,</p>	<p>(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p> <p>(ii) The changes in the Note 2 are made as the recruitment of Multi Tasking Staff is being done through Staff Selection Commission and not through Employment Exchange as mentioned in the model Recruitment Rules.</p> <p>(iii) The expression as '<i>Ladakh Division of Jammu and Kashmir State</i>' is changed to '<i>Ladakh</i>' by taking into consideration the recent developments in erstwhile Article 370 of the Constitution of India.</p> <p>(iv) Further for this entry the column no. 7 has to be changed to column no. 6.</p>

			<p>Sikkim, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshdweep and Ladakh).</p> <p>2. The Crucial date for determining the age limit shall be as fixed by the Staff Selection Commission (SSC). (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)</p>	
8.	Educational & other qualification required for direct recruits	Not Applicable	<p>Essential: Matriculation or equivalent pass</p> <p>Desirable: Working Knowledge of Computer</p>	<p>(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p> <p>(ii) Further for this entry the column no. 8 has to be changed to column no. 7.</p>
9.	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable	(i) Further for this entry the column no. 9 has to be changed to column no. 8.



10.	Period of probation, if any	Not Applicable	Two years	<p>(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p> <p>(ii) Further for this entry the column no. 10 has to be changed to column no. 9.</p>
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion failing which by transfer	By Direct Recruitment	<p>(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p> <p>(ii) Previously this post was filled by Promotion failing which by Transfer from the feeder post of Peons and now the post of Multi Tasking Staff is a feeder grade post..</p> <p>(iii) Further for this entry the column no. 11 has to be changed to column no. 10</p>
12.	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption to be made	By Promotion from amongst Peons with 3 Years regular service in the grade in the Directorate General of Shipping and failing which by transfer of Daftry or Jamadar from any allied office.	Not Applicable	<p>(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p> <p>(ii) Previously this post was filled by Promotion failing which by Transfer from the feeder post of Peons and now the post of Multi Tasking Staff is a feeder</p>

				grade post..  (iii) Further for this entry the column no. 12 has to be changed to column no. 11
13.	If a Departmental Promotion Committee exists what is its composition	<p>Group 'D' Departmental Promotion Committee consisting of :</p> <p>(1) Senior Deputy Director General of Shipping or Deputy Chief Surveyor with the Government of India or Deputy Nautical Adviser to the Government of India in the Directorate General of Shipping. – Chairman.</p> <p>(2) Deputy Director General of Shipping (Administration) – Member.</p> <p>(3) Deputy Director General of Shipping (representative of the Scheduled Castes/the Scheduled Tribes) – Member.</p> <p>(4) Deputy Director General of Shipping who-so-ever is senior from the remaining Deputy Directors General of Shipping</p>	<p><b>Group 'C' Departmental Promotion Committee ( for confirmation)</b></p> <p>1. Deputy Director General of Shipping – Chairman</p> <p>2. Deputy Director General of Shipping or Nautical Surveyor or Engineer &amp; Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/the Scheduled Tribes) – Member</p> <p>3. An Officer from other Central Government department at level of under Secretary and above - Member</p>	<p>(i) The Composition of DPC has been reduced from 5 to 3 as this DPC is for confirmation only.</p> <p>(ii) Further for this entry the column no. 13 has to be changed to column no. 12</p>

		- Member.  (5) Deputy Collector of Customs (Administration) Bombay or an Officer from the Central Government Department - Member		
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable	No change

### Annexure – III

**Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved recruitment rules.**

1		
a.	Name of the Post:	Multi Tasking Staff
b.	Name of the Ministry/Deptt. :	Ministry of Ports, Shipping and Waterways, New Delhi, Directorate General of Shipping, Mumbai.
2	Reference No. in which Commission's advice on recruitment rules was conveyed. :	Not Applicable
3	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).:	G.S.R. No. 254, dated 4 <sup>th</sup> April, 1990

SL. No.	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revisions proposed
	1	2	3	4
1.	Name of the Post	Peon	Multi Tasking Staff	Designation of "Multi Tasking Staff "is adopted as per model Recruitment Rules No. AB-14017/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010.
2.	No. of Posts	24(1990)	*22 (2020) * Subject to variation dependent on workload	(i) Out of 24 posts of Peon, 2 posts had been abolished in pursuance of recommendation made by Screening Committee in its meeting held on 30 <sup>th</sup> December, 2005 on optimization of Direct

