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 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 Deputy Chairman in Category II ports with minimum 2 years of regular service **failing 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. Those candidates who had applied for the above post earlier against the vacancy circular dated 17th August, 2015 need not apply afresh but may confirm the continuance of their interest in their candidature for being considered again. 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 08.01.2016. 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.

[Signature]
(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
   possessed

   Requirements for the post

   Essential
   (1)
   (2)
   (3)

   Desired: Should preferably have at least four year 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
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-----------------

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

E-mail:___________

Tel No:-----------

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)

<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>
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<tr>
<td>2.</td>
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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.
No.6/19/2009-EO(SM-I)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Office of the Establishment Officer  

New Delhi, 7th December, 2015

To

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

Subject: Filling up the post of Planning Adviser in North Eastern Council Secretariat (NEC), Shillong (Joint Secretary level) under the Ministry of Development of North Eastern Region (DONER)—reg.

Sir/Madam,

It is proposed to fill up the post of Planning Adviser in North Eastern Council Secretariat (NEC), Shillong (Joint Secretary level), a non-CSS post, under the Ministry of Development of North Eastern Region (DONER) in the pay band of Rs.37,400 – 67,000 (PB-4) and grade pay of Rs10,000/- on deputation basis.

2. Names of willing and eligible officers, who have been empanelled to hold Joint Secretary or equivalent posts at the Centre under the Central Staffing Scheme, may be recommended to this office along with cadre clearance, vigilance clearance, detailed biodata, viz. name, date of birth, service, batch, contact telephone number, email address, educational qualifications, complete experience/posting details etc. CR dossiers/certified ACRs for the last five years and details of debarment & cooling off in respect of past central deputation. In case the officers are currently on Central deputation, the nomination may be forwarded with the approval of the Minister-in-charge concerned.

3. It is requested that the applications of the eligible candidates may be forwarded so as to reach this Department within one month from the date of issue of this circular.

Yours faithfully,

(Nandini Paliwal)

Deputy Secretary to the Government of India
Tel. No.011-2309 2187

Copy to:

1. Ministry of Development of North Eastern Region (DONER) (Shri Naveen Verma, Secretary), New Delhi w.r.t. their letter No.4/1/2014-DONER (NEC) dated 19th November, 2015.
2. Technical Director, NIC, Computer Cell, DoPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department immediately.
3. Deputy Secretary (MM), DoPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.
No. 24011/02/2015-Estt (B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi, 08th December, 2015

OFFICE MEMORANDUM

Subject: - Filling up of the post of Member, Staff Selection Commission,
New Delhi (Joint Secretary level) in the pay scale PB-4, Rs.
37,400-67,000/- plus Grade Pay Rs. 10,000/- on deputation basis.

It is proposed to fill up the post of Member, Staff Selection Commission (SSC)
in the Staff Selection Commission (Hqrs) at New Delhi in the Pay Scale PB-4 Rs.
37,400-67,000/- Plus Grade Pay Rs. 10,000/-. The eligibility criterion is given in
Annexure-I.

2. Application of only such officers will be considered as are routed through
proper channel and are accompanied with (i) bio-data in the proforma at
Annexure-II; (ii) clear photocopies of the up-to-date APAR dossier of the officer
containing APARs of at least last five years, duly attested by a Group ‘A’ officer (if
original APAR could not be sent); (iii) An attested Statement indicating the
grading in the APAR during the last five years (iv) cadre clearance; (v) clearance
from vigilance and disciplinary angle; and (vi) statement giving details of major or
minor penalties, if any, imposed on the officer during the last ten years.

3. All Ministries/Departments and the State Governments/UTs are requested to
forward the applications of willing and eligible officer in the prescribed proforma to:
---
Shri M. Selva Kumar, Section Officer (Estt-B), Ministry of Personnel, Public
Grievances and Pensions (Department of Personnel and Training), Room. No.
215-C, North Block, New Delhi-110001, so as to reach this office latest by 08th
February, 2016.

4. The applications of only those officers may be forwarded who, in the event of
their selection, would immediately join the duties of the post, and whom the
concerned authorities would be in a position to relieve immediately. The application
once forwarded would not be allowed to be withdrawn. Applications received after
the prescribed date or not accompanied with the required certificates/documents will
not be entertained.

