

दीनदयाल पत्तन प्राधिकरण

DEENDAYAL PORT AUTHORITY

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सामान्य प्रशासन विभाग / General Administration Deptt

प्रशासनिक कार्यालय भवन/ Administration Office Building,

पोस्ट बॉक्स संख्या / 50Post Box No.50,

गांधीधाम(कच्छ)/Gandhidham (Kutch),

गुजरात / Gujarat – 370201

No. GA/PS/Secretary/2024/

227

Dated, the 15 January, 2025

To,
The Secretaries,
All Major Port Authorities

Sub: Filling up of the post of Secretary in Deendayal Port Authority (formerly Deendayal Port Trust) by absorption through Composite Method.

Madam / Sir,

Applications are invited for filling up of the post of Secretary in Deendayal Port Authority, in the scale of pay of Rs.1,00,000-2,60,000 (pre-revised Rs.18500-23900), by absorption through composite method from among the eligible officers of Major Port Authorities, fulfilling the eligibility criteria prescribed in the Recruitment Rule for the said post. The copy of the Recruitment Rule is enclosed as **Annexure – I**. The last date of submission of online application at Online Application Portal of MoPSW website is **13/02/2025**. The crucial date for determining the eligibility will be **01/04/2025** as per Ministry's letter dated 09/05/2024.

2. As directed by the Ministry vide letter dated 19.11.2019, the incumbent will be initially appointed to the HoD post in the scale of pay of Rs.1,00,000-2,60,000 (Pre-Revised Rs.18500-23900) and after completion of three years' regular service in the post, he/she will be elevated to the scale of pay of Rs.1,20,000-2,80,000 (Pre-Revised Rs.20500-26500), subject to fulfilling the relevant conditions as per Ministry's guideline, vide letter No. A-12023/15/2018-PE-I dated 19.11.2019. It may be noted that any changes as directed by the Ministry from time to time, will be made applicable.

3. The eligible and willing officers, who satisfy the provisions of recruitment rule for the above mentioned post, have to submit their application at the 'Online Application Portal' (OAP) of the Ministry of Ports, Shipping and Waterways on or before **13/02/2025** followed by submission of print out of application along with enclosures to the port as under:

How to apply :

- The applicants are requested to register and apply in the 'Online Application Portal' of the Ministry of Ports, Shipping and Waterways (<http://onlinevacancy.shipmin.nic.in>). No application other than OAP shall be accepted.
- A printout of the filled in application along with recent passport size photograph affixed on the right hand corner of the printout should be attached with self-attested copies of the education/ experience/ age certificate (s) and the documents as under:

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- i) Attested copies of APARs/ACRs of the applicants for the last 5 years duly attested by officer not below the rank of Dy.HoD on each page. If APARs / ACRs for a particular year during the last 5 years is not available, "No Report Certificate" may be furnished along with APARs / ACRs of the preceding years.
 - ii) Attested copies of certificates.
 - iii) No-objection certificates of respective port.
 - iv) An undertaking of the applicant not to withdraw, if selected.
 - v) Certificate to be given by Head of Office of the applicant (**Annexure – II**).
 - vi) Vigilance / Administrative clearance of the concerned port in the proforma prescribed by the Ministry (**Annexure – III**)
- c) The above shall be sent to the address mentioned as under so as to reach the same on or before **24/02/2025**.

The Secretary,
Deendayal Port Authority,
Administrative Office Building,
P.O.Box No.50,
Gandhidham – (Kachchh)
Gujarat - 370201

4. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application.
5. Incomplete application or application received after the due date or otherwise application received not through proper channel, will not be considered.
6. The management reserves the right to make any changes if need arises, without assigning any reason thereof.
7. The officer withdrawing his candidature after he got selected, shall be liable for debarment from future selection to any posts in this Port Authority, for a period of two (02) years.

Yours Sincerely,

Encls: As stated above.


Secretary
Deendayal Port Authority.

