



ನವ ಮಂಗಳೂರು ಬಂದರು ಮಂಡಳಿ
ನವ ಮಂಗಳೂರು ಪತ್ತನ ನ್ಯಾಸ
NEW MANGALORE PORT TRUST

Govt. of India (Ministry of Shipping)

ಪಣಂಬೂರು ಪನ್ಮಬೂರು Panambur / ಮಂಗಳೂರು ಮಂಗಳೂರು Mangalore - 575010.



No.3/19/2017-ERS.2

Date: 08.12.2017

INVITES

Applications for the post of Hindi Officer (Class I)

New Mangalore Port Trust invites applications from eligible candidates working in the Central/State Govt. or Autonomous Bodies for the post of Hindi Officer by Transfer on deputation in the pay scale of Rs.20600-46500 (due for revision w.e.f. 01.01.2017) plus other allowances such as VDA, Cafeteria and HRA etc. applicable from time to time. Unfurnished accommodation (as per eligibility) will be provided by the Port at normal rent and in such case no HRA will be paid.

The Transfer on deputation will be from officers holding analogous post in Central/State Govt. or Autonomous Bodies and possessing the following qualification.

Essential: i) Masters degree of a recognized university or equivalent in Hindi with English as a subject at degree level

OR

Masters degree of a recognized university or equivalent in Hindi with English as a subject at degree level. Or Masters degree of a recognized university or equivalent in any subject with Hindi and English as a subject at degree level OR Master's degree in recognized university or equivalent in any subject with English medium and Hindi as a subject a degree level.

Age limit prescribed in the RR for direct recruitment is not applicable for transfer on deputation method.

Deputation will be normally for a period not to exceeding 3 years. However it is likely to be absorbed.

The following documents are to be given by the employer.

1. 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 preceding year for similar no. of years shall be forwarded or a certificate to the extent of non availability of APAR may be furnished.
2. 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.
3. No objection certificate from the organisation.

ದೂರವಾಣಿ : ಕಚೇರಿ : 0824 - 2407341
ಫ್ಯಾಕ್ಸ್ : 0824 - 2408390

ಫೋನ್ : ಕಾರ್ಯಾಲಯ : 0824 - 2407341
ಫ್ಯಾಕ್ಸ್ : 0824 - 2408390

Phone : Office : 407341 (18 Lines)
Fax : 0824 - 2408390

An ISO 9001:2015, 14001:2015 & ISPS Compliant Port

4. Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
5. Vigilance and Administrative clearance by the concerned Port as in the pro-forma enclosed at **Annexure –III**.
6. The Veracity of the Certificates may be ensured & certified.
7. Two latest passport size photographs (to be inserted/tagged in a transparent envelop).
8. The certificate to be given by the employer as in the overleaf of the application format.

Please refer attached **Annexure –I** for RR (i.e. Qualification & Experience etc.), **Annexure –II** for Application Format and **Annexure-III** for vigilance status format.

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

The Management reserves the rights to cancel or make any changes in the appointments process, if need arises, without further notice and without assigning any reason thereof.

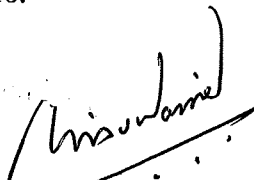
The application received through proper channel within the due date along with above mentioned all requirements only be considered for the said post. Application received without relevant documents as mentioned above and application received after the due date will be scrupulously rejected.

The application received in the Pro-forma enclosed at Annexure – II from willing & eligible officers shall be forwarded to the **Secretary, New Mangalore Port Trust, Panmbur, Mangalore – 575 010**.

Rules and Regulations applicable to regular employees of NMPT will be applicable for deputationist.

The crucial date for determining the eligibility is as on 01.12.2017

The last date to receive the applications at NMPT is **15.01.2018**.


(Lt Col. Biju Warriar)
Secretary

Annexure I

Sl. No.	Name of the post	No. of posts	Scale of pay	Classification	Age limit - lower and upper For direct recruits	Educational qualifications and other qualifications required for direct recruitment	Whether age and educational and other qualifications prescribed for direct recruits will apply in the case of promotees and person holding analogous post in other department and deputations.	Method of recruitment - Whether by promotion/transfer/deputation/direct recruitment and percentage of vacancies to be filled by different method of recruitments	Whether the post is selection post of non-selection post (for promotion only)	In case of promotion or transfer, cadres from which promotion or transfer shall be made	Prescribed period of probation	Remark
1		3	4	5	6	7	8	9	10	11	12	13
1 (e)	Hindi Officer	1	Rs. 20600-46500 (Rs.9100-250-15100 pre-revised)	Group 'A'	Between 21 and 35 years (Relaxable upto 5 years for Govt. servants)	Essential: (1) Masters degree of a recognised University or equivalent in Hindi with English as a subject at Degree level. OR Master's Degree of a recognised University or equivalent in any subject with Hindi & English as a subject at Degree level OR Master's Degree in recognized University or equivalent in any subject with English medium and Hindi as a subject at degree level. (2) Five years experience of terminological work in Hindi and/or Translation work from English to Hindi or vice-versa preferably of Technical or Scientific Literature OR Five years experience of teaching, research writing or journalism in Hindi. Desirable: 1. Knowledge of Sanskrit/or a modern Indian Language. 2. A sound knowledge of regional language Kannada. 3. Administrative Experience. 4. Experience of Organising Hindi classes of workshops for noting and drafting.	Age : No Qualification : Yes	By promotion failing which by transfer on deputation failing both by direct recruitment	Not applicable	Promotion: From among the senior translators with 5 years regular service in the grade. Transfer on deputation: persons holding analogous posts in Central/ State Govt. or Autonomous Bodies. (Period of deputation ordinarily not to exceed 3 years)	2 years	Nil

ANNEXURE II

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photograph
here

FORMAT OF APPLICATION

1.	Name of the Post applied for					
2	No. & Date of Notification					
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)					
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)					
13	Whether employed, name of the Organization					
14	No Objection Certificate from the Employer					

Declaration

I, Sri. (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:

Date:

Signature of the Applicant

CERTIFICATE TO BE GIVEN BY THE EMPLOYER

(In respect of candidates employed under Govt./Semi Govt./PSUs/Autonomous Bodies)

1. Copies of APARs for the last 5 years ending to latest financial year, attested on each page by the officer not below the rank of Dy. HOD. In case the APARs for the recent year/s is not available, the APARs of preceding year/s for similar no. of year/s should be enclosed with the certificate indicating the reasons for non-availability of APARs.
2. A statement showing APARs gradings of above APARs.
3. Self attested copies of all the educational qualifications.
4. No objection certificate of the Heads of the respective ports/ Organizations.
5. Undertaking of the applicants to the effect that candidature will not be withdrawn, if selected.
6. Vigilance clearance from the concerned CVO in the prescribed format, enclosed at Annexure -III, duly filled in all respect and Administrative clearance from the Heads of the Organisations, signed and stamped by the concerned.
7. Two latest passport size photographs (to insert/attach in a envelop).
8. The veracity of the University Certificate and the recognition of the degree obtained by the applicant may be ensured and certified.

Place:
Date:

Signature of the Head of the
Organization, with seal

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(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 year) :

Sl. 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)(*)

Date:

(Name & Signature)

(*) If Vigilance clearance had been obtained from the Ministry/CVC 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 normally for 3 years.
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 be 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 in case he/she opt for parent department scale of pay and the cost thereof will be borne by the New Mangalore Port.

11. **MEDICAL FACILITIES:-** The deputationist will be entitled to medical facilities available to the employees under the rules of the New Mangalore Port.

12. **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