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मुरगांव पत्तन न्यास

प्रसासनिक कार्यालय, हेडलैण्ड, सडा, गोवा - ४०३ ८०४

MORMUGAO PORT TRUST

ADMINISTRATIVE OFFICE : HEADLAND, SADA GOA - 403 804
E-mail : E-mail : mptgoa@mptgoa.com, Website : www.mptgoa.com

Ref. No. GAD/PC-A/151/2019/1113

Date : 04.07.2019

To,
The Chairmen,
(All Major Ports Trusts)

BY SPEED POST

Port Trust

Sub. :- Filling up of the post of Secretary (HOD) in the scale of pay of Rs. 43200-66000 by absorption through composite method in Mormugao Port Trust – Reg.

Sir,

The post of Secretary in Mormugao Port Trust in the scale of pay of Rs. 18500-23900 (Pre-revised) (Revised - Rs. 43200-66000) is to be filled in by absorption through composite method from Officers of Major Port Trusts. Copy of the Recruitment Rules is at **Annexure – I**.

2. Applications are invited from eligible and willing Officers from all Major Port Trusts possessing the prescribed qualifications, experience and other conditions as per the aforesaid Recruitment Rules.

3. As per Ministry's letter No. 1-26/25/2013-PE-I dtd. 02nd January, 2019, it is indicated that the Port Official, who withdraws his candidature for the post after his selection by the Service Selection Committee, will be liable for debarment from future selection to HOD level posts in all Major Port Trusts for a period of three years.

4. The applications may be submitted through '**Online Application Portal**' (OAP) of the Ministry of Shipping. A printout of the Online filled up application should be sent through proper channel alongwith the following documents in an envelope, superscribing "Application for the post of Secretary in Mormugao Port Trust" to THE SECRETARY, MORMUGAO PORT TRUST, HEADLAND, SADA, GOA – 403804, on or before **05.09.2019, which shall be the crucial date for determining the qualification, experience and age.**

- (i) Attested copies of ACRs of the applicant for the last 5 years (2013-14 to 2017-18) (duly attested by an Officer not below the rank of Dy. HOD on each page).

... 2/-

कृपया आपके सभी पत्राचार में हमारी फईल संदर्भ लिखें | Please quote our file reference in all your correspondence

Code : 0832	Chairman	Dy. Chairman	CVO	Secretary	CME	CE	FA & CAO	TM	DC	CMO	CISF
BSNL	2521100	2521110	2521820	2521120	2521170	2521160	2521130	2521140	2521150	2521377	2521210
EPABX	2594000	2594003	2594161	2594101	2594201	2594601	2594401	2594701	2594801	2594901	2594471
FAX	2521105	2521115	2521127	2521125	2521175	2521165	2521135	2521145	2521155	2521777	2521210

- (ii) A statement showing year wise availability of ACRs and grading duly signed by the Dy. Chairman/ Chairman as per Ministry's letter no. A-12022/10/05-PE-I dtd. 1.2.2007. If the ACR of a particular year/period is not available, "No Report Certificate" may be furnished.
- (iii) Attested copies of Certificates of academic qualifications & experience to prove eligibility.
- (iv) NOC of respective Port / Organisation.
- (v) Certificate by the Head of the Office of the applicant. **(Annexure – II)**
- (vi) An undertaking of the applicant not to withdraw his candidature, if selected.
- (vii) **Vigilance / Administrative Clearance** of the concerned Port / Organization in the revised proforma prescribed by the Ministry vide letter no. A-12022/10/2005-PE-I dtd. 27.8.2010 and letter no. I-26/25/2013-PE-I dtd. 04.12.2017(copies enclosed).
- (viii) The veracity of the professional certificates and caste certificate provided in terms of letter no. A-12022/10/2005-PE-I dtd. 27.8.2010 by the applicant may be ensured and certified.
- (ix) Two recent passport size colour photographs in a sealed envelope.