(Sumita Singh)
Deputy Secretary to the Government of India

To
(i) Secretaries all the Ministries/Departments of Government of India (By Name)
(ii) Chief Secretaries/ Union Territories of all States Governments (By Name)
(iii) All Cadre Authorities.
(iv) Technical Director, NIC, Department of Personnel and Training for up-loading
the circular under the heading ---“what is new’ this Department’s web-site,
immediately.
ANNEXURE-I

Eligibility criterion of the post of Member, Staff Selection Commission, New Delhi.

1. Name of Post: Member, Staff Selection Commission, New Delhi.

2. Scale of pay: PB-4, Rs. 37,400-67,000 + Grade Pay of Rs. 10,000/-.

3. Eligibility: Officers of the Central Government (including officers of All India Services and Central Group ‘A’ Services).

   (a) (i) Holding analogous posts on regular basis in the parent cadre/Department; or

   (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of PB-4, Rs. 37,400-67,000/- with Grade Pay of Rs. 8700/- or equivalent in the parent cadre or Department; and

   (b) Possessing the following educational qualifications and experience:-

      (i) Post Graduate Degree in any discipline from a recognized University or Institution.

      (ii) 10 years' experience in dealing with Service, Administrative, Vigilance, Establishment and Financial matters.

4. Period of Deputation: The upper age limit at the time of appointment to the post of Member of Staff Selection Commission will be 58 years and he/she shall hold office for a period of five years or till he/she attains the age of 62 years, whichever is earlier, provided that in case a serving officer appointed as Member, Staff Selection Commission retires on superannuation before completing the tenure of five years, he/she shall be deemed to be on re-employment for the remaining period of tenure subject to the upper age limit of 62 years.

5. Age Limit: The maximum age limit for appointment by deputation shall be not be exceeding 59 years as on the closing date of the receipt of applications.
ANNEXURE-II

PROFORMA

1. Name and address (in block letters)

2. Service to which belongs:

3. Date of Birth:

4. Date of retirement under Central Government rules:

5. Educational Qualification - Graduate/Post-Graduate level:

6. Whether belong to SC/ST/Minority:

7. Please indicate the following particulars of the present post held:-
   (a) Present post held with date:
   (b) Whether regular/ad-hoc:
   (c) Scale of Pay:
   (d) Present basic Pay:

8. Please specify how you meet the qualifications:
   (i) Whether you are holding analogous posts on a regular basis in the parent cadre/Department (Please specify yes or No; details to be indicated in the table below):

   (ii) Whether you possess five years’ service in the grade rendered after appointment on a regular basis in the scale of PB-4 Rs. 37,400-67,000/- with Grade Pay of Rs. 8700/- or equivalent in the parent cadre or Department (pl. specify yes or no; details to be indicated in the table below):

   (iii) The details of positions held in the last 10 years should be indicated in the table below:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of office/organization where employed</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Pay scale</th>
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(iv) The details of experience in the last 10 years in dealing with Service, Administrative, Vigilance, Establishment and Financial matters should be furnished as per table under:

<table>
<thead>
<tr>
<th>Field of experience in the last 10 years</th>
<th>Nature of duties</th>
<th>Period of Experience</th>
<th>Organization in which the relevant experience was gained</th>
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<tbody>
<tr>
<td>(a) Administration</td>
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<tr>
<td>(b) Vigilance:</td>
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<td>(c) Establishment:</td>
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<tr>
<td>(d) Financial Matters</td>
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9. Additional information, if any, which you like to mention in support of your application for the post.

(Signature of the candidate)
Telephone No (STD code)/Mobile No:
Office Address with office Telephone Number:
Residential Address:
Date:
(CHECK LIST)

(i) Certified that the particulars furnished by the applicant have been checked form available records and found correct.

(ii) Certified that no disciplinary proceeding/vigilance case is either pending or contemplated against the officer.

(iii) List of punishments awarded, if any, during the last 10 years attached.

(iv) Integrity is certified.

(v) APAR dossier or attested photocopies of up-to-date APAR dossier of the officer for the last five years, duly attested, attached.

(vi) Attested statement indicating gradings in the APAR during the last five years.

(vii) Certified that in the event of selection, the officer will be relieved of his duties immediately.

Signature.............

Name and designation of the Forwarding officer with seal and Telephone Number (STD code) and Mobile Number:
## APAR GRADING PROFORMA

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Signature

Name and designation of the Forwarding officer with seal and Telephone Number (STD code) and Mobile Number: