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**New Mangalore Port Trust
(Recruitment of Heads of Department)
Regulations, 1991**

(Corrected upto 30.11.2007)

THE NEW MANGALORE PORT TRUST (RECRUITMENT OF HEADS OF DEPARTMENT) REGULATIONS, 1991

In exercise of the powers conferred by Section 28, read with Section 124, of the Major Port Trusts Act, 1963 (38 of 1963), the Board of Trustees of the New Mangalore Port Trust hereby makes the following regulations, namely:-

1. Short title and commencement -These regulations may be called the New Mangalore Port Trust (Recruitment of Heads of Department) Regulations 1991.
2. Application -They shall apply to all posts covered by Clause (a) of Sub-Section (1) of Section 24 of the Act.
3. Definitions -In these regulations, unless the context otherwise requires:-
 - (a) "Act" means the Major Port Trusts Act 1963 (38 of 1963);
 - (b) "appointing authority" means the authority empowered under the Act to make appointment to that post;
 - (c) "Board", "Chairman", "Deputy Chairman" and "Head of Department" have the meaning respectively assigned to them under the Act;
 - (d) "direct recruit" means a person recruited upon application for direct recruitment to a post of Head of Department on the basis of an examination or interview, or both, and includes a person already in the Board's service who may, upon application for direct recruitment, be allowed to appear for such examination or interview, or both, and is selected;
 - (e) "Schedule" means the Schedule appended to these regulations;
 - (f) "Scheduled Castes" and "Scheduled Tribes" shall have the meanings assigned to them in Clauses (17) and (22) of Article 355 of the Constitution of India.
 - (g) "Selection post" means a post to which appointment is to be made on the basis of merit;
 - (h) "Selection Committee" means the committee constituted under Regulation 11 for the purpose of making recommendation for transfer/deputation/promotion or direct recruitment of a candidate to a post of Head of Department.
 - (i) "Analogous posts" means a post of which the duties and level of responsibilities and / or the pay ranges are comparable to those of the posts to which selection is to be made;
 - (j) "Employees on probation" means the incumbent appointed to the post on probation under these regulations and in whose case the successful completion of probation period has not yet been ordered by a competent authority;

4. Appointment- All appointments to posts of Heads of Department to which these regulations apply shall be made in accordance with the provisions of these regulations. Appointments may be made either by promotion, transfer or deputation of employees or by direct recruitment.

5. Method of recruitment- The method of recruitment, the qualification in respect of age, education, training, requirements of minimum experience, essential and / or desirable, classification of posts as selection posts and other matters connected with the appointment to various posts shall be as shown in the schedule.

Provided that the prescribed upper age limit may be relaxed -

(i) By the Central Government upto 5 years where the minimum experience prescribed is 10 years or more and upto 3 years where the minimum experience prescribed is 8 to 9 years.

(ii) In the case of a candidate belonging to Scheduled Caste or a Scheduled Tribe in accordance with such orders as the Central Government may issue from time to time for appointment to services or posts under it in favour of Scheduled Castes and Scheduled Tribes.

Provided further that the prescribed educational and other qualifications may, for good and sufficient reasons be relaxed by the Central Government, if a candidate is otherwise well suited and well qualified.

6. Probation - (1) Every person appointed to a post of Head of Department specified in column 2 of the schedule, whether by direct recruitment or by promotion or by transfer / deputation shall be subject to the provisions of sub regulation (2) and sub regulation (3) of regulation 6 concerning probation for a period of 2 years.

(2) The period of probation may, if the appointing authority deems fit, be extended for a specific period at a time but the total period of such extensions shall not, save whatever any extension is necessary by reason of any departmental or legal proceedings pending against the employee, exceed the initial period of probation prescribed.

7. Confirmation- (1) When a person appointed on probation to a post of Head of Department has completed his probation to the satisfaction of the appointing authority, the appointing authority shall convey its approval to that effect. He shall also be eligible for confirmation in that post if he is not confirmed in a lower post earlier held by him under the Board.

