To

1. The Chief Secretaries, all State Governments.
2. The Secretaries of all the Ministries/Departments of Government of India.

Subject:— Filling up the post of Chairman, Coffee Board, Bengaluru under Department of Commerce.

Sir/ Madam,

It is proposed to fill up the post of Chairman, Coffee Board, Bengaluru under Department of Commerce in the (PB - 4) Rs. 37,400 – 67,000/- + Grade pay of Rs. 10,000/-on deputation basis.

2. Names of willing and eligible officers, from organized services or Government of India not below the rank of Joint Secretary to Government of India may be recommended to this office along with cadre clearance, vigilance clearance, detailed bio – data viz Name, Date of Birth Service, batch, contact telephone number, e – mail address, educational qualifications, complete experience/posting details etc. CR dossiers/certified ACRs for the last five years, details of department & cooling off in respect of past central deputation. In case the officers are currently on central deputation, their nomination may be forwarded with the approval of the Minister – in – charge concerned.

3. It is requested that the applications of the eligible candidate may be forwarded to Under Secretary, (Plantation), Department of Commerce, Ministry of Commerce & Industry, Room No. 441, Udyog Bhawan, New Delhi-110011 so as to reach this Department within one month from the date of publication of the advertisement in the Employment News.

Yours faithfully,

(Vandana Yadav)
Director
Ph: 23062863

Copy to:-

1. Department of Commerce (Ms. Anita Praveen, Joint Secretary) Udyog Bhawan, New Delhi.
2. Department of Personnel & Training (Shri Sudhir Kumar, Director), North Block, New Delhi.
3. Technical Director, NIC, DoP&T, Room No. 11/A, North Block, New Delhi-110001 for uploading this vacancy circular on DoP&T website.
4. Technical Director NIC, DoC for uploading this vacancy circular on DoC’s website.
5. Deputy Secretary, MM, DoPT, New Delhi with the request to arrange uploading of this vacancy circular through bulk e-mailing system of officers.
फ. सं. 1/4/2010 - बागान - ख
भारत सरकार
वाणिज्य एवं उद्योग मंत्रालय
बागान प्रभाग

उद्योग भवन, नई दिल्ली
dिनांक 19 अगस्त, 2015

सेवा से,

1. मुख्य सचिव, सभी राज्य सरकार
2. भारत सरकार के सभी मंत्रालयों/विभागों के सचिव

विषय: वाणिज्य विभाग के तहत कॉफी बोई, बेंगलुरु में अध्यक्ष के पद को भरना।

महोदय/महोदया

वाणिज्य विभाग के तहत कॉफी बोई, बेंगलुरु में प्रतिनिधित्व आधार पर (बेतन बैंड -4) 37,400 - 67,000/-
रू. +10,000/- रु. के पेश बेतन में अध्यक्ष के पद को भरे जाने का प्रस्ताव है।

2. संगठित सेवाओं या भारत सरकार के इतिहास एवं पात्र अधिकारियों, जो भारत सरकार के संबंधित सचिव स्तर से कम के
   न हो, संगठन निदेशी, सरकारी निदेशी, विशेष जीवन जूत अध्यक्ष नाम, जन्मतिथि, खेती, खेती, सम्पर्क दूरभाष संख्या,
   2. मेल का पता, शैक्षणिक जीवन, संपूर्ण अनुबंध/दस्तावेज का विवरण आदि विवरण पार्थ वर्णका सीआर
   प्रोफाइल/रिपोर्ट इलेक्ट्रॉनिक रूप से, विषय के दौरान प्रतिनिधित्व के योग्यों में विभाग का विवरण एवं यूनिंग आर्थ की इस कार्यक्षेत्र
   को सिफारिश की जा सकती है। उन अधिकारियों के मामले में जो दर्जन में केंद्रीय प्रतिनिधित्व पर हैं, उनके नामांकन
   को संबंधित प्रमाणी भंडारी के अनुमोदन के साथ अनुमोदित किया जा सकता है।

3. यह अनुमति किया जाता है कि पात्र उन्मूलनपर अधिकारियों की अवर सचिव, (बागान), वाणिज्य विभाग, वाणिज्य एवं
   उद्योग मंत्रालय, कमरा सं. 441, उद्योग भवन, नई दिल्ली - 110011 को इस तरह अनुमोदित करे जिससे कि वह
   रोजगार समाचार पत्र में विज्ञप्ति के प्रकाशन की लिथ से तीन दिनों के भीतर इस विज्ञप्ति तक पहुँच जाए।

