

**F.No. 3-12/AHM/HM/PMB/  
पत्तन प्रबंध बोर्ड  
PORT MANAGEMENT BOARD  
अण्डमान तथा निकोबार द्वीपसमूह  
ANDAMAN & NICOBAR ISLANDS  
\*\*\***

*Port Blair dated the December, 2022*

**VACANCY NOTICE**

The Chief Port Administrator, Port Management Board, Port Blair, Andaman and Nicobar Administration propose to fill up one post of **“Assistant Harbour Master”** (Group A) Gazetted post in the Pay level-11 Rs.67700-208700 in the Port Management Board on deputation (ISTC) for a period of three (03) years from amongst the eligible officers of the Indian Navy/Coast Guard/Central/State Governments/UT Administrations/Public Sector Undertakings.

The following are eligibility criteria and other terms and conditions

Educational and other qualifications:

Essential: Home Trade Master or Mate of Foreign going ships or equivalent in the Indian Navy.

Desirable: Certificate of Competency as Master of a Foreign-going Ship issued by the Ministry of Surface and Transport or Equivalent;

Re-employment: Naval Officers or equivalent rank, who are due to retire or to be transferred to reserve within a period of one year and have qualifications and experience prescribed for direct recruitment shall also be considered. If selected, such officers will be given deputation terms up to the date on which they are for release from the Armed Forces; thereafter they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis.

In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made:- Transfer on deputation : (including short term contracts):

(i) Officers not below the rank of Lieutenant in the Indian Navy;

**or**

(ii) Officers of the Central/State Govts/Public undertakings/Statutory Organizations/Autonomous Bodies/Merchant Navy in the Public Sector holding analogous posts on a regular basis; and

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt shall ordinarily not to exceed three years. The Maximum age limit for appointment by transfer on deputation (including short term contract) transfer shall be, not exceeding 56 years, as on the closing date of receipt of the applications).

The department officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation

**The terms & conditions of the appointment are;**

- (i) In addition to the pay, the selected officer will be entitled to Dearness Allowance to Government Servants of his category
- (ii) Special Compensatory Allowance as admissible under the rules
- (iii) Rent free unfurnished accommodation, subject to general review from time to time or House Rent Allowance, in lieu thereof
- (iv) Free Sea Passage once in a year for self and family members while proceeding/returning from leave in accordance with the orders in force from time to time
- (v) Leave Travel Concession as admissible under the rules
- (vi) Deputation Allowances as admissible under the rules
- (vii) Tenure maximum four years
- (viii) In respect of matters not specified above, the selected officer shall be governed by rules and orders in force from time to time in respect of Government Servants of his category serving under the A&N Administration

**The Assistant Harbour Master will be responsible for;**

1. He/She shall assist Harbour Master in the official duties.
2. He/She shall be the Deputy PFSO.
3. He/She shall be the Security Officer.
4. He/She shall raise billing in respect of Vessels related service.
5. He/She shall pilot the vessels and shall board along with Senior Pilot for securing pilot license.
6. He/She shall plan for Hydrographic survey and Dredging.
7. He/She shall be responsible for conduct fo survey/repair of all afloat vessels.
8. He/She shall be responsible for conduct fo survey/repair of all afloat vessels.
9. He/She shall attend the berthing meeting and plan for Pilotage/movement of vessels.
10. He/She shall activate Disaster Management Control Room & update the system as per DMP.
11. He/She shall process day t0 day Hot work permission, lay up permission, and Port Rules implementation.
12. Management of Afloat Section.
13. Management of Navigational Section.
14. Management of Marine Communication System and AIS system.
15. Management of Pollution response organization in the Harbour.
16. Management of Ministerial and Non-Ministerial staffs placed under him for correspondence of Afloat, Marine and Communication.
17. Management of Vessel related section/Main Signal Offices.
18. All automatic weather stations and Tide cabinets in cell Ports are placed under him/her for data collection and for onward transmission to Survey of India.
19. Supplementation of ISPS, conduct of periodical Audit and keep of compliance certificate.
20. Any other duties as may be assigned by the Harbour Master and Chief Port Administrator from time to time.