(2) Until a Head of Department on probation is confirmed / declared to have completed probation to the satisfaction of the appointing authority under this regulation or is discharged or reverted under regulation 8, he shall continue to have the status of an employee on probation.

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8. Discharge or Reversion of Head of Department on probation - (1) A person appointed on probation to a post of Head of Department who has no lien on any post shall be liable to be discharged from service at any time on the basis of his performance or conduct during the period of probation, he is considered unfit for further retention in service.

(2) A Head of Department on Probation who holds a lien on a post may be reverted at any time in the circumstances specified in sub-regulation (1).

(3) A Head of Department on probation who is not considered suitable for confirmation or who has not completed probation to the satisfaction of the appointing authority at the end of the period of probation prescribed in Regulation-(6) shall be discharged or reverted in accordance with sub-regulation (1) or sub-regulation (2) as the case may be.

9. Application for Direct Recruitment - A candidate for appoint by direct recruitment shall apply before such date in such form and in such manner as may from time to time be prescribed by the Chairman. He shall also submit such proof of his age / qualifications or experience as the Chairman may require.

10. Eligibility and disqualifications for direct recruitment -

(1) In order to be eligible for direct recruitment to a post of Head of Department a candidate must be -

- (a) A citizen of India; or
- (b) A subject of Nepal; or
- (c) A subject of Bhutan; or
- (d) A Tibetan; or refugee who came over to India before 1st Jan 1962 with the intention of permanently settling in India; or
- (e) A person of Indian origin who has migrated from Pakistan, Bangladesh, Burma, Sri Lanka or the east African countries of Kenya, Uganda, or the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India :

Provided that a candidate belonging to category (a) shall produce such proof of his Nationality, as the Chairman may, from time to time require :

Provided further that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India;

(2) No person -

- (a) who has entered into, or contracted a marriage with person having a spouse living, or

- (b) who having a spouse alive, has entered into or contracted a marriage with any other person, shall be eligible for appointment to any grade or post to which these regulations apply :

Provided that the appointing authority may, if satisfied, that such marriage is permissible under the personal law, applicable to such person and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of this sub-regulation.

- (3) A candidate must satisfy the appointing authority that his character and antecedents are such as to make him suitable for appointment to any grade or post. No candidate who has been convicted by a court of Law for any offense involving moral turpitude or who has been adjudged as an insolvent shall be eligible for appointment.
- (4) If any question arises whether a candidate does or does not satisfy all; or any other requirements of this regulation, the same shall be decided by the Central government.
- (5) The Central Government, may modify or waive any of the requirements of sub-regulation (1) when an appointment or work of a special nature is to be made and it is not practicable to obtain a suitable candidate who fulfills the requirement of these regulations.
- (6) Physical fitness of candidates - A candidate shall be in good mental and bodily health and free from any Physical defects likely to interfere with the discharge of his duties as a Head of Department. A candidate who after such medical examination as appointing authority may specify, is found not to satisfy those requirements will not be appointed provided that a candidate already in service of the board or any other Central Government organisation shall not be required to undergo such medical examination.

11. Selection Committee - (1) a selection committee may be constituted to advise and assist the appointing authority in the matter of making selection of candidates for appointment to posts of Head of Department.

(2) The Selection committee shall be composed of the following persons, namely:-

- (i) Additional Secretary/ Joint Secretary to the Govt. of India,
Dept. of Shipping
- (ii) Chairman, New Mangalore Port Trust ... Member
- (iii) Any other officer having wide experience as may be nominated by the Central Government.

12. Manner of recruitment - (1) (a) When a post of Head of Department to which these regulations apply falls vacant is to be filled by promotion/ transfer/ deputation, the Chairman shall forward to the appointing authority names, age, qualification, experience and other relevant particulars of all officers who are eligible for promotion/ transfer/ deputation to the posts, together with his

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recommendations, whenever the Schedule provides for deputation also, the Chairman may if considered necessary or if directed by the Central Government for application from eligible candidates from other Major Port Trusts/ Central / State Governments/ Public Sector units/ Autonomous bodies.

