No: GAD/P/RECT-HOD/6322  

17th October 2015

VACANCY CIRCULAR

Sub: Filling up the post of Traffic Manager in Mumbai Port Trust on deputation.

Applications are invited for the post of Traffic Manager as head of the Traffic Department [Scale of Pay of Rs.51300-73000 (on IDA pattern)] on deputation basis for a period of 3 years. Accordingly, Officers from the Major Port Trusts/ Central/ State Government Departments/Autonomous Bodies/Semi-Govt./PSUs etc. fulfilling the prescribed qualifications and experience given below may apply. Copy of Recruitment Rules is at Annexure I.

MINIMUM ELIGIBILITY REQUIREMENTS

(i) Degree from a University.

(ii) Officers holding analogous posts or officers holding post of Traffic Manager and equivalent posts in Traffic Department in the scale of pay of Rs.43200-66000 (pre-revised Rs.18500-23900) with 2 years regular service in the grade or officers holding post of Sr. Dy. Traffic Manager and equivalent posts in Traffic Department in the scale of pay of Rs.32900-58000 (pre-revised Rs. 16000-20800) and above with 5 years regular service in the grade in Govt./ Semi- Govt./PSUs or Autonomous bodies will be eligible. The selection is by merit for which the benchmark in overall grading in the ACRs will not be below “Very Good”.

2.1 The applicant should have at least four years’ service left for retirement in the present organization for deputation posting.

2.2 Benefits admissible include DA on IDA pattern and other allowances with monthly gross remuneration of about Rs.1,31,328 plus HRA at 30% (of basic) in case not residing in Port’s accommodation.

3. Applications should be made in the format at Annexure II and should be submitted through proper channel, along with copies of all required documents so as to reach this office latest by 30.11.2015. The crucial date for determining eligibility is 1.10.2015.
4. Applications should be forwarded by the concerned Organization to the undersigned along with the following:

   (i) Certificate below the application duly filled in and signed by the Head of the Department/Organization.

   (ii) Certified copies of the ACRs for the last five years (1.4.2010 to 31.3.2015) duly attested by an officer not below the rank of Dy. HOD on each of the page.

   (iii) A statement showing year-wise availability of ACRs duly signed by the Head of the Department/Organization. If ACR for a particular year/period is not available, the certificate to that effect may be attached; and

   (iv) Vigilance and administrative clearances (as per the Ministry of Shipping’s letters dated 17.8.2010 and 17.2.2011).

5. Circular along with annexures is also available on our website www.mumbaiport.gov.in.

6. The last date for receipt of applications duly completed by the concerned Organization is 30.11.2015.

7. Applications received after the last date and incomplete applications are liable to be rejected.

Yours faithfully,

sd/-

DA : As above

(R. P. Paibir)

SECRETARY

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To

(i) All Chairmen/ Dy. Chairmen of the Major Port Trusts w.r.t. Port Officers.

(ii)

2. Secretary, Department of Personnel & Training.
3. Secretary, Ministry of Home Affairs
4. Secretary, Ministry of Environment and Forest
5. Secretaries of All Ministries and Departments under Govt. of India

Copy to:

1. Shri P. K. Roy, Dy. Secretary, Ministry of Shipping, Ports Wing, Transport Bhavan, 1 Sansad Marg, New Delhi 110 001 with a request to arrange for publication in the website of the Ministry of Shipping. It is also requested to send a scanned copy of the vacancy circular to DOPT for posting it on their website. The e-mail address of DOPT is persinfotech@nic.in with a copy to diracc@nic.in. The subject of the e-mail should be “Vacancies in Autonomous Organisation”.

