# CIRCULAR

Sub: -Filling up of one post of **"Deputy Director (Shipping Services)"** in the Directorate of Shipping Services under Andaman & Nicobar Administration **on deputation basis** for a period of Three (03) years.

Applications are invited to fill up one post of **Deputy Director (Shipping Services),** Group 'A' Gazetted (Non-Ministerial) in the Pay Matrix (₹ 67700-208700) Pay Level - 11 in the Directorate of Shipping Services under Andaman & Nicobar Administration on deputation basis for a period of three (03) years.

**Eligibility Conditions:-**
**Composite Method (Deputation (ISTC) plus)**
**Promotion:-**
1) Officers not below the rank of Lieutenant in the Indian Navy having sea or command experience.

**OR**

2) Officers working under the Central/States Govts./U.Ts/Public Sector Undertaking/Statutory Bodies and Autonomous Organization.
(**A**) (i) holding analogous posts on regular in the parent cadre; or

(ii) with Five (5) years service in the grade rendered after appointment thereto on regular basis in the Pay Matrix (₹ 53100-167800) Pay Level - 09 revised or equivalent in parent cadre/department; **OR**

(iii) with Six (6) years service in the grade rendered after appointment thereto on regular basis in the Pay Matrix (₹ 47600-151100) Pay Level - 08 revised or equivalent in parent cadre/department; or

(iv) with Seven (7) years service in the grade rendered after appointment thereto on regular basis in the Pay Matrix (₹ 44900-142400) Pay Level - 07 revised or equivalent in parent cadre/department; and

(B) Possessing the educational qualification and experience prescribed for direct recruitment under para-7.

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| Para 7 – Essential:<br>i. Degree of a recognized University.<br>ii. Five years Administrative experience, out of which, three years should be in operation on Mainland/ Inter Island Shipping Services. |

2) The application / Bio-data of the eligible officers willing to serve on deputation in the format at Annexure-A, duly signed by the applicant and certified by the Head of Office/Employer may be forwarded to **The Secretary (Shipping), A&N Administration, Sri Vijaya Puram – 744101** within 30

days positively from the date of publication of this vacancy notice in the Employment News. The applications should accompany the following:

i. Complete and up to-date ACRs/APARs for the last 05 years. In case of photocopies of ACRs/APARs, it should be attested in each page by an Officer not below the rank of Under Secretary or equivalent.
ii. Vigilance Clearance
iii. Cadre Clearance
iv. Integrity Certificate
v. Certificate regarding imposition of major/minor penalties during last 10 years.
vi. No Objection Certificate from the employer regarding proposed deputation of official, and forwarding of application for deputation through proper channel to A&N Administration.

3) Applications, complete in all respect may be sent at the above given address within 30 days from the date of publication of the vacancy notice in Employment News. Candidates who apply to the post will not be allowed to withdraw subsequently. Applications of those officers against whom disciplinary/vigilance cases are pending or being contemplated need not be forwarded. Incomplete application, advance copy of applications or applications received after the due date and the applications not accompanied by the above documents will not be entertained.

4) The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not to exceed 04 (four) years. The maximum age limit for appointment on deputation (ISTC) shall be, not exceeding 56 years as on the closing date of the receipt of application.

5) The pay of Officers/Officials, selected for appointment on deputation basis will be regulated in terms of the Department of Personnel & Training's orders contained in their OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 and amended time to time.

6) The duly filled in applications may be email to the undersigned at shipasstsecy138@gmail.com

**Note**: *For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2016 (the date from which the revised pay structure based on the 7th CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding level in the Pay Matrix extended based on the recommendation of the pay commission.*

Rajeswari

उप सचिव(नौवहन)
Deputy Secretary (Shipping)

13/11/2020

**Annexure 'A'**

# BIO-DATA PROFORMA

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|---|---|---|---|
| 1. | Name and Address in BLOCK letters | | |
| 2. | Office Address (with Tel. No.) | | |
| 3. | Residential Address (with Tel. No.) | | |
| 4. | Fax No. | | |
| 5. | Mobile No. | | |
| 6. | Email ID | | |
| 7. | Date of Birth (in Christian Era) Copy attached) | | |
| 8. | Date of Retirement under central Govt./ State Govt./Union Territories/ PSU /Recognized research Institution/University/Semi-Government/ Statuary organization/Autonomous bodies under the rules applicable to the candidates. | | |
| 9. | Educational and other qualifications and training, if any (Self-attested copy attached) | | |
| 10. | Whether Educational and other Qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same) | | |
| | | Qualifications/ experience required | Qualifications/ experience possessed by the Officer |
| | Essential | | |
| | | | |
| | Desired | | |
| | | | |
| 11. | Please state clearly whether in the light of entries made by you above, you meet the requirement of the post | | |

12. Details of service, in chronological order (starting from entry in service other than private service). Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

| **Office/ Institution/ Organization** | **Post held** | **Period of Service** | | **Scale of pay** | **Basic Pay** | **Nature of duties** |
|---|---|---|---|---|---|---|
| | | **From** | **To** | | | |
| | | | | | | |
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|---|---|---|
| 13. | Name of the present employment, i.e. regular/adhoc/temporary or permanent | |
| 14. | In case the present employment is held on deputation/ contract basis, please state.<br>a. The date of initial appointment<br>b. Period of appointment on deputation/contract.<br>c. Name of parent office/organization to which you belong | |
| 15. | Additional details about present employment please state whether working under-<br>*Central Govt./ State Govt./ Union Territory/ Public Sector Undertaking/ Recognized research Institution/ University/ Semi-Government/ Statuary organization/ Autonomous body* | |
| 16. | Are you in revised scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale. | |
| 17. | Total emoluments per month now drawn. | |
| 18. | Additional information, if any, which you like to mention in support of your suitability for the post (enclose a separate sheet if the space is insufficient). | |
| 19. | Whether belonging to SC/ST/OBC | |
| 20. | Remarks. | |

Date: SIGNATURE OF CANDIDATE

Full Office Address

COUNTER SIGNED

(Employer with Seal)

## CERTIFICATE TO BE FURNISHED BY EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY

1. Certified that the particulars furnished by Shri/Smti/Ms …… are correct and he/she possess educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that :-

i. There is no vigilance case pending/contemplated against him/her.

ii. His/her integrity is beyond doubt.

iii. His/her complete CR dossier/ACRs/APARs for the last five years duly attested (on each page) are enclosed herewith.

iv. No major/minor penalties have been imposed on him/her during the last 10 years.

v. List of major/minor penalties imposed on him/her during the last 10 years is enclosed herewith.

Authorized Signatory