- (b) The appointing authority may on receipt of such information either -
- (i) Make an appointment by promotion/ transfer/ deputation amongst the candidates so sponsored, or
 - (ii) Refer the candidates to the Selection Committee referred to in regulation 11 with directions to scrutinise the case and make appropriate recommendations and then make an appointment by promotion / transfer/ deputation on the basis of such recommendations or
 - (iii) Direct that the vacancy be filled by Direct Recruitment in the manner laid down in these regulations.

(2) All appointments by direct recruitment shall be made by the appointing authority on the recommendations of the Selection Committee provided that it shall be open to the appointing authority, for reasons to be recorded in writing not to accept such recommendation in any particular case.

13. Advertisement of posts - Vacancies intended to be filled by direct recruitment shall be advertised and a copy of the advertisement shall be sent to the Local Employment Exchange.

14. Canvassing support shall be disqualification - Any endeavour on the part of a person or his relations or friends to canvass support by direct or indirect method for his application for appointment to a post of Head of Department to which these regulations apply shall render him unfit for the appointment.

15. Suppression of facts - Any candidate who is found to have knowingly furnished any particulars which are false or to have suppressed material information of a character which, if known would ordinarily have debarred him from getting an appointment in the board's service is liable to be disqualified and, if appointed, to be dismissed from service.

16. Eligibility of existing employees for direct recruitment - when the posts required to be filled by direct recruitment are advertised employees already in service may also apply provided they possess the prescribed qualifications and experience.

17. Cancellation of appointment orders - If a candidate selected for direct appointment to a post fails to join duty within the date mentioned in the appointment order and where no such date is mentioned, within 30 days of the date of issue of the appointment order or within such extended period as the

appointing authority fix, the appointment order shall be deemed to have been cancelled.

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18. Payment of Travelling allowance for attending interviews- All candidates of interview and / or written test in connection with selection to a post shall be entitled to reimbursement of travel expenses from the place of posting/ residence to the venue of interview / written test and back by rail in 1st class or the actual expenditure whichever is less.

19. Interpretation- if any question arises as to the interpretation of these regulations or in respect of any matter not herein above or subsequently provided for, the same shall be decided by the Central Government.

20. Repeal and Savings - All the regulations, procedures, practices, and customs corresponding to these regulations and in force immediately before the commencement of these regulations are hereby repealed:

Provided that any order made or action taken under the regulations, procedures, practices, and customs so repealed shall be deemed to be have made or taken under the corresponding provisions of these regulations.

The principal regulations notified with G.S.R.No.215 (E) on 15.4.1991 with the following subsequent amendments.

1. G.S.R.No.606(E) dated 4.8.1994
2. G.S.R.No.310(E) dated 5.6.1997
3. G.S.R.No. 880(E) dated 5-12-2001
4. G.S.R.No. 707(E) dated 28-10-2004

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1. Name of the post : Secretary
 2. Pay scale : Rs.18500-450-23900
 3. Whether selection or non-selection post : Selection post
 4. Age limit for direct recruitment : 45 years
 5. Educational and other qualifications required for direct recruitment : Essential:
(a) Educational qualification: Degree of recognised University.
(b) Experience: Atleast 15 years experience in a managerial position dealing with Administration/ personnel/general management in a Major Port Trust/Government or Semi-Govt. Department/autonomous body/Public Sector Undertaking (*)
 6. Whether age & educational qualification for direct recruitment will apply in case of promotion/transfer/deputation : Age : No
Qualification : Yes
 7. Period of probation : 2 years
 8. Method of recruitment - whether by direct recruitment or by promotion/deputation/transfer : By promotion/transfer/deputation from the Major Ports (composite recruitment) failing which by transfer or deputation of officers as indicated at Col.(9) failing both by direct recruitment.
 9. In case of recruitment by promotion/deputation/transfer and grades from which deputation/transfer to be made : Promotion/transfer/deputation: Deputy Secretaries/analogous posts from the Major Ports with 5 years regular service in the grade failing which by transfer on deputation of officers holding same or analogous posts in Govt/Semi-Govt.Organisations/Public Sector(**)
 10. The composition of Selection Committee : (i) Addl.Secretary/Joint Secy (Port Dept.of Shipping .. Chairman
(ii) Chairman, New Mangalore Port Trust
(iii) Any Officer having wide experience in the field (@)
- (**)Undertakings or autonomous bodies (period of deputation ordinarily not exceeding 3 years)
The Selection is by Merit for which the bench mark in the overall grading in the AGRs should not be below "Very Good"
- (*) Desirable: Post Graduate Degree/Diploma in Personnel Management/Industrial Relations or Bachelor Degree in Law.
- (@) as nominated by the Dept.of Shipping.