How to apply

- a) Eligible and willing Officers are requested to apply in the "Online Application Portal" of the Ministry of Shipping (<http://onlinevacancy.shipping.nic.in>). The applicant has to register in the online Application Portal.
- b) A printout of the filled up application alongwith the requisite documents as mentioned above (sl. no. i to ix) may be sent to the Secretary, Mormugao Port Trust, 3rd Floor, Main Administrative Office Building, Headland, Sada – 403804 through proper channel before the due date of receipt of applications.
- c) The applications which are received after due date/not sent through proper channel will not be considered. The last date for receipt of applications is **05.09.2019**.
- d) Recruitment process initiated earlier vide advertisement no. GAD/PC-A/151/2018/4102 dtd. 21.03.2018 is treated as cancelled and applicants shall apply again.

Yours faithfully,



**S. P. MOHAN KUMAR
SECRETARY(I/C)**

- Encl. : 1) Annexure - I
2) Annexure - II
3) Revised Format for Vigilance Clearance.

c.c. to:

Shri Sandeep Gupta,
Director (PHRD) to Govt. of India, Ministry of Shipping for information with reference to Ministry's letter No. I-26/9/2013-PE.I dated 12th June, 2013 & 17th June, 2014. A soft copy of the vacancy circular is also sent to Ministry at the email address of sope1@nic.in, rajivk.nigam@nic.in for necessary posting on Ministry of Shipping's website.

c.c. to: The Managing Director,
Indian Ports Association,
New Delhi – 110 003

... for uploading vacancy circular on
IPA's website.

c.c. to: Asst. Director (EDP)/Finance Dept /MPT... with a request to upload the vacancy circular on the MPT's website and Online Recruitment Portal launched by the Ministry of Shipping on 07.06.2017.

c.c. to : Secretary(I/c)/MPT .. for circulation among the Officers and to forward applications of willing and eligible Officers of his department.

c.c. to : Notice Board

1)

ANNEXURE - I

MORMUGAO PORT TRUST

EXISTING RECRUITMENT RULES FOR CLASS - I POSTS OF GEN. ADMN. DEPARTMENT /MoPT

Sr. 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 years)	Educational & other qualifications required for direct recruitment	Whether (a) Age (b) Educational Qualification (c) Experience for direct recruits will apply in the in the case of promotion/ absorption/ deputation	Period of probation (in years)	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
8	Secretary (Category-II, ports)	1	Class-I (HOD)	18500-450-23900 (pre-revised) 43200-66000 (Revised)	Selection	45	<p>Essential:-</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>Desirable:-</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>	(a) No (b) Yes (c) No	N.A.	By absorption through composite method failing which by deputation from other Govt. organisations and failing both by direct recruitment.	For absorption through composite method, Officers holding analogous posts or Officers holding posts in the scale of pay of Rs. 17500-22300 with 2 years regular service in the grade or Officers holding posts in the scale of pay of Rs. 16000-20800 with 3 years regular service in the grade in the General Administration /Human Resources Development Deptt. of a Major Port Trust will be eligible. For deputation, Officers holding analogous posts or Officers holding posts of Sr. Dy. Secretary and equivalent posts in the GAD/HRD in the scale of pay of Rs. 16000-20800 and above with 3 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 bench mark in overall grading in the ACRs will not be below "very Good"	

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 he/she clear from the vigilance angle.
3. His / Her integrity is certified.
4. It is certified that no major/minor penalties have been imposed on the officer during the last 10 years.
5. Attested copies of the ACRs for the last five years (2012-2013 to 2016-2017) are enclosed.
6. The veracity of the University certificates relating to educational qualification has been ensured and certified.

**Signature of the Dy. Chairman/
Chairman alongwith official seal**

**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 years)

Sl. No.	Designation and place of posting	From	To
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8. Whether the officer has been placed :
on the " Agreed List" or "List of officer 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 penalty (*)
11. Is any disciplinary /criminal proceedings or :
chargesheet 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) (*)

(Name & Signature)

Date:

(*) If vigilance clearance had been obtained from the Ministry/CVC in the past, the information may be provided for the period thereafter.