भवदीया

(जन्मा यद्वद)

निदेशक
dूरभाष: 23062863

प्रतिलिपि:
1. वाणिज्य विभाग (श्री अनीता प्रवीण, संवाद सचिव) उद्योग भवन, नई दिल्ली
2. वाणिज्य विभाग (श्री सुभाष कुमार, निदेशक) नॉर्थ बलक, नई दिल्ली
3. डीओसीएनटी की वेबसाइट पर इस रिपोर्ट पर्याय की अप्लाड करने के लिए तकनीकी निदेशक, एजाइसी,
   डीओसीएनटी, कमरा सं. 11/ए नार्थ बलक, नई दिल्ली - 110011
4. डीओसीएनटी की वेबसाइट पर इस रिपोर्ट पर्याय की अप्लाड करने के लिए तकनीकी निदेशक एजाइसी,डीओसीएनटी
5. अधिकारियों के बल्क इन रिपोर्ट के लिये इस रिपोर्ट पर्याय के अप्लाड की व्यवस्था करने के अनुरोध
   के साथ उप सचिव, एमएस, डीओसीएनटी, नई दिल्ली
F. No. A-12022/13/2015-PB.I
GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
(PORTS WING)

Transport Bhawan
1, Parliament Street
New Delhi-110001
Dated the 17th August, 2015

VACANCY CIRCULAR

Subject: Filling up the post of Deputy Chairman, Kolkata Dock System (KDS) in Kolkata Port Trust- Calling for applications-reg.

The Ministry of Shipping invites applications from the All India Service/Central Civil Services Group ‘A’ officers and also from eligible Port Officers working in Major Port Trusts for the post of Deputy Chairman, Kolkata Dock System (KDS) in Kolkata Port Trust in the pay scale of Rs. 75,000-90,000/- (in industrial DA pattern). Apart from the salary, the post also carries the perquisites such as dedicated accommodation, transport, medical attendance, LTC etc. The Port Trust is an autonomous body governed under the Major Port Trusts Act, 1963. Appointment to the post is made by the Central Govt. under section 3(1) (b) of the Major Port Trusts Act, 1963.

2. The Deputy Chairman of the Port is one of the trustees of the Board. He is the Deputy Chief Executive of the Organisation and assists the Chairman in all aspects of Port functioning. He is required to exercise administrative and financial powers and also to supervise the functioning of various departments with the ports. The job requirements, therefore, are the following:

(i) Wide administrative experience and General Managerial ability;
(ii) Experience and talent in man-management in highly unionized environment;
(iii) Experience and ability in Financial Management;
(iv) Ability to formulate and implement development plans and also to prepare broad perspective plan for development of a port;
(v) Ability to co-ordinate with various agencies such as State Governments, the Law and order authorities, different agencies of Central Government such as customs, Railway, Ministry of Labour, etc.;
(vi) Experience and ability in personnel management and understanding of establishment matters.

3. Eligibility criteria for AIS/ Central Civil Service Group ‘A’ officers:

(i) The officers belonging to All India Services/Central Group ‘A’ Civil Services who have put not less than 13 years of service in Group ‘A’ are eligible to be considered for the post. Preference may be given to those having experience of working in Port and Shipping sectors. The terms and conditions of appointment of the officers selected shall be as per the rules and instructions of Central Government.
(ii) The post is not a part of the Central Staffing Scheme. The appointment could be made on deputation basis for a period of 5 years or as may be decided by the Competent Authority.

(iii) The Cadre Controlling Authority/the State Government is requested to give wide publicity to the vacancy and forward names of suitable and willing officers for consideration for the post. The ACRs (only attested photocopies) of the officer for the last five years (2009-10 to 2013-14) along with the bio-data in the enclosed format, and clearance from administrative/vigilance angles and Integrity Certificate may also be sent. The vigilance clearance of the officer may be sent in the prescribed proforma attached with the application form.

4. **Eligibility criteria for Port Officers:**

(i) Officers holding the posts of Deputy Chairman in Category II ports with minimum 2 years of regular service **falling which** from officers holding the posts of Dy. Chairman in Category II ports with less than 2 years of regular service but combined regular service of at least 6 years in the posts of Dy. Chairman of Category II ports and HODs of category I ports or officers holding the posts of Dy. Chairman in Category II ports with less than 2 years of regular service but combined regular service of at least 7 years in the posts of Dy. Chairman of category II ports and HOD of Category II ports.

