



# मुरगांव पत्तन प्राधिकरण

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

"सारसी" सामान्य प्रशासन विभाग, प्रशासनिक कार्यालय भवन, हेडलैण्ड सडा, गोवा - 403804.

## MORMUGAO PORT AUTHORITY

(MINISTRY OF PORTS, SHIPPING & WATERWAYS, GOVT. OF INDIA)

"SAARASI" GENERAL ADMINISTRATION DEPARTMENT, ADMINISTRATIVE OFFICE BLDG., HEADLAND SADA, GOA - 403 804.

Website : <https://www.mptgoa.gov.in> Email : [secretary@mptgoa.gov.in](mailto:secretary@mptgoa.gov.in)

दूरभाष(कार्य)/Tel.(Off.): 0832-2521120 फ़ैक्स/Fax : 0832-2521125



GAD/PC-A/151/2024/03981

Date: 06.11.2024

To,  
The Chairperson,  
(All Major Ports Authorities)

**BY EMAIL/  
BY SPEED POST**

Port Authority

Sir/Madam,

Sub: Filling up the post of Senior Deputy Secretary (Dy. HoD)  
in the scale of pay of Rs.80000-220000 by absorption through  
composite method in Mormugao Port Authority – reg.

The post of Senior Deputy Secretary (Dy. HoD) in Mormugao Port Authority in the scale of pay Rs.80000-220000 (Revised) (Pre-revised - Rs.16000-20800 / 32900-58000) is to be filled in by absorption through composite method from Officers of Major Port Authorities. A copy of the Recruitment Rules is annexed at **Annexure – I**. However actual filling up of the vacancy will be done upon concurrence/approval of the Ministry.

2. Applications are invited from eligible and willing Officers of all the Major Port Authorities possessing the prescribed qualifications and experience as mentioned at **Annexure – 1**. The applications shall be submitted through "Online Application Portal" (OAP) of the Ministry of Ports, Shipping & Waterways (<http://onlinevacancy.shipmin.nic.in>) from **07.11.2024** to **23.12.2024** and a print-out of the online application should be sent through proper channel, along with the following documents superscribing "**Application for the post of Senior Deputy Secretary (Dy. HoD) in Mormugao Port Authority**" on or before **07.01.2025**. No application other than OAP will be accepted.

- Copies of educational qualifications and experience.
- Undertaking of the applicants to the effect that candidatures will not be withdrawn, if selected by Service Selection Committee (**Annexure – IV**)
- A self-attested Passport size photo of the candidate to be fixed on the application.

3. The Selection is by Merit for which overall grading in ACR/APAR will not be below Very Good.

4. The instructions of the Ministry vide letters Dt. 09.07.2020, 29.12.2020, 14.06.2020 and 11.08.2021 has to be strictly complied.

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5. Ports have to forward the applications of suitable and willing officers who satisfy the requirements along with the following documents so as to reach the Secretary, Mormugao Port Authority, "Saarasi" General Administration Department, Administrative Office Building, Headland, Sada, Goa – 403 804 on or before **07.01.2025**.

- (i) Copies of ACRs/APARs for the last 5 years (2018-19 to 2022-23) (duly attested by an Officer not below the rank of Dy. HoD on each of the page).
- (ii) A statement showing year wise availability of ACRs/APARs and grading for the last 5 years (2018-19 to 2022-23) duly signed by the Dy. Chairperson/Chairperson as per Ministry's letter no. A-12022/10/05-PE-I dtd. 1.2.2007. If ACR/APAR for a particular year during the last 5 years is not available, "No Report Certificate may be furnished, alongwith APARs of the preceding years.
- (iii) Attested photocopies of all certificates and proof of educational qualifications, present and past work experience in the respective post and pay scale wise, duly verified by the Port while forwarding the application.
- (iv) No Objection Certificate of the respective Port to relieve the candidate **(Annexure – V)**.
- (v) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by the SSC **(Annexure –IV)**.
- (vi) Administrative Clearance of the concerned Port duly signed and stamped by the Head of the Department **(Annexure – II)**.
- (vii) Vigilance/Administrative clearance of the concerned Port, as per enclosed proforma prescribed by the Ministry **(Annexure – III)**.
- (viii) If any major or minor penalty has been imposed on the applicant during the last 10 years, the details of the disciplinary case leading to such penalty alongwith necessary documents may be sent alongwith application.
- (ix) The veracity of the University certificates and the recognition of the degree obtained by the applicant may be ensured and certified **(Annexure – II)**.
- (x) Complete statement of service details of the applicants with post held till date **(Annexure – VI)**.
- (xi) Two recent passport size photographs.

