

VACANCY NOTICE

The Andaman & Nicobar Administration propose to fill up one post of “Chief Port Administrator” (Group “A” Gazetted) in the Revised Pay Level- 13 of the Pay Matrix ₹.123100 – 215900 as per the 7th CPC (pre-revised pay scale ₹.37400-67000 + Grade Pay of ₹.8700) (CDA Scale) in the Port Management Board under Andaman & Nicobar Administration on deputation basis for a period of 03 (three) years.

The eligibility criteria and terms and conditions are available in the website www.andaman.gov.in

रिक्ति सूचना

अण्डमान तथा निकोबार प्रशासन द्वारा प्रशासन के अधीन पत्तन प्रबंधन बोर्ड में "मुख्य पत्तन प्रशासक" (वर्ग 'क' राजपत्रित) के एक पद, जो कि 7वें वेतन आयोग के तहत वेतन मैट्रिक्स रू. 123100 – 215900 के वेतन स्तर-13 (परिशोधन-पूर्व वेतनमान रू. 37400 – 67000+ ग्रेड वेतन रू. 8700) (सीडीए वेतनमान) का है, को 03(तीन) वर्ष की अवधि के लिए प्रतिनियुक्ति पर भरने का प्रस्ताव है।

इस पद से संबंधित पात्रता की मानदण्ड तथा निबंधन एवं शर्तें वेबसाइट www.andaman.gov.in पर उपलब्ध है।

VACANCY CIRCULAR

Sub: -Filling up of one post of “**Chief Port Administrator**” in the Revised Pay level-13 of the Pay Matrix Rs. 123100-215900 as per 7th CPC in the Port Management Board under Andaman & Nicobar Administration **on deputation basis for a period of three (03) years.**

Applications are invited to fill up **one post of Chief Port Administrator**, (Group ‘A’ Gazetted) in the Revised Pay level-13 of the Pay Matrix Rs. 123100-215900 as per 7th CPC (pre-revised pay scale Rs. 37400-67000 plus Grade Pay of Rs. 8700) (CDA scale) in the Port Management Board under Andaman & Nicobar Administration on **Deputation basis for a period of three (03) years.** The post will be filled up in accordance with the procedure laid down by the Government under the Senior Staffing Scheme.

1. Duties and Responsibilities:-

The incumbent of the post of CPA will function as Deputy Chairman and Chief Executive Officer of the Port Management which has been set up for the purpose of looking after the work of Administration of the Ports in Andaman & Nicobar Islands. He/She will co-ordinate and oversee the various activities relating to Ports & Harbour in Andaman & Nicobar Islands including planning, development, budgeting, Administration and Port Operation.

2. Eligibility Conditions as per RR: -

The Officers working under the Central Government / State Governments / Union Territories Administration/ Major Port Trusts/ Public Sector Undertakings and Autonomous organizations are eligible for the post who are possessing the following qualifications and experience as under:

- i. Degree in any discipline from a recognized university or equivalent.
- ii. Minimum 10 years regular service in managerial capacity in Group ‘A’ post: and
- iii. Minimum seven (07) years’ experience in the field of Port & Harbour Planning/ Engineering/ Construction/ Operations/ Administration etc.

3. Submission of Application: -

Applications are invited from the eligible officers willing to serve on deputation, who could be spared immediately in the event of their selection may be forwarded by the Head of the Department/Employer along with the following documents:-

- (i) The duly filled Bio-data proforma (in the enclosed format) signed by the applicant should be certified by the Head of the Department/Employer and be forwarded.
- (ii) The applications/Bio-data proforma should be accompanied with the following certificate/documents:
 - a. Copies of CR Dossier/ACRs/APARs for the last 05 years duly attested in each page.
 - b. Vigilance Clearance
 - c. Cadre Clearance
 - d. Integrity Certificate
 - e. No Objection Certificate
 - f. A certificate to the effect that No major/minor penalties have been imposed upon the applicant during the last 10 years.
- (iii) The above certificates must be issued for the purpose of applying for the post of Chief Port Administrator, Port Management Board under A&N Administration.