				<p>Recruitment to Civilian Post, which has been accepted by the Secretary (Shipping) and communicated by the Ministry vide their letter No. F.N. Bo.A-11019/20/09-MA dated 27<sup>th</sup> October, 2009.</p> <p>(ii) Due to the amendment in the Recruitment Rule in the year 2020.</p> <p>(iii) The wordings "Subject to variation dependent on workload" have been added as per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p>
3.	Classification	General Central Service, Group 'D', Non-Gazetted. (Non- Ministerial)	General Central Service Group 'C' Non-Gazetted, Non-Ministerial.	Changes are made as per the DoPT O.M. No. AB- 14017/39/2013 –Estt (RR)(3102233) dated 23 <sup>rd</sup> December, 2013. The revised classification of Group D service to Group C service is based upon the recommendations of the 6 <sup>th</sup> Central Pay Commission.
4.	Level in pay matrix	Rs. 750-12-870-EB-14-940	Level- 1 (Rs.18000-56900/-)	As per the implementation of 7 <sup>th</sup> Central Pay Commission recommendations.
5.	Whether selection or non-selection post	Not Applicable	Not Applicable	(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010.
6.	Whether benefit of added years of service admissible under Rule	Not Applicable	---	This Column is required to be deleted in the Recruitment Rule for Multi Tasking Staff.

	30 of the CCS (Pension) Rules, 1972			
7.	Age Limit for direct recruits	18 to 25 years (Relaxable for Government Servant upto 35 years in accordance with the instructions or orders issued by the Central Government)	<p>Between 18 to 25 years of age (Relaxable for Government servants up to 35 years, for the candidates belonging to the Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with instruction or orders issued by the Central Government from time to time in this regard.)</p> <p>Note:</p> <p>1. The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh,</p>	<p>(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p> <p>(ii) The changes in the Note 2 are made as the recruitment of Multi Tasking Staff is being done through Staff Selection Commission and not through Employment Exchange as mentioned in the model Recruitment Rules.</p> <p>(iii) The expression as '<i>Ladakh Division of Jammu and Kashmir State</i>' is changed to 'Ladakh' by taking into consideration the recent developments in erstwhile Article 370 of the Constitution of India.</p> <p>(iv) Further for this entry the column no. 7 has to be changed to column no. 6.</p>



			Andaman and Nicobar Islands, Lakshdweep and Ladakh). 2. The Crucial date for determining the age limit shall be as fixed by the Staff Selection Commission (SSC). (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)	
8.	Educational & other qualification required for direct recruits	Eight Standard pass	Essential: Matriculation or equivalent pass  Desirable: Working Knowledge of Computer	(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010.  (ii) Further for this entry the column no. 8 has to be changed to column no. 7.
9.	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable	(i) Further for this entry the column no. 9 has to be changed to column no. 8.
10.	Period of probation, if any	2 years (for Direct Recruits only )	Two years	(i) Further for this entry the column no. 10 has to be changed to column no. 9.

11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	75% by Direct Recruitment 25% by transfer	By Direct Recruitment	(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010.  (ii) Further for this entry the column no. 11 has to be changed to column no. 10
12.	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption to be made	Transfer of watchman/ Hamal/ Safaiwala in the Directorate General of Shipping possessing the minimum educational qualification specified in column 8.	Not Applicable	(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010.  (ii) Further for this entry the column no. 12 has to be changed to column no. 11
13.	If a Departmental Promotion Committee exists what is its composition	Group 'D' Departmental Promotion Committee consisting of: (1) Senior Deputy Director General of Shipping or Deputy Chief Surveyor with the Government of India or Deputy Nautical Adviser to the Government of India in the Directorate General of Shipping. – Chairman. (2) Deputy Director General of Shipping (Administration) – Member.	<b>Group 'C' Departmental Promotion Committee ( for confirmation)</b>  1. Deputy Director General of Shipping – Chairman  2. Deputy Director General of Shipping or Nautical Surveyor or Engineer & Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/the Scheduled Tribes) – Member	(i) The Composition of DPC has been reduced from 5 to 3 as this DPC is for confirmation only. (ii) Further for this entry the column no. 13 has to be changed to column no. 12

