Subject: Filling up the post of Chairman, Cochin 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 Chairman in Cochin Port in the pay scale of Rs.75,000-90,000/- (Industrial DA pattern) on deputation basis. 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 Civil Services Group ‘A’ officers who have put in 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 (2010-11 to 2014-15) 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) Eligible Officers belonging to the Major Port Trusts are to be considered for this post. Officers holding the posts of Deputy Chairman in category I Ports with minimum 2 years of regular service in the post failing which from officers holding the post of Deputy Chairman in category I Ports with less than 2 years of regular service but combined regular service of at least 5 years as Deputy Chairman of category I Ports and Deputy Chairman of category II Ports or from officers with minimum 5 years of regular service in the post of Deputy Chairman in category II Ports

(ii) Port Officers working in Major Port Trusts who are eligible to be considered for the post as per para 4 (i) above may 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 (2010-11 to 2014-15)
(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 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 24.02.2016. The candidates who have applied against the earlier vacancy circular dated 24/06/2015 may re-apply for the post. The applications may be sent to the undersigned at the following address and e-mail given below:

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

[Signature]

UNDER SECRETARY TO THE GOVT. OF INDIA
Tele/Fax No: 011-23719492
e-mail- anurag.sn@nic.in

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
   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 fulfil and advance the mission and objectives of the organisation that he seeks to join:

14. Executive summary as per annexure ‘A’.

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

16. 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

17. Whether belongs to SC/ST

18. Latest contact No. and E-mail address:

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-----------------------------
-----------------------------

Telephone no.-----------------------------
Fax No.-----------------------------

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

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

(Employer)
ANNEXURE-A

FORMAT FOR THE POST OF CHAIRMAN, COCHIN PORT TRUST

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Age as on closing date of application</td>
</tr>
<tr>
<td></td>
<td>Number of years left before retirement/superannuation</td>
</tr>
<tr>
<td></td>
<td>Qualification from graduate onwards</td>
</tr>
<tr>
<td></td>
<td>Assignment/posts held during last 15 years (only designation of Posts will suffice and no additional information is required)</td>
</tr>
<tr>
<td></td>
<td>Any Port related or allied experience (not to exceed 100 words)</td>
</tr>
<tr>
<td></td>
<td>Details of long term training, if any (Six month or more)</td>
</tr>
<tr>
<td></td>
<td>Email Id/Mobile No.</td>
</tr>
</tbody>
</table>
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):

<table>
<thead>
<tr>
<th>S.No</th>
<th>Organization (Name in full)</th>
<th>Designation &amp; Place of posting</th>
<th>Administrative/nodal Ministry/Deptt. Concerned (in case of officers of PSUs etc.)</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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</tbody>
</table>

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.
The Rashtriya Mahila Kosh (RMK) is a registered society under Society Registration Act, 1860 under the Ministry of Women & Child Development. The main objective of RMK is to provide micro-credit to poor women for livelihood support and income generating activities at concessional terms. There is one vacant post of General Manager which is proposed to be filled up through selection on/ transfer or deputation/short-term contract basis. Officers working in Government of India belonging to All India/Central Services with experience of working in Economic Ministries or any or more of the areas viz. Rural Development, Women and Child Development and Social welfare are eligible to apply. Besides, scale IV or scale V officers working in any of the Public Sector Banks/Development Banks like NABARD, SIDBI etc. with experience of fund management/rural credit/lending through SHGs/Micro Credit Programmes etc. are also eligible.

2. Detailed particulars, eligibility requirements etc. in respect of the post are enclosed (Annexure-I). Persons selected on deputation basis will be entitled to the normal deputation terms as admissible under the Central Government Rules in force from time to time. The period of deputation (including short-term contract), including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department, shall ordinarily not exceed five years.
3. The maximum age limit for the candidates for appointment is 56 years as on the closing date of receipt of application prescribed.

4. It is requested that particulars of eligible and interested officers duly verified and counter signed by the employer may be forwarded through proper channel in the attached proforma (Annexure-II) along with their up to date Confidential Report/ dossiers or Photocopy of ACRs duly attested by officer not below the rank of Under Secretary on each page for the last five years and Integrity Certificate/Vigilance Clearance and Penalty Statement imposed during the last ten years so as to reach this Ministry within eight weeks from the date of publication of this circular in the Employment News/ Rozgar Samachar.

5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

6. The applications received without up to date confidential reports/Vigilance Clearance/Integrity Certificate or otherwise found incomplete will not be entertained.