Provided that incumbents of highly specialised posts of HODs such as Chief Medical Officers and Chief Law Officers shall not be eligible for consideration.

(ii) Port Officers working in Major Port Trusts who are eligible to be considered for the post as per para 4 (i) above should send their applications through proper channel.

(iii) While forwarding the applications the Chairman of the concerned Port may please ensure the following documents are sent along with the application form:

(i) ACRs of last 5 years (2009-10 to 2013-14)

(ii) A certificate on adverse entries in the ACRs, if any.

(iii) If the ACRs of a particular years between 2009-10 to 2013-14 is pending/not available, “No Report Certificate” may be furnished.

(iv) A statement showing ACRs gradings should also be furnished.

(v) The details regarding officers holding higher posts on ad-hoc/temporary basis should be clearly specified.

(vi) The Vigilance status of the candidate in the prescribed proforma duly filled in column-wise and signed by CVOs of the concerned Port (with details of last ten years)
6. The applications which are received after due date/not sent through proper channel will not be considered. The last date for receipt of applications in this Ministry is 05.10.2015. The applications may be sent to the undersigned at the following address.

Under Secretary (PE),
Ministry of Shipping,
Room No. 438
Transport Bhawan
1, Parliament Street
New Delhi-110001.

(ANURAG SHARMA)
UNDER SECRETARY TO THE GOVT. OF INDIA
Tele/Fax No: 011-23719492

To

(i) All Chairmen/Dy. Chairmen of the Major Port Trusts w.r.t. Port Officers
(ii)
2. Secretary, Department of Personnel & Training.
3. Secretary, Ministry of Home Affairs
4. Secretary, Ministry of Environment and Forest
5. Secretaries of All Ministries and Departments under Govt. of India

Copy to:

1. Senior Technical Director, NIC, M/o. Shipping for posting a copy of the Circular in website of the Ministry of Shipping. It is also requested to send a scanned copy of the vacancy circular to DOPT for posting it on their website. The e-mail address of DOPT is persinfotech@nic.in with a copy to diracc@nic.in. The subject of the e-mail should be “Vacancies in Autonomous Organisations”
2. Technical Director, NIC, DOPT, Room No. 11/A, North Block, New Delhi.
3. Nodal Officer, Ministry of Shipping
4. Guard File
BIO DATA PROFORMA

1. Name, Designation and Address:

   (a) Service and Batch:

2. Date of Birth (in Christian era) & age:

3. Date of retirement:

4. Educational Qualifications:

5. Whether qualifications, experience and job requirements for the post are satisfied

   Qualifications/experience/job
   Qualifications/Experience

   Requirements for the post
   the officer

   Essential
   (1)
   (2)
   (3)

   Desired: Should preferably have at least four years of left out service period.

6. Please state clearly whether in the light of entries made by you above, you meet requirements of the post

7. Total service rendered in Group ‘A’ post:

8. Total experience in Port & Shipping sectors, if any:

9. Dates of the employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

   Office/Instit.  Post held  From  To  Scale of Pay and basic pay
   Nature of duties
   /Orgn

10. Nature of present employment

11. In case the present employment is held on deputation/please state-
   (a) The date of initial appointment
   (b) Period of appointment on deputation
   (c) Name of the parent office/organization to which you belong
12 Additional details about present employments

Please state whether working under
(a) Central Govt.
(b) State Govt.
(c) Autonomous Organisations
(d) Government Undertakings

13. Two separate write-ups (not exceeding 300 words each) may be attached as follows:

(i) Write-up on the professional experience and core-competence of the officer in handling the assignment applied for:

(ii) Write-up on how the applicant can fulfill and advance the mission and objectives of the organisation that he seeks to join:

14. Scale of Pay and Grade Pay and also indicate: the date from which in this scale of Pay & GP

15 Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient

16 Whether belongs to SC/ST

Remarks

In the event of selection to the post, I will not withdraw my candidature for the post and undertake to accept the posting.

