



नव मंगलूरु बंदरु प्रुधुकरु  
नव मंगलूरु पत्तन प्रुधुकरण  
**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 ಪणಂಬೂರು Panambur / ಮಂಗಲೂರು ಮಂಗಲೂರು Mangalore - 575010

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Azadi Ka  
Amrit Mahotsav



**SAGARMALA**  
PORT-LED PROSPERITY

No.3/2/2022/ERS.2

Date: 18.03.2022

To,

The Chairperson,  
All Major Ports

Sub: Filling up of the post of Secretary (HOD) in the scale of pay of Rs. 100000-260000 (pre-revised Rs.43200-66000) by absorption through composite method in New Mangalore Port Authority – Reg.

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Sir/Madam,

The post of Secretary in New Mangalore Port Authority will fall vacant w.e.f. 01.05.2022. The post is in the pay scale of Rs. 100000-260000 (pre-revised Rs.43200-66000). The post is to be filled by absorption through composite method from officers of Major Ports, fulfilling the eligibility criteria as per **Annexure – I**.

2. The selection is by merit for which overall grading in the APARs should not be below “Very Good”.

3. As directed by the Ministry vide letter dated 19.11.2019, the incumbent will be initially appointed to the HOD post in the scale of pay of Rs. 100000-260000 (pre-revised Rs.43200-66000) and after completion of three years’ regular service in the post, he/she will be elevated to the scale of pay of Rs. 120000-280000 (pre-revised Rs. 51300 – 73000) subject to fulfilling the relevant conditions as per the Ministry’s guidelines vide letter No. A-12023/15/2018-PE-I dated 19.11.2019. It may be noted that any changes as directed by the Ministry from time to time, will be made applicable.

4.1 Applications are invited from eligible and willing officers of all the Major Ports possessing the prescribed qualifications, experience and other conditions, for the post of Secretary in the pay scale of Rs. 100000-260000 as per Annexure-I. The application may be submitted through “**Online Application Portal (OAP)**” to the Ministry of Shipping website <https://onlinevacancy.shipmin.nic.in> from **24.03.2022 to 23.04.2022**. No application other than OAP shall be accepted.

...2/-

ದೂರವಾಣಿ / ದೂರಭಾಷ / Phone : 0824- 2407341, 2887399

आईएसओ 9001:2015, 14001:2015 एवं आईएसपीएस अनुपालनकर्ता पत्तन

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

4.2 The candidate will have to submit the printout of application form already uploaded in OAP to his administrative Port for onward forwarding. The administrative Ports are required to forward the applications of the candidates alongwith the following documents to The Secretary (Stat), NMPA before **09.05.2022** superscribing “**Application for the post of Secretary in New Mangalore Port Authority**”:

- i) Certified copies of APARs for the last 5 years (2016-17 to 2020-21), duly attested by an officer not below the rank of Dy. HOD on each of the pages.
- ii) A statement showing year-wise availability of APARs and grading duly signed by the Dy.Chairperson/Chairperson. If APAR for a particular year during the last 5 years is not available, “No Report Certificate” may be furnished alongwith APARs of the preceding years.
- iii) Attested photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.
- iv) No objection certificate from the respective Port.
- v) Certificate by the Head of the Office of the applicant. (**Annexure – II**)
- vi) An undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by Services Selection Committee.
- vii) Vigilance and Administrative clearance of the concerned Port, as per enclosed proforma.
- viii) The veracity of the University Certificate and the recognition of the degree obtained by the applicant may be ensured and certified.
- ix) Two recent passport size colour photographs in a sealed envelope.

4.3 As per the Ministry’s guideline dated 26-09-2019, in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate will not be considered by the Ministry if his/her application is not received through proper channel by the Port within 15 days of the last date of receipt of applications, i.e. on or before **09.05.2022**.

5. The crucial date for eligibility criteria will be the date of arising of vacancy, i.e. **01.05.2022**, in terms of Ministry of Shipping’s circular No.I-26/25/2013-PE-I dated 26.09.2019.

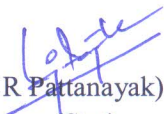
6. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application. Vigilance report is to be furnished in the format prescribed, copy of which is attached as **Annexure – III**.

7. As per the Ministry’s guidelines dated 26.09.2019 regarding filling up the HOD level posts in Major Port Trusts, Port official, who withdraws his candidature for the post after his selection by the Services Selection Committee, will be liable for debarment from future selection to HOD level posts in all Major Port Trusts for a period of two years.

8. Incomplete applications or applications which has been submitted without following the stated procedure or received after due date will not be considered.

Encl: As stated.

Yours faithfully,

  
(Capt. S R Pattanayak)  
Secretary (Stat)

Encl: 1)Annexure -I  
2)Annexure - II  
3)Annexure- III

Copy to Shri. Sandeep Gupta, Director and Shri. Rajiv Nayan , Under Secretary (PHRD), Ministry of Ports, Shipping & Waterways, No.1, Parliament Street, New Delhi - 110 001 for information.



Sl. No.	Name of the Post	No. of Posts	Classification	Scale of Pay(Rs.)	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 yrs.)	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	
5	Secretary	1	Class-I (HOD)	Rs.100000-260000/-	Selection	45	<p><b>Essential:-</b></p> <p>(i) A degree from a recognized university.</p> <p>(ii) Fifteen years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/ Commercial/Govt. Undertaking.</p> <p><b>Desirable:-</b></p> <p>Post Graduate Degree/Diploma in Personnel Management/ Industrial Relations/Social Work/Labour Welfare or allied subjects or degree in Law from a recognized university/ institution.</p>	<p>(a) No</p> <p>(b) Yes</p> <p>(c) No</p>	N.A.	By absorption through composite method failing which by deputation and failing both by direct recruitment.	<p>Deputation:</p> <p>(ii) Officers holding the post of Secretary and equivalent posts in the scale of pay Rs.100000-260000/- with two years regular service in the grade or officers holding post of Senior Deputy Secretary and equivalent posts in the General Administration Department or Human Resources Department in the scale of pay of Rs.80000-220000/- and above, with five years regular service in the Central Government or State Governments or Union Territory administration/ Public Sector Undertakings or Autonomous Bodies (other than Major Port Trusts) will be eligible.</p>	<p>Senior Deputy Secretary in the pay scale of Rs.80000-220000/- in the General Administration Department.</p>	<p>The selection is by merit for which the bench mark in overall grading in the Annual Confidential Reports will not be below "Very Good".</p>

**ANNEXURE-II**

Certificate to be given by Head of Office of Shri/Smt :.....

Designation: .....

1. It is certified that the particulars furnished by the Officer are correct.
2. It is certified that no Disciplinary/Vigilance case is pending or contemplated against the applicant and that he/she is clear from the Vigilance and Administrative angle.
3. His/her integrity is certified.
4. It is certified that no major/minor penalty have been imposed on the Officer during the last 10 years.
5. Attested copies of the ACRs for the last five years (2016-17 to 2020-21) are enclosed.
6. The veracity of the University certificates relating to educational qualification has been ensured and certified.

Signature of the Dy.Chairperson/  
Chairperson alongwith official 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
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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) (\*) :
13. Whether the officer/official has submitted his/her annual immovable property return of the previous year as required under Rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed limit. :

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.