		<p>(3) Deputy Director General of Shipping (representative of the Scheduled Castes/the Scheduled Tribes) – Member.</p> <p>(4) Deputy Director General of Shipping who-so-ever is senior from the remaining Deputy Directors General of Shipping - Member.</p> <p>(5) Deputy Collector of Customs (Administration) Bombay or an Officer from the Central Government Department - Member</p>	<p>3. An Officer from other Central Government department at level of under Secretary and above - Member</p>	
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable	No change

**Annexure – III**

**Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved recruitment rules.**

1		
a.	Name of the Post:	Multi Tasking Staff
b.	Name of the Ministry/Deptt. :	Ministry of Ports, Shipping and Waterways, New Delhi, Directorate General of Shipping, Mumbai.
2	Reference No. in which Commission's advice on recruitment rules was conveyed. :	Not Applicable
3	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).:	G.S.R. No. 254, dated 4 <sup>th</sup> April, 1990

Sl. No.	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised proposed provisions	Reasons for the revisions proposed
	(1)	(2)	(3)	(4)
1.	Name of the Post	Watchman	Multi Tasking Staff	Designation of "Multi Tasking Staff" is adopted as per model Recruitment Rules No. AB-14017/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010.
2.	No. of Posts	4 (1990)	*4 (2020) * Subject to variation dependent on workload	(i) Due to the amendment in the Recruitment Rule in the year 2020. (ii) The wordings "Subject to variation dependent on workload" have been added as per the Model Recruitment Rules for the

				post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010.
3.	Classification	General Central Service, Group 'D', Non-Gazetted, (Non- Ministerial)	General Central Service, Group 'C' Non-Gazetted, Non-Ministerial.	Changes are made as per the DoPT O.M. No. AB- 14017/39/2013 -Estt (RR)(3102233) dated 23 <sup>rd</sup> December, 2013. The revised classification of Group D service to Group C service is based upon the recommendations of the 6 <sup>th</sup> Central Pay Commission.
4.	Level in pay matrix	Rs. 750-12-870-EB-14-940	Level- 1 (Rs.18000-56900/-)	As per the implementation of 7 <sup>th</sup> Central Pay Commission recommendations.
5.	Whether selection or non-selection post	Not Applicable	Not Applicable	(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010. (ii) Previously this post was a Promotional post recruited from the feeder post of Daftaries/Jamadar and now the post of Multi Tasking Staff is a feeder grade post.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable	---	This Column is required to be deleted in the Recruitment Rule for Multi Tasking Staff.
7.	Age Limit for direct recruits	18 to 25 years (Relaxable for Government Servant upto 35 years in accordance with the instructions or orders issued by	Between 18 to 25 years of age (Relaxable for Government servants up to 35 years, for the candidates belonging to	(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010.



		the Central Government)	<p>the Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with instruction or orders issued by the Central Government from time to time in this regard.)</p> <p>Note:</p> <p>1. The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshdweep and Ladakh).</p> <p>2. The Crucial date for determining the age limit shall be as fixed by the Staff</p>	<p>(ii) The changes in the Note 2 are made as the recruitment of Multi Tasking Staff is being done through Staff Selection Commission and not through Employment Exchange as mentioned in the model Recruitment Rules.</p> <p>(iii) The expression as '<i>Ladakh Division of Jammu and Kashmir State</i>' is changed to '<i>Ladakh</i>' by taking into consideration the recent developments in erstwhile Article 370 of the Constitution of India.</p> <p>(iv) Further for this entry the column no. 7 has to be changed to column no. 6.</p>
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			Selection Commission (SSC). (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)	
8.	Educational & other qualification required for direct recruits	Eight standard pass preference will be given to Ex-Servicemen	Essential: Matriculation or equivalent pass  Desirable: Working Knowledge of Computer	(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Est.(RR) dated 30 <sup>th</sup> April, 2010. (ii) Further for this entry the column no. 8 has to be changed to column no. 7.
9.	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable	(i) Further for this entry the column no. 9 has to be changed to column no. 8.
10.	Period of probation, if any	2 years (for Direct Recruits only )	Two years	(i) Further for this entry the column no. 10 has to be changed to column no. 9.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment failing which by transfer	By Direct Recruitment	(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Est.(RR) dated 30 <sup>th</sup> April, 2010. (ii) Further for this entry the column no. 11 has to be changed to column no. 10

