



मुरगांव पत्तन प्राधिकरण

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

"सांरसी" सामान्य प्रशासन विभाग, प्रशासनिक कार्यालय भवन, हेडलैण्ड सडा, गोवा - 403804.

MORMUGAO PORT AUTHORITY

(MINISTRY OF PORTS, SHIPPING & WATERWAYS, GOVT. OF INDIA)

"SAARASI" GENERAL ADMINISTRATION DEPARTMENT, ADMINISTRATIVE OFFICE BLDG., HEADLAND SADA, GOA - 403 804.

Website : <https://www.mptgoa.gov.in> Email : secretary@mptgoa.gov.in

दूरभाष(कार्य) / Tel.(Off.) : 0832-2521120 फ़ैक्स / Fax : 0832-2521125



GAD/PC-A/67/2024/03434

Date: 16.09.2024

Recruitment Notice

To,
The Chairperson,
(All Major Ports Authorities)

By Email
By Speed Post

Port Authority

Sir,

Sub: Filling up of the post of Deputy Secretary (I/R) in the scale of pay of Rs. 60000-180000 (Revised) by absorption/deputation basis in Mormugao Port Authority - reg.

The post of Deputy Secretary (I/R) in Mormugao Port Authority in the scale of pay of Rs.60000-180000 (Revised) (Pre-revised scales: Rs.24900-50500 / 13000-350-18250) is to be filled in by Absorption/deputation basis from the Officers of the Major Port Authorities who fulfilling the eligibility criteria prescribed in the Recruitment Rule enclosed, **at Annexure - I.**

Applications are invited from eligible and willing officers who satisfy the Recruitment Rule for the post of Deputy Secretary (I/R) in the prescribed format enclosed, **at Annexure - II.**

Application may be forwarded by the respective Port Authorities to the undersigned along with the following documents.

- (i) Copies of ACRs duly attested by an Officer not below the rank of Deputy HoD on each of the page of ACR of the applicant for the last five years (up to March, 2023). If ACR for a particular year/period is not available, the certificate to that effect may be attached and the ACR of the preceding years for similar No. of years should be enclosed with the certificate indicating the reasons for non-availability of ACRs.
- (ii) Attested copies of all certificates, as a proof of educational qualification, qualifying service/experience in the respective feeder post & pay scale wise.
- (iii) No Objection Certificate of the Heads of the respective Port / Organization.
- (iv) Administrative clearance of the concerned Port as per enclosed proforma.
- (v) Vigilance/Administrative clearance of the concerned Port in the prescribed proforma as per Ministry's letter No. A-12022/10/2005-PE-I dtd. 27.08.2010, duly filled in all respects.
- (vi) Two latest passport size photographs (to insert/attach in an envelope).



.2.

(vii) The crucial date to determine the eligibility criteria is **01.09.2024**.

(viii) Undertaking of the applications to the effect that candidature will not be withdrawn, if selected.

(ix) Incomplete application or application received after the due date will not be considered.

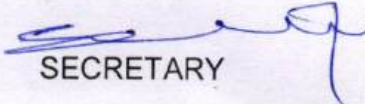
(x) The last date for receipt of application duly completed, by the Port Authority is **15.10.2024**.

If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application. Vigilance report is to be furnished in the attached format as **at Annexure – III**.

The Port reserves the right to cancel or make any alteration in the recruitment process, if need arises, without further notice and without assigning any reason thereof, changes, if any will be notified in Port's website only. Circular alongwith annexures is also available on MoPA website <https://mptgoa.gov.in>.

For absorption/deputation the rules prescribed by Govt. of India will be followed in terms of Reg. 30 of Mormugao Port Trust Employees (Recruitment, Seniority and Promotion) Regulations, 2010.

Yours faithfully,


SECRETARY

Encl : 1) Annexure - I
2) Annexure - II
3) Annexure - III

c.c. to: Shri Pradeep Kumar Roy, Director (PHRD), to Govt. of India, Ministry of Ports, Shipping & Waterways, New Delhi for information with reference to Ministry's letter No. I-26/9/2013-PE.I dated 12th June, 2013 & 17th June, 2014. A soft copy of the vacancy circular is also sent to Ministry at the email address of dirphrd-psw@nic.in, usphrd-psw@gov.in, sope1@nic.in for necessary posting on Ministry of Ports, Shipping & Waterways, New Delhi website.

c.c. to: The Managing Director,
Indian Ports Association,
New Delhi – 110 003

... for uploading vacancy circular on
IPA's website.

c.c. to: Asst. Director (EDP)/Finance Dept ... with a request to upload the vacancy circular on the MoPA website.

c.c. to: All HODs

... for circulation among the Officers of this Port Authority and to forward applications of willing and eligible Officers of his Department.

c.c. to: Notice Board.



