



NEW MANGALORE PORT TRUST

Panambur, Mangalore – 575 010

No.4/3/2018//ERS.4

Dated.20 -2-2018

INVITES

1. Applications from eligible candidates for the following posts on deputation/absorption basis (likely to be absorbed) from eligible candidates fulfilling the criteria fixed in the Recruitment Rules (RR) of respective posts.

Sl.No.	Name of the post	No.of vacancies	Eligibility criteria
1	Junior Assistant (Class III) Scale of Pay Rs.17700- 44600	17 (No. of vacancy may change)	As per RR at Annexure - I
2	Clerk (Class- III) Scale of pay Rs.16300-38200	01	As per RR at Annexure - II

Basic pay will also carry applicable VDA, HRA, Transport reimbursement etc. Unfurnished accommodation (as per eligibility) will be provided by the Port at normal rent and in such case no HRA will be paid.

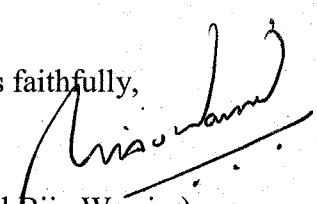
- a. **Eligibility Criteria as per Recruitment Rules for the post of Junior Assistant:** The deputation/absorption will be from official working as Junior Assistant/Clerks/ Cashiers/ Telephone Operator with not less than 3 years regular service in the grades in other major ports, failing which from either State/Central Govt.,PSUs or Department. Recruitment Rules at **Annexure I** may be referred.
- b. **Eligibility Criteria as per Recruitment Rules for the post of Clerk:** The deputation/absorption will be from the officials working as Clerks in other Major Ports failing which from either State/Central Govt., PSUs or Department. Recruitment Rules at **Annexure II** may be referred.
2. Age limit and educational qualifications for the post of Junior Asst, prescribed in the RR for direct recruitment is not applicable for deputation/absorption. However, for the post of Clerk, required educational qualification is SSLC or matriculation with certificate course in basic computers from Govt. Institutions or Institutions recognised by govt. with duration of not less than 06 months or he/she should complete a computer assignment conducted by the port

3. Deputation will be normally for a period not to exceeding 3 years, however absorption is likely.
4. The following documents are to be given by the employer.
 - a) Copies of APARs for the last 5 years ending latest reporting year duly attested by the Officer not below the rank of Dy.HoD on each page. In case the APAR for recent/latest reporting year is not available, the APAR of preceeding year for similar no.of years shall be forwarded or a Certificate to the extent of non availability of APAR may be furnished.
 - b) Attested copies of all the certificates such as educational qualification, experience containing the start and end date of working in respective post with pay scale.
 - c) No objection certificate from the organization.
 - d) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
 - e) Vigilance and Administrative clearance by the concerned department as in the proforma enclosed at **Annexure – IV**.
 - f) The Veracity of the Certificates may be ensured & certified.
 - g) Two latest passport size photographs (to be inserted/tagged in a transparent envelop).
 - h) The certificate to be given by the employer as in the overleaf of the application format.
5.
 - a) Annexure – I contains RR for the post of Junior Assistant.
 - b) Annexure – II contains RR for post of Clerk.
 - c) Annexure – III contains Application Format.
 - d) Annexure – IV contains Format for Vigilance status.

Only eligible applicants, who fulfill the criteria of qualification, experience etc. prescribed for the posts, may apply.

6. The Management reserves the rights to cancel or make any changes in the appointment process (if need arises), without further notice and without assigning any reason thereof.
7. The applications received through proper channel within the due date along with above mentioned requirements will only be considered for the said posts. Applications received without relevant documents as mentioned above and applications received after the due date will be scrupulously rejected.
8. The applications in the Pro-forma enclosed at **Annexure – III** from willing & eligible employees shall be forwarded to the “Secretary, New Mangalore Port Trust, Panambur, Mangalore – 575 010”.
9. Rules and Regulations applicable to regular employees of NMPT will be applicable for deputationist.
10. The crucial date for determining the eligibility will be as on last date of receipt of the application.
11. The last date to receive the applications at the office of Secretary, New Mangalore Port Trust, Panambur, Mangalore – 575 010 is **09-04-2018**.

Yours faithfully,


(Lt Col Biju Warriar)
Secretary.