12.	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption to be made	By Transfer from amongst Hamals for saifaiwala	Not Applicable	(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009- Estt.(RR) dated 30 <sup>th</sup> April, 2010. (ii) Further for this entry the column no. 12 has to be changed to column no. 11
13.	If a Departmental Promotion Committee exists what is its composition	Group 'D' Departmental Promotion Committee consisting of: (1) Senior Deputy Director General of Shipping or Deputy Chief Surveyor with the Government of India or Deputy Nautical Adviser to the Government of India in the Directorate General of Shipping. – Chairman. (2) Deputy Director General of Shipping (Administration) – Member. (3) Deputy Director General of Shipping (representative of the Scheduled Castes/the Scheduled Tribes) – Member. (4) Deputy Director General of Shipping who-so-ever is senior from the remaining Deputy	<b>Group 'C' Departmental Promotion Committee ( for confirmation)</b>  1. Deputy Director General of Shipping – Chairman  2. Deputy Director General of Shipping or Nautical Surveyor or Engineer & Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/the Scheduled Tribes) – Member  3. An Officer from other Central Government department at level of under Secretary and above - Member	(i) The Composition of DPC has been reduced from 5 to 3 as this DPC is for confirmation only. (ii) Further for this entry the column no. 13 has to be changed to column no. 12

		<p>Directors General of Shipping - Member.</p> <p>(5) Deputy Collector of Customs (Administration) Bombay or an Officer from the Central Government Department - Member</p>		
14.	<p>Circumstances in which Union Public Service Commission to be consulted in making recruitment</p>	Not applicable	Not applicable	No change

**Annexure – III**

**Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved recruitment rules.**

1		
a.	Name of the Post:	Multi Tasking Staff
b.	Name of the Ministry/Deptt. :	Ministry of Ports, Shipping and Waterways, New Delhi, Directorate General of Shipping, Mumbai.
2	Reference No. in which Commission's advice on recruitment rules was conveyed. :	Not Applicable
3	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).:	G.S.R. No. 254, dated 4 <sup>th</sup> April, 1990

Sl. No.	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revisions proposed
	(1)	(2)	(3)	(4)
1.	Name of the Post	Hamal	Multi Tasking Staff	Designation of "Multi Tasking Staff "is adopted as per model Recruitment Rules No. AB-14017/2009-Est.(RR) dated 30 <sup>th</sup> April, 2010.
2.	No. of Posts	4 (1990)	*3 (2020) * Subject to variation dependent on workload	(i) Out of 4 posts of Hamal 1 post had been abolished in pursuance of recommendation made by Screening Committee in its meeting held on 30 <sup>th</sup>

				<p>December, 2005 on optimization of Direct Recruitment to Civilian Post, which has been accepted by the Secretary (Shipping) and communicated by the Ministry vide their letter No. F.N. Bo.A-11019/20/09-MA dated 27<sup>th</sup> October, 2009.</p> <p>(ii) Due to the amendment in the Recruitment Rule in the year 2020.</p> <p>(iii) The wordings "Subject to variation dependent on workload" have been added as per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p>
3.	Classification	General Central Service, Group 'D', Non-Gazetted, (Non- Ministerial)	General Central Service Group 'C' Non-Gazetted, Non-Ministerial.	Changes are made as per the DoPT O.M. No. AB- 14017/39/2013 –Estt (RR)(3102233) dated 23 <sup>rd</sup> December, 2013. The revised classification of Group D service to Group C service is based upon the recommendations of the 6 <sup>th</sup> Central Pay Commission.
4.	Level in pay matrix	Rs. 750-12-870-EB-14-940	Level- 1 (Rs.18000-56900/-)	As per the implementation of 7 <sup>th</sup> Central Pay Commission recommendations.
5.	Whether selection or non-selection post	Not Applicable	Not Applicable	(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010.

6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable	---	This Column is required to be deleted in the Recruitment Rule for Multi Tasking Staff.
7.	Age Limit for direct recruits	18 to 25 years (Relaxable for Government Servant upto 35 years in accordance with the instructions or orders issued by the Central Government)	<p>Between 18 to 25 years of age (Relaxable for Government servants up to 35 years, for the candidates belonging to the Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with instruction or orders issued by the Central Government from time to time in this regard.)</p> <p>Note:</p> <p>1. The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahual and Spiti District and Pangi Sub-Division of Chamba District of</p>	<p>(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009- Estt.(RR) dated 30<sup>th</sup> April, 2010.</p> <p>(ii) The changes in the Note 2 are made as the recruitment of Multi Tasking Staff is being done through Staff Selection Commission and not through Employment Exchange as mentioned in the model Recruitment Rules.</p> <p>(iii) The expression as '<i>Ladakh Division of Jammu and Kashmir State</i>' is changed to '<i>Ladakh</i>' by taking into consideration the recent developments in erstwhile Article 370 of the Constitution of India.</p> <p>(iv) Further for this entry the column no. 7 has to be changed to column no. 6.</p>



