

F.No. 3-12/AHM/HM/PMB/427
पत्तन प्रबंध बोर्ड
PORT MANAGEMENT BOARD
अण्डमान तथा निकोबार द्वीपसमूह
ANDAMAN & NICOBAR ISLANDS

Port Blair, dated 01st February, 2023

To

1. The Secretary to Government of India, Ministry of Shipping, Transport Bhawan, 1, Parliament Street, New Delhi – 110 001
2. The Secretary to Government of India, Ministry of Personnel, Public Grievances, Pension (Department of Personnel & Training), New Delhi.
3. The Director of Personnel, Integrated Headquarters Ministry of Defence (Navy), New Delhi – 110 001
4. The Chairman of Major Port Trusts (Chennai, Kolkata, Visakhapatnam, Tuticorin, Ennore, Mangalore, Goa, Cochin, Mumbai, JNPT, Paradeep and Kandla)
5. The Chairman & Managing Director of all Public Sector Undertakings/Semi-Government Organizations
6. The Managing Director, Dredging Corporation of India Ltd., Visakhapatnam
7. The Chairman & Managing Director, SCI Ltd., 245 Madame Cama Road Mumbai
8. The Chief Secretaries of all States/UTs (except A&N Islands)
9. The Commander-in-Chief, Andaman and Nicobar Command, Port Blair
10. The Director General Coast Guard, Headquarters Coast Guard, National Stadium Complex, New Delhi
11. The Director General of Shipping, 9th Floor, Beta Building, i-Think Techno Campus, Kanjurmarg (East), Mumbai – 400 042
12. The Inspector General of Coast Guard, Headquarters, Coast Guard Region (A&N), Port Blair
13. The Bureau of Public Enterprises, New Delhi
14. The Indian Port Association (IPA), 1st Floor, South Towers, NBCC Place, Bhisham Pitaman Marg, Lodhi Road, New Delhi – 110 003

Sub:- Filling up of the post of Harbour Master in the Port Management Board under A&N Administration –reg.

Sir(s),

I am directed to say that the Andaman and Nicobar Administration proposes to fill up one Group 'A' Gazetted post of Harbour Master in Pay Matrix Level-12, Rs. 78800-209200 in the Port Management Board on deputation (ISTC) from amongst the eligible officers of the Central/State Governments/UT Administrations/Public Sector Undertakings, fulfilling the following eligibility criteria:

- (a) (i) Holding analogous posts on a regular basis; or
(ii) with five years' regular service in Level-11, Rs. 67700-208700 of the Pay Matrix or equivalent; and
- (b) Possessing the following educational qualifications and experience
 - (i) Must hold Certificate of Competency of Master of a Foreign Going
 - (ii) 5 years' experience as Pilot after attaining competency in Handling all types of ships with unrestricted tonnage

Contd..P..2.

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

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 Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation (ISTC) shall be, not exceeding 56 years, as on the closing date of receipt of applications

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 duties and responsibilities of Harbour Master are as under;

- (i) Management of Local Nav aids – Harbour Crafts, Port Crafts and carry out periodical survey and inspection.
- (ii) Management of safety systems pertaining to Tankers, Explosives and Fire Stations.
- (iii) Responsible for planning of day to day Pilotage arrangements at various Ports.
- (iv) In-charge for all Pilotage activities in the Ports and shall also Pilotage in case of non-availability of other pilots.
- (v) Over see maintenance of the flotilla and shall ensure safe navigational in A&N Ports.
- (vi) Overall in-charge for Port Communication & Vessels Traffic Regulation.
- (vii) Responsible for issuance of Port NOC for sailing of outgoing vessels ensuring all statutory provisions.
- (viii) In charge for allowing/entry/exists of any vessels into/from the Ports
- (ix) Responsible for conduct of survey/repair of all Afloat vessels.
- (x) Assigned duty of IV Chief Surveyor as per A & N IV Rules.
- (xi) Responsible for allocation of Port Office areas to Ship Owners/Agents/Clearing & Forwarding Agents etc
- (xii) Shall also function as the Conservator of Ports for A & N Islands.

Contd...P..3.

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, duty countersigned by the present employer alongwith the following documents forwarded to the Commissioner-cum-Secretary (Shipping), A&N Administration, Secretariat, Port Blair – 744101 within 45 days from the date of publication of the advertisement in the Employment News/Rozgar Samanchar:

- (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

(Prashant Kumar)
Chief Port Administrator
Port Management Board

Copy to:-

1. The General Manager-cum-Chief Editor, Employment News, East Block-IV, Level-7, R.K. Puram, New Delhi -110 016 with the request to publish the above advertisement in the next edition of Employment News/Rozgar Samanchar and raise the bill in duplicate in favour of Chief Port Administrator, Port Management Board, Port Blair, A&N Islands – 744101 for making payment
2. The Director (IP&T), A&N Administration, Port Blair
3. The Manager, Government Press, Port Blair with the request to publish the Advertisement in the Daily Telegrams
4. The Central (Surplus Staff) Cell, Department of P&T, Nirvachan Sadan, New Delhi.
5. The Director General (Resettlement), Ministry of Defence, West Block Sector-V, R.K. Puram, New Delhi.
6. The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
7. The SOVTECH, DBRIAT, Dollygunj with the request to upload the Advertisement in the Andaman website.
8. The Director of Shipping Services, A&N Islands, Port Blair.
9. The Deputy Secretary (Shipping), A&N Administration with reference to his letter No.A-12024/8/2022-Shippng dated 30.01.2023.
10. The OSD, SOVTECH for uploading the vacancy notice in the A & N website.

Chief Port Administrator

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) & (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: 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 PB/Pay Level	Grade Pay	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	

6	<p>A. Additional information, if any, relevant to the post your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)</p>	
	<p>B. Achievements: The Candidates are requested to indicate information with regard to; i) Research publications and reports and special Projects ii) Awards/Scholarships/Official Appreciation iii) Affiliation with the professional bodies/institutions/societies and iv) Patents registered in own name or achieved for the organization v) Any research / innovative measure involving official recognition vi) Any other information (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>	
	<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>	
18	<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.....
.....

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)