MORMUGAO PORT AUTHORITY
EXISTING RECRUITMENT RULES FOR THE POST OF DEPUTY SECRETARY (I/R)

Sr. No.	Name of the Post	No. of posts	Classification	Scale of pay (Rs.)	Whether selection or non selection	Upper Age limit for direct recruitment (in years)	Educational & other qualifications required for direct recruitment.	Whether (a) Age (b) Educational Qualification (c) Experience for direct recruits will apply in the case of promotion/absorption/deputation.	Period of probation (in years)	Methods of recruitment (Whether by direct recruitment or by promotion/absorption/deputation).	In case of recruitment by promotion/absorption/deputation, grades from which it should be made.
1	2	3	4	5	6	7	8	9	10	11	12
1	Deputy Secretary (I/R)	1	Class-I	13000-350-18250	Selection	40	<p>Essential:</p> <p>(i) A degree from a recognized University.</p> <p>(ii) Nine years experience in executive cadre in the field of General Administration, personnel, Industrial Relations etc. in an Industrial/Commercial/Govt. Undertaking.</p> <p>Desirable:</p> <p>Post Graduate degree/diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare or allied subjects or degree in Law from a recognised University/Institution.</p>	(a) No. (b) Yes (c) No.	2	By promotion failing which by absorption/deputation, failing both by direct recruitment	Promotion from Sr. Asst. Secretary in the scale of pay of Rs. 10750-16750 with 4 years regular service in the grade failing which Sr. Asst. Secretary in the scale of pay of Rs. 10750-16750 with 2 years regular service in the grade and a combined regular service of 9 years in the scales of pay of Rs. 10750-16750 & Rs. 9100-15100 in the respective discipline of General Admn. Dept. Absorption/deputation will be of officers holding analogous posts or post of Sr. Asst. Secretary in the scale of pay of Rs. 10750-16750 with 4 years regular service in the grade in a Major Port Trust.

8. Educational Qualifications (Academic / Technical):

Educational Qualifications	Board / University	Year of Passing	Percentage of Marks	Elective Subject

(Enclosed copy of certificates)

9. Experience:

Name of the Organisation	Joining Date	Leaving Date	Duration			Designation
			Y	M	D	

(Enclosed copy of certificates)

10. Name & Address of the Present Employer with contact No's (If any)

11. N O C submitted : YES / NO

12. VIGILANCE / ADMINISTRATION CLEARANCE: YES / NO

I do hereby declare that having understood contents given in the Advertisement, I submit the application and the information furnished is true and in case any of my declaration and documents attached herewith found to be un-true / bogus and if I am unable to produce relevant documents in support of the eligibility condition within stipulated time, my candidature may be cancelled at any stage of recruitment process. In the event that the any wrong statement is detected / noticed even after my appointment, I hereby agree that my services are liable to be terminated without notice.

Date: . 2024

SIGNATURE

Particulars of the Officer for whom Vigilance Comments / Clearance is being sought
(To be furnished and signed by the CVO or HOD)

1. Name of Officer
2. Father's Name
3. Date of Birth
4. Date of Retirement
5. Date of Entry in to Service
6. Service to which the Officer belongs including batch/year Cadre etc., where applicable.
7. Positions held
(During the ten preceding years)

Sl. No	Organization (Name in full)	Designation & Place of Posting	Administrative / nodal Ministry / Department concerned (in case of officers of PSU ect.	From	To

8. Whether the officer has been placed on the "Agreed list" or "List of officers on doubtful integrity" (if yes, details to be given)
9. Whether the 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 Chargesheet 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) (*)
13. Whether the officer/official has submitted his/her annual immovable property return of the previous year as required under Rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed limit
14. Details of complaint pending against the Officer as on date.

Date

CHIEF VIGILANCE OFFICER

(*) If Vigilance Clearance had been obtained from the Ministry / CVC in the past, the information may be provided for the period thereafter.

MORMUGAO PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT

PROFORMA

1. Name of the Officer :
2. Date of Birth :
3. Present post held along with the
Details of earlier post held in chronological order :
4. Whether belongs to SC/ST :
5. Present basic pay and pay scale of the post
indicating detailed break-up of emoluments :
6. Service to which the officer belong :
7. Educational qualifications :
8. Other qualifications :
9. Experience :
10. Date of retirement :
11. Address for communication with telephone No. :
12. Any other points he may desire to mention. :

(SIGNATURE OF THE APPLICANT)

Place:

Date:

CERTIFICATE BY HEAD OF OFFICE (COMPETENT AUTHORITY) OF THE APPLICANT

- 1) It is certified that the particulars furnished by the Officer are correct.
- 2) It is certified that no disciplinary / Vigilance case is pending or contemplated against the applicant and he/she is clear from the Vigilance angle.
- 3) His / Her integrity is certified.
- 4) It is certified that no major / minor penalties have been imposed on the Officer during the last 10 years.
- 5) Details of ACRs/APARs for the last 5 years.

**SIGNATURE OF THE HEAD OF THE OFFICE
ALONG WITH THE OFFICE SEAL**