			Himachal Pradesh, Andaman and Nicobar Islands, Lakshdweep and Ladakh). 2. The Crucial date for determining the age limit shall be as fixed by the Staff Selection Commission (SSC). (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)	
8.	Educational & other qualification required for direct recruits	Should be literate, Preference will be given to Ex-Servicemen	Essential: Matriculation or equivalent pass  Desirable: Working Knowledge of Computer	(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010. (ii) Further for this entry the column no. 8 has to be changed to column no. 7.
9.	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable	(i) Further for this entry the column no. 9 has to be changed to column no. 8.
10.	Period of probation, if any	2 years	Two years	(i) Further for this entry the column no. 10 has to be changed to column no. 9.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption	100% by Direct Recruitment	By Direct Recruitment	(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010.

	and percentage of the vacancies to be filled by various methods			(ii) Further for this entry the column no. 11 has to be changed to column no. 10
12.	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption to be made	Not Applicable	Not Applicable	(i) Further for this entry the column no. 12 has to be changed to column no. 11
13.	If a Departmental Promotion Committee exists what is its composition	<p>Group 'D' Departmental Promotion Committee consisting of :</p> <p>(1) Senior Deputy Director General of Shipping or Deputy Chief Surveyor with the Government of India or Deputy Nautical Adviser to the Government of India in the Directorate General of Shipping. – Chairman.</p> <p>(2) Deputy Director General of Shipping (Administration) – Member.</p> <p>(3) Deputy Director General of Shipping (representative of the Scheduled Castes/the Scheduled Tribes) – Member.</p> <p>(4) Deputy Director General of</p>	<p><b>Group 'C' Departmental Promotion Committee ( for confirmation)</b></p> <p>1. Deputy Director General of Shipping – Chairman</p> <p>2. Deputy Director General of Shipping or Nautical Surveyor or Engineer &amp; Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/the Scheduled Tribes) – Member</p> <p>3. An Officer from other Central Government department at level of under Secretary and above - Member</p>	<p>(i) The Composition of DPC has been reduced from 5 to 3 as this DPC is for confirmation only.</p> <p>(ii) Further for this entry the column no. 13 has to be changed to column no. 12</p>

		Shipping who-so-ever is senior from the remaining Deputy Directors General of Shipping - Member. (5) Deputy Collector of Customs. (Administration) Bombay or an Officer from the Central Government Department - Member		
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable	No change

**Annexure – III**

**Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved recruitment rules.**

1		
a.	Name of the Post:	Multi Tasking Staff
b.	Name of the Ministry/Deptt. :	Ministry of Ports, Shipping and Waterways, New Delhi, Directorate General of Shipping, Mumbai.
2	Reference No. in which Commission's advice on recruitment rules was conveyed. :	Not Applicable
3	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced).:	G.S.R, No. 254, dated 4 <sup>th</sup> April, 1990

Sl. No.	Column No. of the Schedule	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revisions proposed
	(1)	(2)	(3)	(4)
1.	Name of the Post	Safaiwala	Multi Tasking Staff	Designation of "Multi Tasking Staff" is adopted as per model Recruitment Rules No. AB-14017/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010.
2.	No. of Posts	4* (1990)	*2 (2020) * Subject to variation dependent on workload	(i) Out of 4 posts of Safaiwala 2 posts had been abolished in pursuance of recommendation made by Screening Committee in its meeting held on 30 <sup>th</sup>