Sl. 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 and other qualifications prescribed for Direct Recruitment	Whether (a) Age (b) Educational Qualification (c) Experience for Direct Recruits will apply in 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
1.	Secretary	1	Class I (HoD)	[Rs.1,00,000 - 260000/- Note: The pay scale will be upgraded to the scale of pay of Rs.120000 - 280000/- after completion of three years regular service with the approval of the Central Government] ¹	Selection	45	Essential: - (i) A degree from a recognised university. (ii) Seventeen years' experience in executive cadre in the field of General Administration, Personnel, Industrial Relations, etc. in an Industrial/ Commercial/Govt. Undertaking. Desirable: - Post Graduate degree/ diploma in Personnel Management/Industrial Relations/Social Work/ Labour Welfare or allied subjects or degree in Law from a recognised university/institution.	(a) No (b) Yes (c) No	N.A.	By absorption through composite method failing which by deputation and failing both by direct recruitment.	[Absorption through composite method: (i) Officers holding posts in the scale of pay of Rs.80000 - 220000/- with three years' regular service in the General Administration or Human Resource Development Department of a Major Port Authority shall be eligible Deputation: (ii) Officers holding post of Secretary and equivalent posts in General Administration Department or Human Resource Development Department in the scale of pay of Rs. 100000 - 260000/- with two years' regular service in the grade or officers holding post of Senior Deputy Secretary and equivalent posts in General Administration Department or Human Resource Development Department in the scale of pay of Rs. 80000-220000/- and above, with five years' regular service in the grade in the Central Government or State Governments or Union Territory administration/ Public Sector Undertakings or Autonomous Bodies (other than Major Port Authority s) will be eligible. The selection is by merit for which the bench mark in overall grading in the Annual Confidential Reports will not be below " Very good "] ¹	

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

Shri.....Designation

- 1. The particulars furnished by the applicant are correct and he/ she fulfills 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.**
- 5. Attested copies of ACRs for the last five years (from 01/04/2019 to 31/03/2024) are enclosed.**

**Signature of the Head of Office
with seal**

FORMAT-A
(Updated on March-2024)
(For HoD/Class I & II officer)

Application form for seeking Vigilance Clearance for Passport NOC/Permission for Private travel abroad/Visa (Appendix to be attached)/Grant of MACP/Promotion/Any other, as applicable.

Particulars of the Officer for whom Vigilance comments / clearance being sought
PART-A
To be furnished by the HoD

Purpose for Vigilance Clearance:-

1. Name of Officer & Designation (in full) :
2. Employee No./Personal No. :
3. Father's name :
4. Date of Birth :
5. Date of Retirement :
6. Date of entry into service :
7. Service to which the officer
Belongs including batch/year
Cadre etc. wherever applicable :
8. Positions held including whether the officer
Has functioned as a CVO in part time or
Additional charge capacity
(during the ten preceding years)*

Sr.No.	Designation & place of posting	From	To
1			
2			

(*In case of Visa/Passport/Travel Abroad, this information is not required)

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 the penalty.
**(copy of entry of punishment in
service book to be submitted)** :

11. Is any disciplinary proceedings or Criminal proceedings or Charge Sheet 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)
13. Whether the officer/official has submitted his/her annual immovable property returns of the previous year as required under Rule 15(3) of the KPE (Conduct) Regulation, 1964 and amended in 2004.

Name & Sign of HoD

PART-B

To be furnished by the CVO

14. Whether the Officer has been placed on the "Agreed List" or "List of Officers of Doubtful Integrity". (If yes, details to be given)
15. Whether any allegation of misconduct involving vigilance angle was examined against the Officer during the last 10 years and if so, with what result(*)
16. Is any action contemplated against the Officer as on date. (If so, details to be furnished)
17. Whether any complaint with vigilance angle is pending against officer (if so, details to be furnished)
18. Remarks by Vigilance Department for Vigilance Clearance being Accorded /Not Accorded under Sr. No. 19.
19. Vigilance Clearance

ACCORDED / NOT ACCORDED

V.C Report No.

Date:

Signature of CVO