



आईएसओ 9001-2015 तथा
आईएससीएस अनुपालक पत्तन

मुरगांव पत्तन प्राधिकरण

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

प्रशासनिक कार्यालय, हेडलैण्ड सडा, गोवा - 403 804

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

ADMINISTRATIVE OFFICE, HEADLAND SADA, GOA - 403 804.

Website : <https://www.mptgoa.gov.in> Email : secretary@mptgoa.gov.in
दूरभाष(कार्य)/Tel.(Off.) : 0832-2521120 फॅक्स/Fax : 0832-2521125



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आज़ादी का
अमृत महोत्सव

GAD/PC-A/151/2023/4 |

Date: 16.02.2023

To,
The Chairperson,
(All Major Port Authorities),

By email/speed post.

Port Authority.

Sub: Filling up of the post of Secretary (HOD) in the scale of pay of Rs.100000-260000 (Revised) by absorption through composite method in Mormugao Port Authority – reg.

Sir/Madam,

The post of Secretary (HOD) in Mormugao Port Authority fell vacant w.e.f. 01.08.2022. The post is in the pay scale of Rs.100000-260000 (Revised) (Pre-revised Rs.43200-66000). The post is to be filled by absorption through composite method from Officers of Major Port Authorities, fulfilling the eligibility criteria as per **Annexure – I**.

2. The selection is by merit for which overall grading in the ACRs/APARs should not be below "Very Good".

3. As directed by the Ministry vide letter dated 19.11.2019, the incumbent will be initially appointed to the HOD post in the scale of pay of Rs.100000-260000 (Revised) (pre-revised Rs.43200-66000) and after completion of three years' regular service in the post, he/she will be elevated to the scale of pay of Rs.120000-280000 (Revised) (pre-revised Rs.51300-73000) subject to fulfilling the relevant conditions as per the Ministry's guidelines vide letter No. A-12023/15/2018-PE-I dated 19.11.2019. It may be noted that any changes as directed by the Ministry from time to time, will be made applicable.

4.1 Applications are invited from eligible and willing Officers of all the Major Port Authorities possessing the prescribed qualifications, experience and other conditions, for the post of Secretary in the pay scale of Rs.100000-260000 as per **Annexure-I**. The application may be submitted through "Online Application Portal" (OAP) of the Ministry of Ports, Shipping and Waterways website <https://onlinevacancy.shipmin.nic.in> from **16.02.2023** to **17.03.2023**. No application other than OAP shall be accepted.

... 2/-

4.2 The candidate will have to submit the printout of application form already uploaded in OAP to his administrative Port for onward forwarding. The administrative Ports are required to forward the applications of the candidates alongwith the following documents on or before **03.04.2023** superscribing "**Application for the post of Secretary (HOD) in Mormugao Port Authority**".

- (i) Certified copies of ACRs/APARs for the last 5 years (2017-18 to 2021-2022), duly attested by an officer not below the rank of Dy. HOD on each of the pages.
- (ii) A statement showing year-wise availability of ACRs/APARs and grading duly signed by the Dy. Chairman/Chairman as per the Ministry's letter dated 01.02.2007. If ACR/APAR for a particular year during the last 5 years is not available, "No Report Certificate" may be furnished alongwith ACRs/APARs of the preceding years.
- (iii) Attested photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.
- (iv) No objection certificate from the respective Port.
- (v) An undertaking of the applicant to the effect that candidature will not be withdrawn, if selected by Services Selection Committee.
- (vi) Vigilance and Administrative clearance of the concerned Port, as per enclosed proforma (**Annexure-II**).
- (vii) The veracity of the professional certificates and caste certificate provided in terms of letter no.A-12022/10/2005-PE-I dtd. 27.8.2010 by the applicant may be ensured and certified.
- (viii) Two recent passport size colour photographs in a sealed envelope.

5.1 As per the Ministry's guidelines dated 26.09.2019, in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate will not be considered by the Ministry if his/her application is not received through proper channel by the Port within 15 days of the last date of receipt of applications, i.e. on or before **03.04.2023**.