				<p>December, 2005 on optimization of Direct Recruitment to Civilian Post, which has been accepted by the Secretary (Shipping) and communicated by the Ministry vide their letter No. F.N. Bo.A-11019/20/09-MA dated 27<sup>th</sup> October, 2009.</p> <p>(ii) Due to the amendment in the Recruitment Rule in the year 2020.</p> <p>(iii) The wordings "Subject to variation dependent on workload" have been added as per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p>
3.	Classification	General Central Service, Group 'D', Non-Gazetted. (Non- Ministerial)	General Central Service Group 'C' Non-Gazetted, Non-Ministerial.	<p>Changes are made as per the DoPT O.M. No. AB- 14017/39/2013 –Estt (RR)(3102233) dated 23<sup>rd</sup> December, 2013.</p> <p>The revised classification of Group D service to Group C service is based upon the recommendations of the 6<sup>th</sup> Central Pay Commission.</p>
4.	Level in pay matrix	Rs. 750-12-870-EB-14-940	Level- 1 (Rs.18000-56900/-)	As per the implementation of 7 <sup>th</sup> Central Pay Commission recommendations.
5.	Whether selection or non-selection post	Not Applicable	Not Applicable	(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30 <sup>th</sup> April, 2010.

6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable	---	This Column is required to be deleted in the Recruitment Rule for Multi Tasking Staff.
7.	Age Limit for direct recruits	18 to 25 years (Relaxable for Government Servant upto 35 years in accordance with the instructions or orders issued by the Central Government)	<p>Between 18 to 25 years of age (Relaxable for Government servants up to 35 years, for the candidates belonging to the Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with instruction or orders issued by the Central Government from time to time in this regard.)</p> <p>Note:</p> <p>1. The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahual and Spiti</p>	<p>(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p> <p>(ii) The changes in the Note 2 are made as the recruitment of Multi Tasking Staff is being done through Staff Selection Commission and not through Employment Exchange as mentioned in the model Recruitment Rules.</p> <p>(iii) The expression as '<i>Ladakh Division of Jammu and Kashmir State</i>' is changed to '<i>Ladakh</i>' by taking into consideration the recent developments in erstwhile Article 370 of the Constitution of India.</p> <p>(iv) Further for this entry the column no. 7 has to be changed to column no. 6.</p>



			<p>District and Pangi Sub-Division of Chamba District of Himachal Pradesh. Andaman and Nicobar Islands, Lakshdweep and Ladakh).</p> <p>2. The Crucial date for determining the age limit shall be as fixed by the Staff Selection Commission (SSC). (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)</p>	
8.	Educational & other qualification required for direct recruits	Middle Class Standard	<p>Essential: Matriculation or equivalent pass</p> <p>Desirable: Working Knowledge of Computer</p>	<p>(i) As per the Model Recruitment Rules for the post of Multi Tasking Staff vide DOPT's O.M. No. AB-14017/ 6/2009-Estt.(RR) dated 30<sup>th</sup> April, 2010.</p> <p>(ii) Further for this entry the column no. 8 has to be changed to column no. 7.</p>
9.	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable	<p>(i) Further for this entry the column no. 9 has to be changed to column no. 8.</p>
10.	Period of probation, if any	2 years	Two years	<p>(i) Further for this entry the column no. 10 has to be changed to column no. 9.</p>
11.	Method of recruitment.	100% by Direct Recruitment	By Direct Recruitment	<p>(i) Further for this entry the column no. 11</p>

	whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods			has to be changed to column no. 10
12.	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/absorption to be made	Not Applicable	Not Applicable	(i) Further for this entry the column no. 12 has to be changed to column no. 11
13.	If a Departmental Promotion Committee exists what is its composition	Group 'D' Departmental Promotion Committee consisting of: (1) Senior Deputy Director General of Shipping or Deputy Chief Surveyor with the Government of India or Deputy Nautical Adviser to the Government of India in the Directorate General of Shipping. – Chairman, (2) Deputy Director General of Shipping (Administration) – Member. (3) Deputy Director General of	<b>Group 'C' Departmental Promotion Committee ( for confirmation)</b>  1. Deputy Director General of Shipping – Chairman  2. Deputy Director General of Shipping or Nautical Surveyor or Engineer & Ship Surveyor or Ship Surveyor (representative of the Scheduled Castes/the Scheduled Tribes) – Member	(i) The Composition of DPC has been reduced from 5 to 3 as this DPC is for confirmation only.  (ii) Further for this entry the column no. 13 has to be changed to column no. 12

		Shipping (representative of the Scheduled Castes/the Scheduled Tribes) – Member. (4) Deputy Director General of Shipping who-so-ever is senior from the remaining Deputy Directors General of Shipping - Member. (5) Deputy Collector of Customs (Administration) Bombay or an Officer from the Central Government Department - Member	3. An Officer from other Central Government department at level of under Secretary and above - Member	
14.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable	Not applicable	No change