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NO.I-26/9/2013 PE-1
GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
(Ports Wing)

Transport Bhavan,
1 Parliament Street,
New Delhi-110001
Dated the 17th June, 2014

To NMPT, (CEO)

The Chairman
All Major Port Trust

Subject: Issuance of advisory-filling up the post of HODs in Major Port Trusts-reg

Sir,

I am directed to refer the above mentioned subject and to state that while processing the cases of filling up HOD level posts it has been noticed that the proposals received from Port have various discrepancies in view of service particulars, essential educational qualification, vigilance report, ACRs etc. which delays in convening the selection committee meeting. In view of above, the following advisory is being issued for compliance:

- (a) The vacancy of HOD level post may be filled up as per the provisions of the Recruitment Rules in force at the time of vacancy.
- (b) Eligibility criteria may be determined as on the last date of receipt of applications.
- (c) A soft copy (e-mail) of the vacancy circular may be sent to NIC of this Ministry (pravin.s@nic.in or lissy@nic.in) for uploading it in the Ministry's website.
- (d) In response to the vacancy circular, each Port has to forward the applications with their comments within 21 days. If the Ports do not forward applications within 21 days of receipt, it will be deemed to have been forwarded and the advance copy of applications will be considered by the Selection Committee.
- (e) Before, referring the proposal to the Ministry, the proposal may be properly scrutinized by the concerned Port.
- (f) The details of the applicant may clearly be mentioned along with length of service in the feeder grade posts and details of pay scales.
- (g) It may clearly be mentioned whether the candidate has experience in the feeder grade posts on regular or ad-hoc or deputation basis.
- (h) It may be indicated whether the candidate possesses essential qualification as prescribed in their RRs.
- (i) The applications of non-eligible candidates (i.e who are not in the feeder grade post) may not be sent to the Ministry.

- (j) ACRs for the last 5 years may accompany with the proposal.
 - (k) If the ACRs of a particular year during the last five year is not available, "No Report Certificate" may be furnished alongwith ACRs of the preceding years.
 - (l) A statement showing ACRs gradings should also be furnished.
 - (m) The veracity of educational certificate may also be ensured.
 - (n) The vigilance status of the candidate may be furnished in the prescribed proforma duly signed by the CVO of the concerned Port.
 - (o) The CVO of the concerned Port (where candidate is posted at the time of submitting application) may ensure that vigilance clearance of the applicant is obtained from the CVO of the concerned Ports where the applicant has worked in the last ten years.
 - (p) At times HOD from a particular Port applies for HOD level vacancy in another Port of the same category which is basically in the nature of a transfer as there is no difference in pay scales. While forwarding such applications, Chairman of the concerned Ports should keep in view the Transfer Policy formulated by the Ministry which provides for rendering minimum 2 years of service in any Port before seeking transfer to another Port. The Chairman of Port Trust may also take into consideration the administrative inconvenience caused to Port Administration and the Ministry in the event of such unanticipated vacancies that arise if the officer is selected to other Ports and should eschew forwarding such applications to the Ministry.
2. The receipt of the letter may pleased be acknowledged.

Yours faithfully,



(GOWRI S. NAIR)

UNDER SECRETARY TO THE GOVT. OF INDIA

Tele/Fax:23710363

Copy to:

1. The Chief Vigilance Officer, all Major Port Trusts
2. Sr. Technical Director, NIC, Ministry of Shipping