New Mangaluru Port Trust

Recruitment Rules for the post of Junior Assistant

Sl. No.	Name of the Post	No. of Posts	Classification	Scale of Pay (in ₹)	Whether Selection or Non-Selection	Upper Age limit for direct recruitment (in yrs.)	Educational and other qualifications prescribed for direct recruitment	Whether (a) Age (b) Educational Qualifications (c) experience for direct recruits will apply in 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
26	Junior Assistant	72	Class-III	₹ 17700 - 44600	Selection	30 Years	(i) Degree from a recognized University with minimum 70% marks (ii) Certificate course in basic computers from Govt. institutions or institutions recognized by govt., with duration of not less than 06 months (iii) 2 years clerical experience in any office establishments.	(a) No (b) No (c) No	1 year	(i) 75% by promotion (ii) 25% by competitive exam Limited to Clerks/Cashiers/Telephone Operators. (iii) Failing above by absorption/ deputation failing both by direct recruitment.	(i) Promotion (75%); Clerks with minimum 3 years regular service in the grade. (ii) Competitive Exam. (25%) Clerks/Cashiers/Telephone Operators with minimum 3 years regular service in the grade. (iii) Absorption/deputation would be from among the Junior Asssts/Clerks/Cashiers/Telephone operators with not less than 3 years regular service in the grade in other major ports failing which from either State/Central Govt./PSUs failing which by direct recruitment.	Nil

Senior Assistant Secretary New Mangaluru Port Trust
Panambur, Mangaluru.

New Mangaluru Port Trust
Recruitment Rules for the post of Clerk/Cashier/Telephone Operator

Sl. No.	Name of the Post	No. of Posts	Classification	Scale of Pay (₹)	Whether Selection or Non-Selection	Upper Age limit for direct recruitment (in yrs.)	Educational and other qualifications prescribed for direct recruitment	Whether (a) Age (b) Educational Qualifications (c) Experience for direct recruits will apply in case of promotory/absorptory/ deputation	Period of Probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/ absorptory/ deputation)	in case of promotion / absorptory/ deputation grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
27	Clerk/ Cashier/ Telephone Operator TOTAL	64 4 4 72	Class-III	16300 - 38200	Selection	30 years	(i) Degree from a recognized University with minimum 70% marks (ii) Certificate course in basic computers from Govt. institutions or institutions recognized by govt., with duration of not less than 06 months or he should complete a computer assignment conducted by the port. (c) N.A.	(a) No (b) No, However SSLC or matriculation is must with certificate course in basic computers from Govt. institutions or institutions recognized by govt., with duration of not less than 06 months or he should complete a computer assignment conducted by the port. (c) N.A.	1 year	(i) 50% by direct recruitment (ii) 30% by promotion (iii) 20% by Deptl. Exam limited to class IV employees of the port excluding Workmates. Failing above by absorptory/ deputation and failing which by direct recruitment.	(i) Promotion: (30%) Work Assistants. (Non-diploma holders) Workmates of the port with 3 years regular service in the respective grade. The workmates are required to pass departmental test (ii) Departmental Exam: (20%) Selection would be made through a departmental examination or test confined to class-IV employees who fulfill the requirement of minimum qualification prescribed for promotion in Col.9 (iii) Absorptory/deputation would be from among the officials working as clerks in other Major Ports failing which from either State/Central Govt. PSUs or Department.	Nil

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APPLICATION FOR THE POST IN NMPT

1.	Name of the Post applied for					
2.	Circular No. & date					
3.	Name of the Candidate					
4.	Name of father/Husband					
5.	Date of birth/age (Attested copy of proof shall be enclosed)					
6.	Sex		Male/Female			
7.	Caste (whether SC/ST/OBC/UR) (Copy of certificate to be enclosed)					
8.	Nationality					
9.	Qualification (Copies of certificates shall be enclosed)					
10.	Experience in chronological order, with designation, pay scale & break-up as below (Copies of proof shall be enclosed). Separate sheet may be enclosed if required.					
Sl. No	Name of the organization	Post held	Scale of pay	From	To	Nature of duties performed
11.	Permanent Address					
12.	Address for communication (Email & Telephone number)					

Declaration

I, Sri. /Kum..... (name) hereby declare that the information furnished above are true and correct. If any information furnished above is found incorrect/false, I myself render liable for disqualification for the post applied for apart from the necessary legal actions, as may be deemed fit.