Yours faithfully,

(Rashmi Saxena Sahni)
Joint Secretary
Ph.23388576

Copy to:-
1. All Ministries/Departments of Government of India with the request for further circulation of vacancy among all the Attached/Subordinate Offices/Statutory Commissions/Autonomous bodies/Nationalised banks under their control.
2. Governor, Reserve Bank of India, Parliament Street, with request to circulate the vacancy.
3. Chairperson Central Board of Direct taxes North Block New Delhi.
4. Chairman Central Board of Customs & Central Excise North Block New Delhi.
5. The Director General (Resettlement Division), Ministry of Defence, West Block-IV, Wing-1, R.K. Puram New Delhi for wide publicity among eligible officers

6. General Manager, Rashtriya Mahila Kosh for information


8. NIC for placing the vacancy circular on the website of this Ministry.

Yours faithfully,

(Rashmi Saxena Sahni)
Joint Secretary
Ph. 23388576

Shri Jiji Thomson
Chief Secretary
Government of Kerala
Secretariat
Thiruvanchipuram.
Tele: - 0471-2333147
Fax: - 0471-2327176
NAME OF THE ORGANISATION: Rashtriya Mahila Kosh, Ministry of Women & Child Development

NAME OF THE VACANT POST: General Manager, Rashtriya Mahila Kosh (Selection post on transfer or Deputation basis /Short-term contract.

SCALE OF THE POST: Fixed contractual fee as fixed by RMK from time to time in case of short term contract. As per usual deputation terms as applicable to officers belonging to All- India and Central Services or Banks as the case be in case of transfer on deputation.

Last date of receipt of Application: 4 weeks from the date of advertisement in Employment News

PROFILE OF RASHTRIYA MAHILA KOSH (RMK):- Rashtriya Mahila Kosh (RMK) is a registered society under Society registration act, 1860 under the Ministry of Women & Child Development. The objective of RMK is to provide micro-credit to poor women for various livelihood support and income generating activities.

2. QUALIFICATION AND EXPERIENCE:

Age limit for recruitment on short term contract below 45 years

Educational and other qualifications required for recruits on short term contract.

A) Post Graduate in Social Sciences from a recognized University with a minimum of 55% marks.

B) Minimum 7 years experience in the social or economic sector, preferably in the management of micro credit programmes, SHGs etc. Preference will be given to those candidates with a proven track record and a high level motivation towards work in the social sector. Person with finance background preferred. Computer literacy is required for candidates applying for the post.
In case of recruitment by deputation:

(A) Any officer of the rank of Deputy Secretary / Director in the Govt. of India belonging to the All India / Central Services with experience in any one or more of the following areas:-

a) Working in Economic Ministries.
b) Rural Development.
c) Women & Child Development
d) Social Welfare

OR

Scale IV or Scale V officers working in any of the Public Sector Banks/ Development Banks like NABARD, SIDBI etc., with experience of Funds Management/ Rural Credit/lending through SHGs/Micro Credit Programmes etc.

Such deputation will normally be for two years initially and will be renewable thereafter with mutual consent for one year at a time.

Note:

(i) Period of Deputation/Contact including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department in Central Government/ State government shall ordinarily not exceed five years.

(ii) The maximum age limit for deputation (including short term contract) shall be 56 years as on closing date of receipt of application prescribed. (The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (other than those in Andaman & Nicobar Islands and Lakshadweep))

3. DURATION OF APPOINTMENT: The appointment on deputation shall normally be for a minimum period of TWO years (Extendable further by one year
at a time) or up to the date of superannuation, whichever is earlier. No application
shall be entertained under any circumstances after the stipulated date. Eligible
persons may submit their applications in prescribed Proforma given at Annexure-II
through proper channel accompanied by the vigilance clearance and photocopies
of the ACRs for the last five years duly attested by the officers not below the rank
of Under Secretary to the Government of India or equivalent addressed to Joint
Secretary (RMK), Ministry of Women and Child Development, Room No.756, 'A
wing, Shastri Bhavan, New Delhi-1.
Subject: Procedure for empanelment of retired officers as the Inquiry Officers for conducting Departmental Inquiries - reg.

The undersigned is directed to state that the issue of utilizing the services of retired officers for conducting departmental inquiries had been under consideration of the Department. It has now been decided that panels of retired officers from the Ministries/Departments under Government of India and PSUs would be created and maintained by the respective Cadre Controlling Authorities for conducting Departmental Inquiries against the delinquent officials.

2. Procedure for empanelment of retired officers as the Inquiry Officers - Panels of retired officers not below the rank of Deputy Secretary in Central Government and equivalent officer in the State Governments/PSUs to be appointed as the Inquiry Officer for the purpose of conducting departmental inquiries would be maintained level/rank wise and place-specific by each cadre controlling authority where its offices are located.

3. Validity of the panel - The panel of the retired officers created for the purpose of appointing Inquiry Officers for conducting departmental inquiry will be valid for a period of three years. The respective Cadre Controlling Authority will ensure that a panel of retired Inquiry Officers is available with them.

4. Following are the eligibility conditions for appointment of willing retired officers as the Inquiry Officers to conduct departmental inquiries:-

(i) The retired officers willing to serve as the Inquiry Officer should not be more than 65 years of age as on the 1st April of the year of his/her empanelment.
(ii) He/she should be in sound health - both physically and mentally.
(iii) He/she should not be an accused officer in any pending inquiry and should be of impeccable integrity.
5. The respective Cadre Controlling Authority will immediately take necessary action for inviting applications from willing and eligible retired officers to serve as the Inquiry Officer for conducting departmental inquiry. In this regard, a format for inviting applications is annexed.