1. Name of the post : Deputy Conservator
 2. Pay scale : Rs.18500-450-23900
 3. Whether selection or non-selection post : Selection post
 4. Age limit for direct recruitment : 45 years
 5. Educational and other qualifications required for direct recruitment : Essential:
1. Professional Certificate of competency as Master of Foreign Going Vessel issued by Ministry of Surface Transport or equivalent
2. Experience:
15 years experience as Master of Foreign going ship or in Pilotage and Dredging in a Major Port Trust
Desirable: Experience in Port Operation.
 6. Whether age & educational qualification for direct recruitment will apply in case of promotion/transfer/deputation : Age: No
Qualification: Yes
 7. Period of probation : 2 years
 8. Method of recruitment - whether by direct recruitment or by promotion/deputation/transfer : By promotion/transfer/deputation from the Major Ports (composite recruitment) failing which by transfer or deputation of office as indicated at col.(9) failing by direct recruitment.
 9. In case of recruitment by promotion/deputation/transfer and grades from which deputation/transfer to be made : Promotion/transfer/deputation: Harbour Master/analogous posts from the Major Ports with 3 years regular service in the grade failing which by transfer or deputation of office holding same or analogous posts in Govt/Semi-Govt.Organisations/Public Sector Undertakings or Autonomous
 10. The composition of Selection Committee : (i) Additional Secy/Joint Secy (Dept.of Shipping .. Chairman
(ii) Chairman, New Mangalore Port Trust
(iii) Any officer having wide experience in the field as nominated by the Dept.of Shipping.
- (*)bodies (period of deputation ordinarily not exceeding 3 years)
The selection is by Merit for which the bench mark is the overall grading in the ACRs should not be below "Very Good"

1. Name of the post : Financial Adviser & Chief Accounts Officer
 2. Pay scale : Rs.18500-450-23900
 3. Whether selection or non-selection post : Selection post
 4. Age limit for direct recruitment : 45 years
 5. Educational and other qualifications required for direct recruitment : Essential : Membership of the Institute of the Chartered Accountants of India (C.A.)/Membership of the Institute of Cost & Works Accountants of India (I.C.W.A.) with atleast 15 years experience in a managerial position in a Finance Department of a Major Port Trust/Government or Semi-Govt.Department/Public Sector Undertaking/autonomous body which shall include 5 years experience in computerised accounting system.
 6. Whether age & educational qualification for direct recruitment will apply in case of promotion/transfer/deputation : Age : No
Qualification : Yes (relaxable in the case of officers belonging to Central (*)
 7. Period of probation : 2 years
 8. Method of recruitment - whether by direct recruitment or by promotion/deputation/transfer : By promotion/transfer/deputation from the Major Ports (composite recruitment) failing which by transfer or deputation of Officers as indicated in col.(9) failing both by direct recruitment.
 9. In case of recruitment by promotion/deputation/transfer and grades from which deputation/transfer to be made : Promotion/transfer/deputation: Deputy FA&CAOs/analogous posts from the Major Ports with 5 years regular service in the grade failing which by transfer or deputation of the officers holding same or analogous posts in Govt./Semi-Govt. Organisations/Public Sector Undertakings or (£)
 10. The composition of Selection Committee : (i) Addl.Secy/Joint Secy (Ports) Dept.of Shipping .. Chairman
(ii) Chairman, New Mangalore Port Trust
(iii) Any officer having wide experience in the field as nominated by the Dept.of Shipping.
- (*) Accounts & Audit Services and those with SAS qualifications)
- (£) autonomous bodies (period of deputation ordinarily not exceeding 3 years). The selection is by Merit for which the bench mark in the overall grading in the ACRs should not be below "Very Good"