Signature of the candidate

Address-------------------

----------------------
E-mail:________________

Date-----------------------

Countersigned--------------

(Employer)
PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS/CLEARANCE BEING SOUGHT
[To be furnished and signed by the CVO or HOD]

1. Name of the Officer (in full) : 

2. Father’s Name : 

3. Date of Birth : 

4. Date of Retirement : 

5. Date of Entry into Service : 

6. Service to which the officer belongs including batch/year cadre-etc. wherever applicable : 

7. Positions held : 
(during the ten preceding years)

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<tr>
<th>S.No</th>
<th>Organization (Name in full)</th>
<th>Designation &amp; Place of posting</th>
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8. Whether the officer has been placed on the “Agreed List” or “List of Officers of Doubtful Integrity” [if yes details to be given] : 

9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result (*) : 

10. Whether any punishment was awarded to the officer during the last 10 years and if so the date of imposition and details of the penalty (*) : 

11. Is any disciplinary/criminal proceedings or charge sheet pending against the officer as on date [if so, details to be furnished; including reference no. if any of the Commission] :
12. Is any action contemplated against the Officer as on date [if so, details to be Furnished] (*)

DATE: ____________________________ (NAME AND SIGNATURE)

(*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.
VACANCY CIRCULAR

Subject: Filling up the post of Chairman, Chennai Port Trust—Calling for applications—

The Ministry of Shipping invites applications from the All India Service/Central Civil Services Group ‘A’ officers and also from eligible Port Officers working in Major Port Trusts for the post of Chairman in Chennai Port Trust in the pay scale of Rs.80,000-1,25,000/- (Industrial DA pattern). Apart from the salary, the post also carries the perquisites such as dedicated accommodation, transport, medical attendance, LTC etc. The Port Trust is an autonomous body governed under the Major Port Trusts Act, 1963. Appointment to the post is made by the Central Govt. under section 3 (1) (a) of the Major Port Trusts Act, 1963.

2. The Chairman of the Port is the Chairman of the Port Trust Board. He is the Chief Executive of the Organisation and is responsible for all aspects of Port functioning. He is required to exercise administrative and financial powers and also to supervise the functioning of various departments with the ports. The job requirements, therefore, are the following:

(a) General Managerial ability;
(b) Experience and talent in man-management in highly unionized environment.
(c) Experience and ability in Financial Management.
(d) Ability to formulate and implement development plans and also to prepare broad perspective plan for development of a port;
(e) Ability to co-ordinate with various agencies such as State Governments, the Law and Order authorities, different agencies of Central Government such as customs, Railway, Ministry of Labour etc.
(f) Experience and ability in personnel management and understanding of establishment matters.

3. Eligibility criteria for AIS/ Central Civil Service Group ‘A’ officers:

(i) The officers belonging to All India Services/Central Group ‘A’ Civil Services who have put not less than 16 years of service in Group ‘A’ are eligible to be considered for the post. Preference may be given to those having experience of working in Port and Shipping sectors. The terms and conditions of appointment of the officers selected shall be as per the rules and instructions of Central Government.
(ii) The post is not a part of the Central Staffing Scheme. The appointment will be made on deputation basis for a period of 5 years or as may be decided by the Competent Authority.

(iii) The Cadre Controlling Authority/the State Government is requested to give wide publicity to the vacancy and forward names of suitable and willing officers for consideration for the post. The ACRs (only attested photocopies) of the officer for the last five years (2009-10 to 2013-14) along with the bio-data in the enclosed format, and clearance from administrative/vigilance angles and Integrity Certificate may also be sent. The vigilance clearance of the officer may be sent in the prescribed proforma attached with the application form.

4. **Eligibility criteria for Port Officers:**

(i) Officers holding the posts of Chairman in category II ports with minimum 3 years of regular service in the post.

(ii) Port Officers working in Major Port Trusts who are eligible to be considered for the post as per para 4(i) above should send their **applications through proper channel**.

(iii) While forwarding the applications the Chairman of the concerned Port may please ensure the following documents are sent along with the application form:

(i) ACRs of last 5 years (2009-10 to 2013-14)

(ii) A certificate on adverse entries in the ACRs, if any.

(iii) If the ACRs of a particular years between 2009-10 to 2013-14 is pending/not available, “No Report Certificate” may be furnished.

(iv) A statement showing ACRs gradings should also be furnished.

(v) The details regarding officers holding higher posts on ad-hoc/temporary basis should be clearly specified.