6. A three-member committee consisting of Joint Secretary level officers including CVO of the concerned Ministry/Departments/PSUs would be constituted by the respective cadre controlling authority. The other two members can be from the same Ministry/Department or from the attached or subordinate office. After receipt of willingness of the retired officers, names of the officers will be screened by the committee so constituted and panel of officers (Database) will be created rank-wise viz., Deputy Secretary, Director, Joint Secretary, Additional Secretary, Secretary, etc. Approval of Minister-in-charge may be solicited for making the panel of the officers. Appointment of Inquiry Officer, from the panel of eligible retired officers, will be done by a random draw of lot. The Committee constituted for making panels of retired officers as the Inquiry Officer has to keep in mind that applications of retired officers willing to serve as an Inquiry Officer should be scrutinized carefully to ensure that the applicant meets the eligibility criteria.

7. The number of disciplinary cases assigned to an Inquiry Officer may be restricted to 20 cases in a year, with not more than 4 cases at a time.

8. Terms and conditions for appointment of retired officers as the Inquiry Officer.

The designated Inquiry Officer shall require to give an undertaking as follows:-

(i) that he/she is not a witness or a complainant in the matter to be inquired into or a close relative or a known friend of the delinquent Government officer.

(ii) shall maintain strict secrecy in relation to the documents he/she receives or information/data collected by him/her in connection with the inquiry and utilize the same only for the purpose of inquiry in the case entrusted to him/her.

9. No such documents/information or data shall be divulged to anyone during the Inquiry or after presentation of the Inquiry Report. All the records, reports etc. available with the Inquiry Officer shall be duly returned to the authority which appointed him/her as such, at the time of presentation of the Inquiry Report.
10. The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by the Department/Organization, which engages him/her.

11. The Inquiry Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of the Disciplinary Authority.

12. The Inquiry Officer shall submit the inquiry report after completing the inquiry within ninety days from the date of his/her appointment as the Inquiry Officer. Extension of time beyond ninety days can be granted only by the Disciplinary Authority.

13. The rates of honorarium and other allowances payable to the Inquiry Officer will be as under:-

<table>
<thead>
<tr>
<th>Particulars/Details</th>
<th>Rate per case (in Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items</td>
<td>Category</td>
</tr>
<tr>
<td>Honorarium</td>
<td>'I'</td>
</tr>
<tr>
<td></td>
<td>'II'</td>
</tr>
<tr>
<td></td>
<td>'III'</td>
</tr>
<tr>
<td>Transport Allowance</td>
<td></td>
</tr>
<tr>
<td>Secretarial Assistance</td>
<td></td>
</tr>
</tbody>
</table>

Payment will be made to the Inquiry Officer only when the report is accepted by the Disciplinary Authority. In case it is not possible to proceed with the matter due to stay by courts etc., the Inquiry Officer may be discharged from his/her duties and payment of honorarium and other allowances will be made on **_pro rata_** basis.

14. Before the payment is received by the Inquiry Officer, it will be his/her responsibility to ensure that:-

(a) All case records and inquiry report (two ink signed copies) properly documented and arranged is handed over to the Disciplinary Authority.

(b) The report returns findings on each of the Articles of Charge which has been enquired into should specifically deal and address each of
the procedural objections, if any, raised by the charged officers as per the extant rules and instructions.

(c) There should not be any ambiguity in the inquiry report and therefore every care should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with the relevant rules/instructions of disciplinary and appeal Rules to which the delinquent Government officials are governed.

15. Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority of the Ministry/Department/Office concerned.

16. The Department of Personnel & Training (AVD.I) may be consulted in case of clarification(s) on any of the issues related to empanelment of retired officer as an Inquiry Officer for conducting departmental inquiries.

17. The services of Inquiry Officers whose performance is not upto the mark will be terminated with the approval of appointing authority.

(K.Srinivasan)
Under Secretary to the Government of India
Tel.No. 23040291

To

All State Chief Secretaries (As per Standard List)
APPLICATION FOR APPOINTMENT OF RETIRED GOVERNMENT SERVANTS AS THE INQUIRY OFFICER TO CONDUCT DEPARTMENTAL INQUIRY

Name of the officer : 
(In capital letters)

Date of retirement from government service : 

Age on the date of submitting the application : 

Last Post held before retirement : 

Details of the Ministry and posts held during the service : 

Have you ever assigned the responsibility of the Inquiry Officer : 

If yes, the details thereof :
Whether retired on attaining the age of Superannuation or voluntary retirement : 

Whether any penalty was imposed during the service : 

If yes, the details thereof : 

Name and signature
Permanent/Present Address & Contact Number

Place:
Date:

(The empanelment of retired officers for their appointment as the Inquiry Officer will be done by a Committee comprising of three Joint Secretary level officers including CVO of the concerned Ministry/Departments/PSUs)