Place:

Signature of the Applicant

Date:

P.T.O

CERTIFICATE TO BE GIVEN BY THE EMPLOYER

1. It is certified that the particulars furnished by the Official are correct.
2. It is certified that no disciplinary/vigilance cases 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 official during the last 10 years.
5. Copies of the APARS for the last 5 years attested on each page by the officer not below the rank of Dy.HoD are enclosed.
6. No. objection certificate of respective Port to relieve the candidate, if selected is enclosed.
7. Undertaking of the applicant not to withdraw the candidature, if selected, is enclosed.

Signature of the Head of the Organisation with seal

Annexure - IV

Particulars of the Official for whom vigilance Comments/clearance is being sought
(To be furnished and signed by the CVO or HoD)

1. Name of Official (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 official belongs
including batch/year cadre etc. :
wherever applicable
7. Positions held (during the ten preceding year) :

Sl. No.	Designation & place of posting	From	To

8. Whether the Official has been placed
on the "Agreed List" or List of Officials
of Doubtful integrity (If yes, details to be given) :
9. Whether any allegation of misconduct
involving vigilance angle was examined
against the official during the last 10 years
and if so, with what result(*) :
10. Whether any punishment was awarded
to the official 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 official :
as on date.(If so, details to be furnished
including reference no., if any of the
Commission)
12. Is any action contemplated against the
official as on date.(If so, details to be
furnished)(*) :

Date:

(Name & Signature)

(*) If Vigilance clearance had been obtained from the CVC
No.in the past, the information may be provided for the period thereafter.

THE TERMS AND CONDITIONS OF DEPUTATION AT NEW MANGALORE PORT TRUST

1. **PERIOD OF DEPUTATION:-**The period of deputation is 3 years subject to curtailment/extension.
2. **PAY:-**During the period of deputation the employee will have the option either to get his/her pay fixed in the deputation post under the operation of the normal rules or to draw pay of the post held by him/her in his parent department + a deputation allowance in accordance with and subject to be conditions as modified from time to time and such other general or special orders.
3. **DEARNESS ALLOWANCES:-** Dearness allowance under the rules of the parent department or under the Rules of the New Mangalore Port Trust accordingly to which he/she retains his/her Scale of Pay under the Parent Department or draws pay in the scale attached to the post under the Port.
4. **LOCAL ALLOWANCE:-** If the deputationist chooses his/her Parent Department's pay, then the H.R.A. shall be payable as per rules of his Parent Department at the rates applicable to NMPT employees.
5. **CHILDREN'S EDUCATIONAL ALLOWANCE & REIMBURSEMENT OF TUITION FEES:-** The deputationist will be eligible for the allowances as per the rules of the Parent Department, if he/she opts for the Parent Department's scale of pay. If the deputationist opts for the Port's scale of pay, all the above allowances shall be payable as per the rules applicable to the Port.
6. **JOINING TIME PAY AND TRANSFER T.A.:-**He/she will be entitled to T.A. and joining time both on joining the post of deputation and on reversion there from to the Parent Department under the rules of the Port. The expenditure on this account will borne by the Port.
7. **TRAVELLING ALLOWANCES:-**For journey on duty during the period of deputation travelling allowance to be regulated under rules of the NMPT.
8. **LEAVE AND PENSION:-** During the period of deputation, he/she will continue to be governed by the leave and pension rules of the parent Organisation applicable to him/her before such transfer on deputation.

9. **PROVIDENT FUND BENEFITS:-** During the period of deputation, he/she will continue to subscribe to the Provident Fund of his/her Parent Organisation in accordance with rules of such Fund.

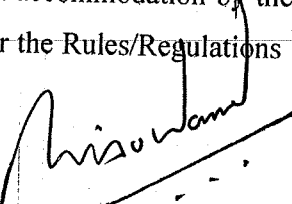
In case, the deputationist is governed by the Contributory Provident Fund Rules, the Employer's contribution is payable by the Port for the period of deputation.

10. **LEAVE TRAVEL CONCESSION:-** He/she will continue to be governed by the leave travel concession rules of his Parent Organisation as amended from time to time and the cost thereof will be borne by the New Mangalore Port.

11. **MEDICAL FACILITIES:-** The deputationist will be entitled to medical facilities

12. available to the employees under the rules of the New Mangalore Port.

13. **RESIDENTIAL ACCOMMODATION:-** On allotment of accommodation by the Port, the recovery of rent from the deputationist shall be as per the Rules/Regulations of the New Mangalore Port.


Secretary