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- Name of the post : Chief Mechanical Engineer
- Pay scale : Rs.18500-450-23900
- Whether selection or non-selection post : Selection post
- Age limit for direct recruitment : 45 years
- Educational and other qualifications required for direct recruitment : Essential
Educational Qualification:
 (i) A degree in Mechanical/Electrical Engineering from a recognised University or equivalent or First Class MOT Certificate of competency or equivalent.
 (ii) Experience: Atleast 15 years experience in a(*)
- Whether age & educational qualification for direct recruitment will apply in case of promotion/transfer/deputation : Age : No
 Qualification : Yes
- Period of probation : 2 years
8. Method of recruitment - whether by direct recruitment or by promotion/deputation/transfer : By promotion/transfer/deputation from the Major Ports (composite recruitment) failing which by transfer or deputation of Officers as indicated at col.(9) failing both by direct recruitment.
9. In case of recruitment by promotion/deputation/transfer and grades from which deputation/transfer to be made : Promotion/transfer/deputation: Superintending Engineers (Mechanical/Electrical) with 5 years regular service in the grade or Marine Engineers with MOT First Class Certificate with 5 years regular service in the grade/analogous posts from the Major Ports failing which by transfer or deputation of Officers holding same or analogous posts in Govt./(@)
10. The composition of Selection Committee : (i) Addl.Secy/Joint Secy.(Port Dept.of Shipping ... Chairman
 (ii) Chairman, New Mangalore Port Trust
 (iii) Any Officer having wide experience as nominated by the Dept.of Shipping.
- (*) managerial capacity in any branch of Mechanical/Marine/Electrical Engg. with atleast 7 years in Planning of Port facilities or operation and maintenance of Cargo handling equipment/Electrical installations in any Major Port Trust or Private Port or autonomous body.
Desirable: Experience in a Project Management in a responsible capacity.
 (@)Semi-Govt.Organisations/Public Sector Undertakings or autonomous bodies (period of deputation ordinarily not exceeding 3 years)
 The selection is by Merit for which the bench mark in the overall grading in the ACRs should not be below "Very Good".

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1. Name of the post : Chief Engineer (Civil)
 2. Pay scale : Rs.18500-450-23900
 3. Whether selection or non-selection post : Selection post
 4. Age limit for direct recruitment : 45 years
 5. Educational and other qualifications required for direct recruitment : Essential:
Educational qualification:
(i) A degree in Civil Engineering from a recognised University or equivalent.
(ii) Experience: Atleast 15 years experience in a managerial capacity with atleast 7 years in Port (*)
 6. Whether age & educational qualification for direct recruitment will apply in case of promotion/transfer/deputation : Age : No
Qualification : Yes
 7. Period of probation : 2 years
 8. Method of recruitment - whether by direct recruitment or by promotion/deputation/transfer : By promotion/transfer/deputation from the Major Ports (composite recruitment) failing which by transfer on deputation of Officers as indicated at col.(9) failing both by direct recruitment.
 9. In case of recruitment by promotion/deputation/transfer and grades from which deputation/transfer to be made : Promotion/Transfer/Deputation:
Superintending Engineers (Civil)/analogous posts from the Major Ports with 5 years regular service in the grade failing which by transfer on deputation of Officers holding same or analogous posts in Govt/Semi-Govt.Organisation/Public Sector Undertakings or Autonomous Bodies. (Period of @)
 10. The composition of Selection Committee : (i) Addl.Secretary/Joint Secy.(Ports) Dept. of Shipping .. Chairman
(ii) Chairman, New Mangalore Port Trust
(iii) Any Officer having wide experience in the field as nominated by the Dept. of Shipping.
- (*) Planning and construction in a Major Port/Government or Semi-Govt. department /Public Sector Undertaking/ Autonomous Body.
Desirable: Experience in a Project Management in a responsible position.