(vi) The Vigilance status of the candidate in the prescribed proforma duly filled in column- wise and signed by CVOs of the concerned Port (with details of last ten years)

5. The Cadre Controlling Authority/the State Government is requested to give wide publicity to the vacancy and forward names of suitable and willing officers for consideration for the post. The ACRs (only attested photocopies) of the officer for the last five years (2009-10 to 2013-14), statement of ACR grading along with the bio-data in the enclosed format, and clearance from administrative/vigilance angles and Integrity Certificate may also be sent. The vigilance clearance of the officer may be sent in the prescribed proforma attached with the application form.
6. Those candidates who had applied for the above post earlier against the vacancy circular dated 13th March, 2015 need not apply afresh but may confirm the continuance of their interest in their candidature for being considered again. The last date for receipt of applications in this Ministry is 28th September, 2015. The applications may be sent to the undersigned at the following address:

Under Secretary (PE),
Ministry of Shipping,
Room No. 438
Transport Bhawan
1, Parliament Street
New Delhi-110001.

(P.K.ROY)
DEPUTY SECRETARY TO THE GOVT. OF INDIA
Tele No: 011-23719008

To

2. Secretary, Department of Personnel & Training.
3. Secretary, Ministry of Home Affairs
4. Secretary, Ministry of Environment and Forests
5. Secretaries of All Ministries and Departments under Govt. of India

Copy to:

1. Senior Technical Director, NIC, M/o Shipping for posting a copy of the Circular in website of the Department of Shipping. It is also requested to send a scanned copy of the vacancy circular to DOPT for posting it on their website. The e-mail address of DOPT is persinfotech@nic.in with a copy to diracc@nic.in. The subject of the e-mail should be “Vacancies in Autonomous Organisations”
2. Technical Director, NIC. DOPT, Room No. 11/A, North Block, New Delhi.
3. Guard File
BIO DATA PROFORMA

1. Name, Designation and Address:
   (a) Service and Batch:

2. Date of Birth (in Christian era) & age:

3. Date of retirement:

4. Educational Qualifications:

5. Whether qualifications, experience and job requirements for the post are satisfied

   Qualifications/ experience/Job
   Requirements for the post

   Essential
   (1)
   (2)
   (3)

   Desired: Should preferably have at least four years of left out service period.

6. Please state clearly whether in the light of entries made by you above, you meet requirements of the post.

7. Total service rendered in Group ‘A’ post:

8. Total experience in Port & Shipping sectors, if any:

9. Dates of the employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

   Office/Instt. Post held From To Scale of Pay and basic pay Nature of duties /Orgn

10. Nature of present employment

11. In case the present employment is held on deputation/please state-(a) The date of initial appointment (b) Period of appointment on deputation (c) Name of the parent office/organization to which you belong
12. Additional details about present employments

Please state whether working under
(a) Central Govt.
(b) State Govt.
(c) Autonomous Organisations
(d) Government Undertakings

13. Two separate write-ups (not exceeding 300 words each) may be attached as follows:

(i) Write-up on the professional experience and core-competence of the officer in handling the assignment applied for:

(ii) Write-up on how the applicant can fulfil and advance the mission and objectives of the organisation that he seeks to join:

14. Scale of Pay and Grade Pay and also indicate:
the date from which in this scale of Pay & GP

15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient

16. Whether belongs to SC/ST

Remarks

_In the event of selection to the post, I will not withdraw my candidature for the post and undertake to accept the posting._

Signature of the candidate

Address-----------------------

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Date-----------------------

Countersigned-----------------------

(Employer)
PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS/CLEARANCE BEING SOUGHT

[To be furnished and signed by the CVO or HOD]

1. Name of the Officer (in full) :

2. Father's Name :

3. Date of Birth :

4. Date of Retirement :

5. Date of Entry into Service :

6. Service to which the officer belongs including batch/year cadre-etc. wherever applicable :

7. Positions held (during the ten preceding years) :

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8. Whether the officer has been placed on the "Agreed List" or "List of Officers of Doubtful Integrity" [if yes details to be given]

9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result (*)

10. Whether any punishment was awarded to the officer during the last 10 years and if so the date of imposition and details of the penalty (*)
1. Is any disciplinary/criminal proceedings or charge sheet pending against the officer as on date [if so, details to be furnished; including reference no. if any of the Commission]

12. Is any action contemplated against the Officer as on date [if so, details to be Furnished] (*)

DATE: (NAME AND SIGNATURE)

(*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.