5.2 Further, the Ministry vide letter dated 20.09.2022 has issued the advisory in continuation to its earlier guidelines dated 26.09.2019 regarding filling up the HOD level posts in Major Port Authorities wherein it is inter-alia stated that,

"In this connection, it is to clarified that certain documents viz. obtaining vigilance clearance, APARs of the candidate may take some time due to administrative formalities. In such scenario, the ports need to forward the application of the officer with the approval of the competent authority (i.e through proper channel) to the port which has issued advertisement before due date of submission of application. Such applications through proper channel (even through without APARs, Vigilance, etc.) will be taken into consideration by the Ministry for appointment to HOD level posts. However, for consideration of candidature of the candidate by the Selection Committee, the Ports are required to forward the remaining documents without necessary delay. At various instances, the Ports forward the applications of the candidates in the last hours. Thus, it becomes impossible for the applications to reach the Port that issued advertisement before due date of submission. In such cases, the ports are required to forward his/her application (through proper channel i.e. forwarding of the Port alongwith printout of OAP application) via email so that the candidature of the candidate could be considered for the post. Subsequently, the complete application of the candidate alongwith other documents may be forwarded by the Port by registered Post to the Port that issued advertisement".

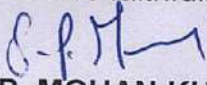
6. The crucial date of eligibility criteria will be the last date of closing of application i.e. **17.03.2023**, in terms of Ministry of Ports, Shipping and Waterways circular No.I-26/25/2013-PE-I dated 26.09.2019.

7. 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 format prescribed, vide Ministry of Ports, Shipping and Waterway's letter No.A-12023/2/2021-PE-1 dated 20.1.2021, copy of which is attached as per **(Annexure – III)**.

8. As per the Ministry's guidelines dated 26.09.2019 regarding filling up the HOD level posts in Major Port Authorities, Port official, who withdraws his/her candidature for the post after his/her selection by the Services Selection Committee, will be liable for debarment from future selection to HOD level posts in all Major Port Authorities for a period of two years.

9. Incomplete applications or applications not made following the stated procedure or received after due date will not be considered.

Yours faithfully,


(S. P. MOHAN KUMAR)
SECRETARY (I/C)

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

c.c. to: Shri Sandeep Gupta, 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 circular is also sent to Ministry at the email address of sandeepkr.gupta@nic.in, rajiv.nayan@nic.in & sope1@nic.in for necessary posting on Ministry of Ports, Shipping & Waterways 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 /MPA... with a request to upload the vacancy circular on the MPA's website and Online Application Portal (OAP) launched by the Ministry of Ports, Shipping and Waterways on 07.06.2017.

c.c. to: All HoDs ... for information.

c.c. to: Notice Board.

PROPOSED RECRUITMENT RULES

ANNEXURE - I

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 and other qualifications required for direct recruitment	Whether (a) Age Qualification (b) Educational Qualification (c) Experience for direct recruits will apply in the case of promotion/absorption/deputation	Period of probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation)	In case of promotion/absorption/deputation, grades from which it should be made.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
7	Secretary (Category II Posts)	1	Class - I (HOD)	Rs.43200-65000 (Pre-revised) (Revised Rs.100000-250000)	Selection	45	Essential:- (i) A degree from a recognised University (ii) Fifteen years experience in executive cadre in the field of General Administration, personnel, Industrial Relations, etc. in an Industrial/Commercial/Govt. Undertaking. Desirable:- Post Graduate degree/diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare or allied subjects or degree in law from a recognized University/Institution.	(a) No (b) Yes (c) No	N. A.	By absorption through composite method failing which by deputation and failing both by direct recruitment	Composite Method:- Officers holding posts in the scale of pay of Rs.32900-56000/- (Pre-revised) (Revised Rs.80000-220000) with 3 years regular service in the grade in the General Administration/ Human Resource Development Deptt of a Major Port Trust will be eligible. For deputation, Officers holding analogous posts or Officers holding posts of Sr. Dy. Secretary and equivalent posts in the GAD/IRD in the scale of pay of Rs. 32900-58000/- (Pre-revised) (Revised Rs.80000-220000) and above with 3 years regular service in the grade in Govt./PSUs/Autonomous Bodies (other than Major Port Trusts) will be eligible. The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "Very good".	(a) Recommendations of the Port Chairman for elevation of the pay scale of the Officer. (b) The APARs of the concerned officer for the last five years should not be below bench mark of "Very Good". (c) The Officer should be clear from Vigilance angle. (d) The scale of pay of Rs.51300-73000/- (Pre-revised) (Revised Rs.120000-280000) shall be granted to HOD level Officers in the scale of pay of Rs.43200-65000/- (Pre-revised) (Revised Rs.100000-250000) only after approval of the Ministry of Ports, Shipping & Waterways.