2. The Technical Director, NIC, DOPT, Room No. 11/A, North Block, New Delhi.

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APPLICATION FORM

Application for the post Traffic Manager on Deputation basis in Mumbai Port Trust

1. Full Name (in block letters) :

2. (a) Address for communication :
(b) Telephone No./Mobile No. :
(c) Fax/E-mail address :

3. Date of birth :

4. Date of retirement :

5. Category (caste certificate to be: SC ST OBC GEN enclosed in case of SC/ST/OBC)

6. Present post with scale of pay :

7. Date of continuous appointment: in the present post

8. Date of first appointment in Class I cadre of the Organization

9. Educational and other qualifications (graduation certificate and certificate for higher professional qualification to be enclosed)

<table>
<thead>
<tr>
<th>Examination</th>
<th>University</th>
<th>Year of passing</th>
<th>Class and percentage obtained</th>
<th>Special subjects</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

10. Details of fulfilling qualifying service: (only regular service is to be counted)

<table>
<thead>
<tr>
<th>Post held Scale</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>on Regular basis</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Note: (1) All columns must be clearly filled in.
(2) Pay-scale granted as financial upgradation under Modified Assured Career Progression Scheme (MACPS) should not be indicated as it is not a regular service in the grade.

11. Details of present and past employments/experience in chronological order:

<table>
<thead>
<tr>
<th>Name of the Organization</th>
<th>Posts held</th>
<th>Scale of pay</th>
<th>Period</th>
<th>Nature of duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
</tbody>
</table>

12. Any outstanding achievement in the posts so far held (give brief note)

13. Languages known
   (Read, Write and Speak) : 

14. Any other information that applicant may like to mention (give brief note)
   In the event of my selection to the above post, I will not withdraw and undertake to accept the posting.

(Signature of the Applicant)

Place: 
Date: 

Certificate to be given by Head of Office of the applicant.

1. The particulars furnished by the applicant are correct and he/she fulfils the eligibility criteria.
2. No disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from vigilance angle.
3. His/Her integrity is certified.
4. No major/minor penalties have been imposed on the applicant during the last 10 years. If any, kindly indicate details thereof.
5. Attested copies of ACRs for the last five years (1.4.2010 to 31.3.2015) are enclosed.

SIGNATURE OF THE HEAD OF DEPARTMENT/ ORGANIZATION WITH SEAL

Note: 1. Applicant may enclose self-attested copies of certificates in support of the educational and other qualifications.
2. Applicant may enclose copies of documents in support of employment in organizations other than in major port trusts.
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Post</th>
<th>No. of Posts</th>
<th>Classification</th>
<th>Scale of Pay (Rest.)</th>
<th>Whether Selection or Non-Selection</th>
<th>Upper Age limit for direct recruitment (in years)</th>
<th>Educational and other qualifications prescribed for direct recruitment</th>
<th>Whether (a) age (b) educational qualifications (c) experience for direct recruits will apply in the case of promotion/absorption/deputation</th>
<th>Period of Probation (in years)</th>
<th>Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation)</th>
<th>In case of promotion/absorption/deputation, grades from which it should be made</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>64</td>
<td>Traffic Manager</td>
<td>1</td>
<td>Class-I (HOD)</td>
<td>20500-500-26500</td>
<td>Selection</td>
<td>45</td>
<td><strong>Essential:</strong> (i) A degree from a university. (ii) Seventeen years experience in shipping/ cargo operations/ railway transportation in executive cadre in an Industrial/ Commercial/ Govt. Undertaking.</td>
<td>(a) No (b) Yes (c) No</td>
<td>N.A.</td>
<td>By absorption through composite method, Officers holding analogous posts or the post of Traffic Manager in Category -II ports with 2 years regular service or officers holding posts in the scale of pay of Rs.17500-22300 with 4 years regular service in the grade or officers holding posts in the scale of pay of Rs.16000-20800 with 5 years regular service in the grade in the Traffic Deptt. of a Major Port Trust will be eligible. For deputation, Officers holding analogous posts or officers holding post of Traffic Manager and equivalent posts in Traffic Department in the scale of pay of Rs.18500-23900 with 2 years regular service in the grade or officers holding post of Sr.Deputy Traffic Manager and equivalent posts in Traffic Department in the scale of pay of Rs.16000-20800 and above with 5 years regular service in the grade in Govt./Semi-Govt./PSUs or Autonomous Bodies will be eligible. The selection is by merit for which the benchmark in overall grading in the ACRs will not be below &quot;Very Good&quot;.</td>
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