

A-12022/2/2011-PE.I
GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
(PORTS WING)

Transport Bhawan
1, Parliament Street
New Delhi-110001
Dated the 3rd August, 2011

VACANCY CIRCULAR

Subject: Filling up the post of Deputy Chairman in Kolkata Port Trust- Calling for applications-reg.

The Ministry of Shipping invites applications to the post of Deputy Chairman in Kolkata Port Trust in the pay scale of Rs. 75000-90000/- (in industrial DA pattern). Apart from the salary, the post also carries the perquisites such as dedicated accommodation, transport, medical attendance, LTC etc. The Port Trust is an autonomous body governed under the Major Port Trusts Act, 1963. Appointment to the post is made by the Central Govt. under section 3 (1) (b) of the Major Port Trust Act, 1963. The officer appointed as Deputy Chairman, Kolkata Port Trust is liable to be transferred to any other Major Port Trusts.

2. The Deputy Chairman of the Port is one of the trustees of the Board. He is the Deputy Chief Executive of the Organisation and assists the Chairman in all aspects of Port functioning. He is required to exercise administrative and financial powers and also to supervise the functioning of various departments with the ports. The job requirements, therefore, are the following: -

- (i) Wide administrative experience and General Managerial ability;
- (ii) Experience and talent in man-management in highly unionized environment;
- (iii) Experience and ability in Financial Management;
- (iv) Ability to formulate and implement development plans and also to prepare broad perspective plan for development of a port;
- (v) Ability to co-ordinate with various agencies such as State Governments, the Law and order authorities, different agencies of Central Government such as customs, Railway, Ministry of Labour, etc.;
- (vi) Experience and ability in personnel management and understanding of establishment matters.

3. Officers belonging to All India Service and Central Services Group 'A', who have put in not less than 14 years of service in Group 'A' are eligible to be considered for this post. Having experience in Port and Shipping sector would be an added qualification. The pay scale and other terms and conditions of appointment of the officers selected, shall be as per the rules and instructions of Central Government.

4. The post is not a part of the Central Staffing Scheme. The appointment will be made for a period of 5 years or as may be decided by the Competent Authority.

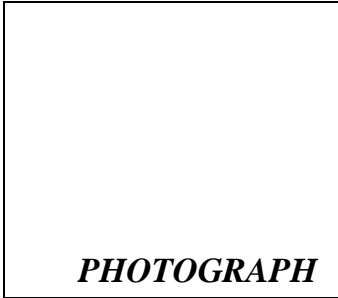
5. The Cadre Controlling Authorities/the State Governments are requested to give wide publicity to the vacancy and forward names of suitable and willing officers for consideration for the post. The ACRs (only attested photocopies & gradings in tabular form) of the officer for the last five years along with the bio-data in the enclosed format, and clearance from administrative/vigilance angles, Integrity Certificate may also be sent. If ACR of any particular period is not available, a 'No Report Certificate' duly signed by Competent Authority should be sent. It should also be ensured that 5 complete ACRs are available for consideration by enclosing photocopies of previous years ACRs. A statement containing the ACRs gradings should also be furnished.

6. **The last date for receipt of applications in this Ministry is 12/09/2011.** The applications may be sent to the undersigned at the following address:

Under Secretary (PE),
Ministry of Shipping,
Room No. 427
Transport Bhawan
1, Parliament Street
New Delhi-110001.

(A.M.VIJAYAN)
UNDER SECRETARY TO THE GOVT. OF INDIA
Tele No: 23710363

BIO DATA PROFORMA



- 1. Name, Designation and Address:
(a) Service and Batch:
- 2. Date of Birth (in Christian era)& age:
- 3. Date of retirement
- 4. Educational Qualifications
- 5. Whether qualifications, experience and job requirements for the post are satisfied

	Qualifications/ experience/Job Requirements for the post	Qualifications/ Experience possessed the officer
Essential	(1)	
	(2)	
	(3)	
Desired	(1)	
	(2)	

- 6. Please state clearly whether in the light of entries made by you above, you meet requirements of the post
- 7. Dates of the employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below insufficient.

Office/Instt./Orgn. Nature of	Post held	From	To	Scale of Pay and basic pay duties
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8. Nature of present employment
9. In case the present employment is held on deputation/please state-
- (a) The date of initial appointment
 - (b) Period of appointment on deputation
 - (c) Name of the parent office/organization to which you belong

10 Additional details about present employments

Please state whether working under

- (a) Central Govt.
 - (b) State Govt.
 - (c) Autonomous Organisations
 - (d) Government Undertakings
11. Are you in Revised Scale of Pay? If yes, give the date from which the revisions took place and also indicate the pre-revised scale

12 Total emoluments per month now drawn

13 Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient

14 Whether belongs to SC/ST

Remarks

In the event of selection to the post, I will not withdraw my candidature for the post and undertake to accept the posting.

Signature of the candidate

Address-----

Date-----

Countersigned-----

(Employer)