Awaiting Gazette Notification

ANNEXURE – II

Certificate to be given by Head of Office of Shri/Smt.: _____.

Designation: _____.

- 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 that he/she is clear from the Vigilance and Administrative angle.
- 3) His/Her integrity is certified.
- 4) It is certified that no major/minor penalty have been imposed on the Officer during the last 10 years.
- 5) Attested copies of ACRs/APARs for the last 5 years (from 2017-2018 to 2021-2022) are enclosed.
- 6) It is certified that the Officer meets the requisite eligibility criteria w.r.t. educational qualification and experience as specified in the Annexure-I of the circular for absorption through composite method.

Signature of the Dy. Chairperson/
Chairperson alongwith official seal

N 490 09-2-21

No. A-12023/2/2021-PE-I

भारत सरकार/ Government of India

पत्तन, पोत परिवहन और जलमार्ग मंत्रालय/ Ministry of Ports, Shipping and Waterways
(पी एन आर डी डिविजन)/ (PHRD Division)

परिवहन भवन/ Transport Bhawan

1 संसद मार्ग/ 1, Parliament Street

नई दिल्ली/ New Delhi - 110001

दिनांक/ Dated the 20th January, 2021

M-1223
21/01/21

To

- (i) The Chairpersons, All Major Port Trusts
(ii) The Chief Vigilance Officers, All Major Port Trusts

Subject: Issuance of vigilance clearance in respect of Port Officer for appointment to HOD level posts- reg.

Sir,

I am directed to refer to the subject mentioned above and to state that it has been noticed by the Ministry that while forwarding the vigilance profiles in respect of below HOD level officers for appointment to HOD level posts in the Major Port Trusts, the respective CVOs do not mention regarding their vigilance status for the purpose of appointment to HOD level posts. Therefore, henceforth, all the CVOs, while furnishing vigilance profile to below HOD level posts for their appointment to HOD level posts, will insert a footnote indicating the following:

"The applied post being Selection post at the level of Head of Department, the officer is clear/not clear (whichever applicable) from vigilance angle as per the guidelines of DoP&T/ CVC issued from time to time".

Yours faithfully,

(Rajiv Nayan)

Under Secretary to Govt. of India

Tel: 011-23719492

Mail received on 21/1/21 sent to Secy/CVO on 22/1/21

S.P.H.
9/2/21
M. Nayan
PCO
PCA
564
9/2
M. Nayan/Andrew
9/2/21

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 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)

Sr. No.	Designation & Place of Posting	From	To

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) (*):

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 dated.

The applied post being Selection post at the level of Head of Department, The officer is Clear/not clear from vigilance angle as per the guidelines of DoPT/CVC issued from time to time.

(Name & Signature)

Date:

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

No. I-26/25/2013-PE-I
GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
(PHRD DIVISION)

Transport bhawan
 Parliament Street
 New Delhi-110003
 Dated 26th September, 2019

To,
 The Chairman
 All Major Port Trusts

Subject:- Issuance of advisory regarding filling up the HOD level posts in Major Port Trusts.