It is requested that the post may be circulated amongst the eligible Officers working under your control and the applications, alongwith the Curriculum Vitae (CV), in the enclosed Proforma, of those Officers, who could be spared in the event of their selection, duly countersigned by the present employer alongwith the following documents to be forwarded to the **Chief Port Administrator, Port Management Board, A & N Administration, Port Blair-744101 within 60 days from the date of publication of the advertisement in the Employment News/Rozgar Samachar.**

- (i) Cadre/Administrative clearance
- (ii) Vigilance Clearance
- (iii) Integrity Certificate
- (iv) A certificate to the effect that no major/minor penalty has been imposed upon the applicant during the last 10 years and
- (v) Attested copies of ACRs/APARs for the last five years

Applications of those against whom disciplinary/vigilance cases are pending or being contemplated need not be forwarded. Incomplete application, applications received after the due date and the applications not accompanied by the above documents will not be entertained and summarily be rejected

Yours faithfully

Assistant Director(Admn)  
Port Management Board

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1	Name and Address (in Block Letters)					
2	Date of Birth (in Christian era)					
3	i) Date of entry into service					
	ii) Date of retirement under Central/State Government Rules					
4	Educational Qualifications					
5	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
	Qualifications/ Experience required as mentioned in the advertisement/vacancy circular				Qualifications/ experience possessed by the officer	
	Essential				Essential	
	a) Qualification				a) Qualification	
	b) Experience				b) Experience	
	Desirable				Desirable	
	a) Qualification				a) Qualification	
	b) Experience				b) Experience	
	Note: In the case of Degree and Post Graduation Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate					
6	Please state clearly whether in the light of entries made by you above, you meet the requisite essential Qualifications and work experience of the post					
	Note: Borrowing Departments are to provide their specific comments/views confirming the relevant essential qualification/work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied					
7	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient					
	Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale/Pay Level in the Pay Matrix of the pos held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for
	*Important: Pay-band and Grade Pay/Pay Level in the Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale/Pay Level of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay/Pay Level where such benefits have been drawn by the candidate, may be indicated as below					
	Office / Institution	Pay, Pay Band and Grade Pay under ACP/MACP Scheme		From	To	
8	Nature of present employment i.e. adhoc or Temporary or Quasi-Permanent or Permanent					

9	In case the present employment is held on deputation/contract basis, please state			
	Date of initial appointment	Period of appointment on deputation/contract	Name of the parent office/organization to which the applicant belongs	Name of the post and Pay of the post held in substantive capacity in the parent organization
<p>Note-1: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance and integrity certificate</p> <p>Note-2: Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization</p>				
10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
11	<p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government  b) State Government  c) Autonomous Organization  d) Government Undertaking  e) Universities  f) Others</p>			
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade			
13	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14	Total emoluments per month now drawn			
	Basic Pay in the Pay Level	Pay level	Total Emoluments	
15	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed			
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim of relief /other Allowance etc. (with break-up details)	Total Emoluments	
16	A. Additional information, if any, relevant to the post your suitability for the post. (This among other things may provide			

	<p>information with regard to):</p> <p>(i) additional academic qualifications</p> <p>(ii) professional training and</p> <p>(iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
	<p>B. Achievements:</p> <p>The Candidates are requested to indicate information with regard to;</p> <p>i) Research publications and reports and special Projects</p> <p>ii) Awards/Scholarships/Official Appreciation</p> <p>iii) Affiliation with the professional bodies/institutions/societies and</p> <p>iv) Patents registered in own name or achieved for the organization</p> <p>v) Any research / innovative measure involving official recognition</p> <p>vi) Any other information</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
17	<p>Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis. (Officers under Central / State Governments are only eligible for "Absorption". Candidates of Non-Government Organizations are eligible only for Short Term Contract)</p>	
18	<p>(The option of STC/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by STC or Absorption or Re-employment)</p>	
19	<p>Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and not material fact having a bearing on my selection has been suppressed/withheld

(Signature of the candidate)  
Address.....  
Mobile No.....

Date:

**Certification by the Employer/Cadre Controlling Authority**

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He /She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately

**Also certified that:**

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smti.....
- ii) His / Her integrity is certified
- iii) His /Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be)

**Countersigned**

(Employer/Cadre Controlling Authority with Seal)

**F.No.3.12/AHM/HM/PMB/4768**  
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**PORT MANAGEMENT BOARD**  
अण्डमान तथा निकोबार द्वीपसमूह  
**ANDAMAN & NICOBAR ISLANDS**  
\*\*\*

Port Blair, dated 16<sup>th</sup> December, 2022

To,

The Officer on Special Duty  
SOVTECH, Dollygunj  
Port Blair

**Sub:- Uploading of Vacancy Notice –reg.**

Sir,

I am directed to say that the Vacancy Notice for the filling up of the post of “**Assistant Harbour Master**” on deputation basis may kindly be uploaded in the A&N Administration website [www.andaman.gov.in](http://www.andaman.gov.in) for its wide publicity on or before 16/12/2022.

The Vacancy Notice along with the Bio-Data/Curriculum Vitae Proforma in hard and soft is enclosed herewith.

Yours faithfully

**Encl:** - As above.

**Assistant Director (Admn)**