(**)deputation ordinarily not exceeding 3 years). The selection is by Merit for which the bench mark in the overall grading in the ACRs should not be below "Very Good"

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1. Name of the post : Traffic Manager
2. Pay scale : Rs.18500-450-23900
3. Whether selection or non-selection post : Selection Post
4. Age limit for direct recruitment : 45 years
5. Educational and other qualifications required for direct recruitment : Essential
Educational qualification: Degree of a recognised University or equivalent.
Experience: Atleast 15 years experience in a managerial capacity dealing with Sea Traffic/Transportation preferably connected with Major Port Trust/Government/Semi-Government Department/Public Sector undertaking/autonomous body.
6. Whether age & educational qualification for direct recruitment will apply in case of promotion/transfer/deputation : Age : No
Qualification : Yes
7. Period of probation : 2 years
8. Method of recruitment - whether by direct recruitment or by promotion/deputation/transfer : By promotion/transfer/deputation from the Major Ports (composite recruitment) failing which by transfer or deputation of Officers as indicated at col.(9) failing both by direct recruitment.
9. In case of recruitment by promotion/deputation/transfer and grades from which deputation/transfer to be made : Promotion/transfer/deputation: Deputy Traffic Manager/analogous posts from the Major Ports with 5 years regular service in the grade failing which by transfer or deputation of Officers holding same or analogous posts in Govt/Semi-Govt. Organisations/Public Sector Undertakings or autonomous bodies (period of deputation ordinarily not exceeding 3 years)
10. The composition of Selection Committee : (i) Addl. Secretary/Joint Secy (Ports) Dept. of Shipping .. Chairman
(ii) Chairman, New Mangalore Port Trust
(iii) Any Officer having wide experience in the field as nominated by the Dept. of Shipping.

(*)not exceeding 3 years)
The selection is by Merit for which the bench mark in the overall grading in the ACRs should not be below "Very Good"

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1. Name of the post : Chief Medical Officer
 2. Pay scale : Rs.14500-350-18700
 3. Whether selection or non-selection post : Selection post
 4. Age limit for direct recruitment : 45 years
 5. Educational and other qualifications required for direct recruitment : Educational qualification: Should be a Medical Graduate of a recognised University with post graduate degree diploma in Medicine or surgery
Experience: Should have atleast 10 years of professional experience including atleast 5 years administration experience in any Major hospital belonging to Govt. or Semi-Govt/autonomous/Public Sector Undertaking/Organisation.
 6. Whether age & educational qualification for direct recruitment will apply in case of promotion/transfer/deputation : Age : No
Qualification : Yes
 7. Period of probation : 2 years
 8. Method of recruitment - whether by direct recruitment or by promotion/deputation/transfer : By promotion/transfer/deputation from the Major Ports (composite recruitment) failing which by transfer or deputation of Officers as indicated at col.(9) failing both by direct recruitment.
 9. In case of recruitment by promotion/deputation/transfer and grades from which deputation/transfer to be made : Promotion/transfer/deputation: Resident Senior Medical Officers/ analogous posts from the Major Ports with 5 years regular service in the grade failing which by transfer or deputation of Officers holding same or analogous posts in Govt/Semi-Govt Organisations/Public Sector (*)
 10. The composition of Selection Committee : (i) Addl.Secy/Joint Secy (Ports) Dept.of Shipping .. Chairman
(ii) Chairman, New Mangalore Port Trust
(iii) Any Officer having wide experience in the field as nominated by the Dept.of Shipping.
- (*)Undertakings or autonomous bodies (period of deputation ordinarily not exceeding 3 years) The selection is by Merit for which the bench mark in the overall grading in the ACRs should not be below "Very Good"