Sir,

In supersession of this Ministry's letter No. I-26/9/2013-PE-I dated 17.06.2014, the undersigned is directed to convey the following advisory/ instructions regarding filling up the HOD level posts in Major Port Trusts:

1. The vacancy of posts may be advertised as per the provisions of the Recruitment Rules. In case of anticipated vacancies, the advertisement will mandatorily be issued by the Ports well in advance so that closing date of submission of applications may be at least six months prior to the date of arising of vacancy.
2. The crucial date for determining the eligibility should be explicitly indicated in the advertisement. While advertising the vacancy, the crucial date for determining the eligibility will be the date of arising of vacancy. In case, this date (date of vacancy) is already over, the date for eligibility shall be the last date of closing of applications.
3. Port Official, who withdraws his candidature for the post after his selection by the Service Selection Committee, will be liable for debarment from future selection to HOD level posts in all Major Port Trusts for a period of two years. This should be mentioned in the advertisement.
4. All HoD level posts will necessarily be advertised through "Online Application Portal" (OAP) introduced by the Ministry i.e. <https://onlinevacancy.shipmin.nic.in> and all the applicants will be required to apply for the posts through OAP. No application other than OAP shall be accepted. The candidate will submit the printout of application form to his administrative Port for onward forwarding.
5. The administrative Ports are required to forward the application of the candidate with requisite documents, before the date of closing, to the Port which has advertised the vacancy. In case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate will not be considered by the Ministry if his application is not received through proper channel by the Port within 15 days of last date of receipt of applications.

-2-

6. All the applications, both eligible and ineligible, shall be forwarded by the Port after proper scrutiny. The proposal may be forwarded to the Ministry within 21 days from the last date of receipt of applications.
 7. The details of the applicants, length of service in feeder grade posts with pay scales, final APAR gradings, veracity of educational certificates and eligibility position may clearly be indicated in the proposal.
 8. The Vigilance status of the candidates may be furnished in the prescribed Performa duly signed by the CVC of the concerned Port along with the application.
2. All the Major Port Trusts must adhere to the above instructions, failing which, an explanation for non-compliance, duly signed by Chairman of the concerned Port, will have to be furnished to the Ministry.

Yours faithfully


(Rajiv Nayan)Under Secretary Government of India
Tel: 011-23311659

de
Issued
26/09/2019

No. I-26/25/2013-PE-1

भारत सरकार- Government of India

पत्तन, पोत परिवहन और जलमार्ग मंत्रालय- Ministry of Ports, Shipping and Waterways
(पी एच आर डी डिविजन- (PHRD Division))

M-257
27/9/22

परिवहन भवन/ Transport Bhawan
1 संसद मार्ग/ 1, Parliament Street
नई दिल्ली/ New Delhi - 110001

दिनांक/ Dated the 20th September, 2022

71-884
20/9/22

To

The Chairperson,
All Major Port Authorities.

Subject: Issuance of advisory regarding filling up the HOD level posts in Major Port Authorities.

Sir/ Madam,

I am directed to refer to this Ministry's letter of even number dated 26.09.2019 issuing thereby advisory regarding filling up the HOD level posts in Major Port Authorities (copy enclosed). Para 5 of the said advisory provides that "in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate will not be considered by the Ministry if his application is not received through proper channel by the Port within 15 days of last date of receipt of applications".

2. It has come to the notice of Ministry that some ports are of the view that the complete application (viz. application, vigilance, APARs and other documents) of the candidate needs to be received by the Port that issued advertisement within the due date of submission of application (i.e. within 15 days of last date of receipt of application) for consideration of his candidature. In this connection, it is clarified that certain documents viz. obtaining vigilance clearance, APARs of the candidate may take some time due to administrative formalities. In such scenario, the Ports need to forward the application of the officer with the approval of the competent authority (i.e. through proper channel) to the Port which has issued advertisement before the due date of submission of applications. Such applications through proper channel (even though without APARs, Vigilance etc.) will be taken into consideration by the Ministry for appointment to HOD level posts. However, for consideration of candidature of the candidate by the Selection Committee, the Ports are required to forward the remaining documents without unnecessary delay.

3. At various instances, the Ports forward the applications of the candidates in the last hours. Thus, it becomes impossible for the application to reach the Port that issued advertisement before the due date of submission. In such cases, the ports are required to forward his application (through proper channel i.e. forwarding of the Port alongwith printout of GAP application) via email so that the candidature of the candidate could be considered for the post. Subsequently, the complete application of the candidate alongwith other documents may be forwarded by the Port by registered Post to the Port that issued advertisement.

Yours faithfully,

(Rajiv Nayak)

Under Secretary to the Govt. of India
Tel/fax. 011-23719492

Encl: As above

Mail received sent to Secy on 21/9/22