



ನವ ಮಂಗಳೂರು ಬಂದರು ಪ್ರಾಧಿಕಾರ  
नव मंगलूर पत्तन प्राधिकरण  
NEW MANGALORE PORT AUTHORITY

(Fully Solar Powered)

भारत सरकार ( पत्तन, पोत परिवहन और जलमार्ग मंत्रालय )  
Govt of India (Ministry of Ports, Shipping and Waterways)  
ಪಣಂಬೂರು ಪಣಮ್ಬೂರ Panambur / ಮಂಗಳೂರು ಮಂಗಲೂರ Mangalore - 575010

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Azadi Ka  
Amrit Mahotsav



No.3/16/2022/ERS.2

Date: 12.01.2023

To

The Chairperson  
All Major Port Authorities

Sir,

Sub: Filling up of two posts of Asst. Secretary (Class-II) on  
absorption/deputation basis at NMPA – reg.

1. Applications are invited for filling up two posts of Asst. Secretary on absorption/deputation basis in the scale of pay of Rs.40000-140000 (Rs.16400-40500 pre-revised) at New Mangalore Port Authority from the Officials of Major Ports as per Recruitment Rule (R.R) enclosed at **Annexure – I**.
2. The application should be submitted in the enclosed prescribed format at **Annexure – II**.
3. It is requested that the vacancy circular may please be intimated to the eligible officials who satisfy the condition of the RR of the post. The application in the prescribed proforma received from the willing and eligible officials may be forwarded through proper channel, duly superscribing on the envelop 'Application for post of Asst. Secretary' to **The Secretary I/c, New Mangalore Port Authority, Panambur, Mangalore – 575010** along with following required documents, so as to reach the addressee on or before the last date prescribed for receipt of application:-
  - a) Copies of APARs for the last 5 years ending latest reporting year, duly attested on each page by the officer not below the rank of Dy.HOD. In case the APAR for recent/ latest reporting year is not available, the APAR of preceding year for a 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 Port.

ದೂರವಾಣಿ / ದೂರಭಾಷ / Phone : 0824- 2407341, 2887399

आईएसओ 9001:2015, 14001:2015 एवं आईएसपीएस अनुपालनकर्ता पत्तन  
An ISO 9001:2015, 14001:2015 & ISPS Compliant Port

- d) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.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 Port as in the proforma enclosed at **Annexure – III**.
  - f) The Veracity of the Certificates may be ensured & certified.
  - g) Applicant belonging to SC, ST and OBC category and appointed against reserved posts should mentioned in the applications as to whether their caste certificate is verified through competent authority and also attach a Caste Validity/Verification certificate along with the application, else the application will be considered incomplete.
  - h) Two latest passport size photographs (to be inserted/tagged in a transparent envelop).
  - i) The certificate to be given by the employer as in the overleaf of the application format.
4. Application received through proper channel within the due date along with above mentioned all requirements shall only be considered for the said post.
  5. The crucial date for determining the eligibility will be as on last date of receipt of the application.
  6. The Management reserves the right to make any changes if need arises, without assigning any reason thereof.
  7. NMPA reserves the right of absorption upon witnessing the performance of the incumbents.
  8. The terms and conditions of deputation is enclosed as **Annexure –IV**.
  9. The last date to receive the applications at NMPA is **13.02.2023**.

**Note: The candidates who have applied earlier for the said post vide vacancy circular No.3/16/2022/ERS.2 dated 28.11.2022 through proper channel need not apply again.**

Yours faithfully,

*Vishalakshi*  
12/01/2023  
(Vishalakshi)  
Secretary I/c



Recruitment Rules for the Post of Assistant Secretary

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 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	Assistant Secretary	3	Class-II	Rs. 40000 - 140000 (pre-revised 16400-40500)	Selection	Not Exceeding 35 years	Essential: 1) Degree of recognized University or equivalent. ii) 3 years experience of Office Management in a responsible capacity in a Govt Dept. of a Public body or an Industrial concern. Desirable: 1. Knowledge of Govt Rules & Regulation. 2) Degree in Law from a recognized University.	a) Age : No b) Qualification : No c) Experience : No	2 years	By promotion failing which by absorption/deputation, failing both by direct recruitment.	Promotion, Office Superintendents with 2 years regular service in the grade. <b>Absorption/Deputation:</b> Absorption/deputation will be of the officials holding analogous posts in the scale of pay of Rs:40000-140000 or post of Office Superintendent or equivalent posts in the scale of pay of Rs: 36500-88700 with 04 years regular service in the grade in the Establishment work in Human Resources Management/ Industrial relations /Welfare/Legal division of a Major Port and possessing the qualification of degree from a recognized university, failing which from officers having 05 years experience in Establishment/Human Resources Management/Industrial Relations/ Welfare/Legal division in Central Government/State Govt./PSUs/ Autonomous Bodies with similar grade and possessing the qualification of degree from a recognized university.	Nil

PD-131

**ANNEXURE II**Affix  
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, ..... (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

.....P.T.O...



(The Certificate to be given by the concerned Ports)

1. Copies of APARs for the last 5 years, attested by the officer not below the rank of Dy. HOD on each page are enclosed.
2. Attested copies of all the certificates in proof of educational qualification, present and past work experience in the respective post & pay scale enclosed.
3. No objection certificate from the respective Ports.
4. Undertaking of the applicants not to withdraw the candidature, if selected is enclosed.
5. Vigilance and Administrative Clearance by the concerned Port is enclosed.
6. The Veracity of the University Certificate & the recognition of the degree obtained by the applicant are ensured & certified.
7. Recent two Passport size Photographs, inserted/tagged in a transparent envelop.

Place:  
Date:

Signature of the Head of the  
Organization with seal

### ANNEXURE III

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.

## ANNEXURE – IV

### THE TERMS AND CONDITIONS OF DEPUTATION AT NEW MANGALORE PORT AUTHORITY

1. **PERIOD OF DEPUTATION:-**The period of deputation is 3 years subject to curtailment/ extension, in any case not exceeding 05 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 the conditions as modified from time to time and such other general or special orders.
3. **DEARNESS ALLOWANCE:** - Dearness allowance under the rules of the parent department or under the Rules of the New Mangalore Port Authority 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 NMPA 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 NMPA.
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.
10. 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.
11. **LEAVE TRAVEL CONCESSION:-**He/she will continue to governed by the leave travel concession rules of his Parent Organisation as amended from time to time if he/she opts for the parent departments scale of pay and the cost thereof will be borne by the New Mangalore Port. If the deputationist opts for the Port's scale of pay above allowance shall be payable as per the rules applicable to the Port.
12. **MEDICAL FACILITIES:-** The deputationist will be entitled to medical facilities 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.

*Handwritten signature*  
12/01/2023  
Secretary (I/c)