- (iv) Before forwarding the Department may ensure that the Terms & Conditions are adhered.
- (v) The duly filled Bio-data proforma alongwith the certificate/documents and Mail ID of applicant may be forwarded by the Head of Department/Employer in physical to:
The Secretary (Shipping), Andaman & Nicobar Administration, Secretariat, Sri Vijaya Puram- 744101
(or)
Through email ID : shipasstsecy138@gmail.com

4. Terms and Conditions:-

- i. In the event of selection, the concerned Officer will not be permitted to withdraw his candidature.
- ii. On selection of the candidate whose application was forwarded through Head of Department/Employer should be relieved as soon as possible by the Department.
- iii. Applications of those officers against whom disciplinary/vigilance cases are pending or being contemplated need not be forwarded.
- iv. Applications not forwarded by the Head of Department/Employer, incomplete applications, advance copy of applications or applications received after the due date and the applications not accompanied by the above documents as per point 3(ii) **will not be entertained and summarily rejected and returned in original.**
- v. The maximum age limit for appointment on deputation (ISTC) shall not be exceeding 56 years as on the closing date of the receipt of application
- vi. The application should **reach within 60 days from the date of publication of this vacancy notice in the Employment News**
- vii. **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 commission.
- viii. The period of deputation applied for and 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 03 years**
- ix. 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 as amended from time to time.
- x. In case of any queries/enquiries, kindly email to the undersigned at shipasstsecy138@gmail.com.

Yours Faithfully

उप सचिव (नौवहन)
Deputy Secretary (Shipping)

ANNEXURE ‘A’

APPLICATION FOR THE POST OF CHIEF PORT ADMINISTRATOR IN THE PORT MANAGEMENT BOARD UNDER A&N ADMINISTRATION ON DEPUTATION BASIS FOR A PERIOD OF THREE (03) YEARS.

BIO-DATA PROFORMA

1.	Name in BLOCK letters with Designation	
2.	Office Address (with Tel. No.& E-mail ID)	
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.	Present Employment, please state whether working under:- <i>Central Govt./ State Govt./ Union Territory/ Public Sector undertaking/ Recognized research Institution/ University/ Semi-Government/ Statuary Organization Autonomous Body.</i>	
9.	Date of Retirement	
10.	Educational and other Qualifications required i.e point (ii) & (iii) in detail as per the eligibility of Vacancy Circular as under:	
	(i) Degree in any discipline from a recognized University (Copy attached)	
	(ii) Minimum 10 years regular service in managerial capacity in Group ‘A’ post; and	
	(iii) Minimum 07 years’ experience in the field of Port and Harbour Planning/Engineer/Construction/Operations/Administration etc.	

11. Details of service, in chronological order (from the entry into 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/ indicated whether Ad-hoc or Regular	Period of Service		Scale of pay	Basic Pay	Nature of duties
		From	To			

12.	In case the present employment is held on deputation/ contact basis, please state. a. The date of initial appointment b. Period of appointment on deputation/contract. c. Name of parent office/organization to which you belong	
13.	The present pay structure in which the pay is drawn with pre-revised scale.	
14.	The Basic pay and the total emoluments presently drawn	
15.	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).	
16.	Remarks if any	

Date.....

SIGNATURE OF CANDIDATE

Full Office Address

Countersigned

Head of the Department/Employer

(Official Seal with date)

**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. It is certified that no disciplinary/vigilance/criminal case is either pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. It is certified that his/her integrity is beyond doubt.
4. The Department have No Objection for applying to the post.
5. Cadre/Administrative clearance is certified.
6. Attested copies in all pages of the last 05 years CR dossier/ACRs/APARs are attached.
7. It is certified that No major/minor penalties imposed on him/her during the last 10 years.

HEAD OF OFFICE/DEPARTMENT/
FORWARDING AUTHORITY
(Official Seal with date)