

No.21/01/2022-CS.I(Coord.)  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training  
(CS.I Division)

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Loknayak Bhawan, New Delhi  
Dated the 15<sup>th</sup> November, 2022


**OFFICE MEMORANDUM**

**Sub: Filling up the post of Deputy Chairperson, Paradip Port Authority- Call for Applications- reg.**

Reference is invited to Ministry of Ports, Shipping and Waterways's Circular No. A-12022/3/2022-PE.I, dated 31.10.2022 inviting applications for filling up the post of Deputy Chairperson, Paradip Port Authority. The last date of submission of the application is 30.12.2022.

2. The circular is hereby uploaded only for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18<sup>th</sup> August 2010. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department who has advertised the circular.**

3. It may be noted that cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.

  
15/11/2022

(Sunil Kumar)

Under Secretary to the Govt. of India  
Tel. No. 011-24629412

To  
All Ministries/ Departments (through DoPT's website).



(c) The applicants need to forward their applications (as per Annexure I) **through proper channel** (cadre clearance) alongwith the following documents:

- (i) Attested copies of APARs for the last 5 years i.e. from 2017-18 to 2021-22 (If the APAR of a particular year/period between 2017-18 and 2021-22 is pending/ not available, "No Report Certificate" along with APARs of preceding years may be forwarded);
- (ii) A statement showing year wise APARs grading;
- (iii) Integrity certificate;
- (iv) Administrative clearance/ Vigilance clearance (vigilance clearance to be furnished as per Annexure II).

**4. Name of willing and eligible Port Officer, as under, may be recommended:**

(a) Officer having an experience of a minimum five years as Head of Department of any Major Port Authority.

The employees of Kamarajar Port Limited holding equivalent posts with corresponding pay scale and length of service will be eligible for consideration.

(b) The applicants need to forward their applications (as per Annexure I) **through proper channel** alongwith the following documents:

- (i) Attested copies of APARs for the last 5 years i.e. from 2017-18 to 2021-22 (If the APAR of a particular year/period between 2017-18 and 2021-22 is pending/ not available, "No Report Certificate" along with APARs of preceding years may be forwarded);
- (ii) A statement showing year wise APARs grading;
- (iii) Integrity certificate;
- (iv) Administrative clearance/ Vigilance clearance (vigilance clearance to be furnished as per Annexure II)

5. The post of Deputy Chairperson is a Selection Post for which the benchmark in overall grading of Annual Performance Appraisal Reports for last five years should not be below "Very Good".

6. Applicants with left over service of two years or more (as on the date of arising of vacancy or closing date of submission of applications, whichever is later) shall only be considered for appointment.

7. The crucial date for determining the eligibility will be **01.04.2023**.

8. All the applicants must register themselves in the Online Applications Portal (OAP) <http://onlinevacancy.shipmin.nic.in>. A copy/ printout of the OAP application needs to be forwarded to the Ministry.



9. The application of the eligible candidates along with all requisite documents may be forwarded so as to reach this Ministry **on or before 30.12.2022**. Any applications received after the due date of submission will not be taken into consideration. However, advanced copies of applications (i.e. application forwarded directly by the candidate to the Ministry through email/dak) received before the due date of submission, which are forwarded by the Cadre Controlling Authorities through proper channel after the due date of submission of applications, will also be taken into consideration. Only those applications which are received through proper channel will be considered for selection to the post. The applications may be sent to the undersigned at the following address and e-mail given below:

Under Secretary (PHRD), Ministry of Shipping,  
Room No. 427, Transport Bhawan  
1, Parliament Street, New Delhi-110001.  
e-mail- [rajiv.nayan@nic.in](mailto:rajiv.nayan@nic.in)

  
(Rajiv Nayan) 31/12/22

Under Secretary to the Govt. of India  
Tele: 011-23719492

To

1. Chief Secretaries of all States/UT Governments;
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. Establishment Officer & Special Secretary, Department of Personnel and training, Room No. 115, North Block, New Delhi-110001 for information.
2. Senior Technical Director, NIC, M/o Shipping for uploading a copy of the circular in website of the Ministry of Shipping.
3. Persinfotech Division/ Technical support, DoP&T through email at [persinfotech@nic.in](mailto:persinfotech@nic.in), [helpdesk-dopt@nic.in](mailto:helpdesk-dopt@nic.in) with a copy to [diracc@nic.in](mailto:diracc@nic.in), [nishant.gupta@nic.in](mailto:nishant.gupta@nic.in) with request to upload the circular in the website of DoP&T.
4. Nodal Officer, Ministry of Port, Shipping and Waterways.
5. Guard File

## PERSONAL DATA

Application for the Post of Deputy Chairman in Major Port  
Trusts

PHOTOGRAPH

1.	Applying for the post of	
2.	Name and Designation of the candidate	
3.	Service & Batch  Cadre (only for AIS)	
4.	Domicile	
5.	Contact Details a) Office  1) E-mail Id: 2) Telephone 3) Mobile Number: 4) Address:	
6.	Contact Details b) Residence  1) E-mail Id: 2) Telephone 3) Mobile Number: 4) Address:	
7.	Exam Year	
8.	Allotment Year	
9.	Date of Joining	
10.	Gender	
11.	Date of Birth	
12.	Date of Superannuation	
13.	Category	
14.	Present Pay level/ scale details	
15.	Whether the officer has requisite length of service as required under the advertisement	
16.	Whether the officer fulfils the eligibility criteria for the post as per the advertisement.	

**17. EDUCATIONAL QUALIFICATIONS**  
(Please mention only Graduation and above).

Sl No.	Qualification	Subject(s)	Year of qualification	Institution/University, Place, Country
1.				

**18. EXPERIENCE DETAILS**  
(Please provide up to date experience details)

Sl. No.	Type of Posting (Cadre/Deputation)	(i) Level/Pay Scale (ii) Designation	Ministry Department Office Place	Field of experience acquired during the posting (Major & Minor)	Tenure From & Tenure To
1.					

**19. Total experience in Port and Shipping Sector, if any:**

**20. Two separate write- ups (not exceeding 300 words each) may be attached as follows:**

- (i) Write- up on the professional experience and core-competence of the officer in handling the assignment applied for.
- (ii) Write- up on how the applicant can fulfil and advance the mission and objectives of the organisation that he seeks to join

**21. Date of filling of IPR:**

Signature of the Candidate  
Name & Designation:

Date:

Place:

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS/  
CLEARANCE BEING SOUGHT**

[ To be furnished and signed by the CVO or HOD]

1. Name of the 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) :

S.No.	Organization (Name in full)	Designation & Place of posting	Administrative/nodal Ministry/Deptt. Concerned (in case of officers of PSUs etc.)	From	To
1.					
2.					

8.	Whether the officer has been placed on the "Agreed List" or "List of Officers 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 the penalty	
11.	Is any disciplinary/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 any complaint with vigilance angle is pending against the officer (if so, details to be furnished)	
14.	Whether the immovable property return for the previous year has been submitted within the prescribed time limit.	

DATE:

(NAME AND SIGNATURE)

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