6. If the officer selected to the post of Senior Deputy Secretary (Dy. HoD) on scale of Rs.80000-220000 in General Administration Department of Mormugao Port

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Authority will be appointed on Composite Method and will be governed by the Service Rules and Regulations in force as amended from time to time and terms & conditions prescribed by the Central Government.

7. The crucial date for determining the eligibility criteria as regards to the qualification, experience, age etc. will be **23.12.2024**, i.e. the last date of closing of applications in terms of MoPSW vide letter dt. 11.08.2021 addressed to all Major Ports.

8. The Port official, who withdraws his candidature for the post after his/her selection by the Service Selection Committee, will be liable for debarment from future selection to Dy. HoD level posts in all Major Port Authorities for a period of two years in terms of Ministry's guidelines dt. 11.08.2021.

9. As per Ministry's guidelines dated 26.09.2019, in case of receipt of advance copy of application from any candidate, his/her candidature will not be considered if his/her application is not received through proper channel from the Port within 15 days of the last date of receipt of applications. Therefore, Major Ports are requested to forward the applications with complete set of enclosures on or before **07.01.2025**. Applications received after **07.01.2025** will not be considered.

10. Incomplete application or application received after the due date or otherwise application received not through proper channel will not be considered. Applications received through proper channel will only be considered. Applications duly forwarded within the due date shall only be considered. Circular alongwith annexures is also available on Momugao Port Authority website <https://mptgoa.gov.in>.

Yours faithfully,

  
**SECRETARY**

Encl : 1) Annexure - I  
2) Annexure - II  
3) Annexure - III  
4) Annexure - IV  
5) Annexure - V  
6) Annexure - VI

c.c. to:

Shri Pradeep Kumar Roy, Director (PHRD), to Govt. of India, Ministry of Ports, Shipping & Waterways, New Delhi for information with reference to Ministry's letter No. I-26/9/2013-PE.I dated 12<sup>th</sup> June, 2013 & 17<sup>th</sup> June, 2014. A soft copy of the vacancy circular is also sent to Ministry at the email address of [dirphrd-psw@nic.in](mailto:dirphrd-psw@nic.in), [usphrd-psw@gov.in](mailto:usphrd-psw@gov.in), [sope1@nic.in](mailto:sope1@nic.in) for necessary posting on Ministry of Ports, Shipping & Waterways, New Delhi website.

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- 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 /MPA... with a request to upload the  
vacancy circular on the MPA's website and Online Application Portal (OAP)  
launched by the Ministry of Ports, Shipping and Waterway on 07.06.2017.
- c.c. to: Notice Board.

## Annexure-I

**MORMUGAO PORT AUTHORITY**  
**EXISTING RECRUITMENT RULES FOR THE POST OF SENIOR DEPUTY SECRETARY**

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 and other qualifications prescribed for direct recruitment	Whether (a) Age (b) Educational Qualification (c) Experience for direct recruits will apply 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
6	Sr. Deputy Secretary	1	Class - I	16000-400-20800	Selection	42	<u>Essential:-</u> i) A degree from a recognized University .  ii) Twelve years experience in executive cadre in the field of General Administration, Personnel and Industrial Relations etc. in an Industrial/Commercial/Govt. undertaking. <u>Desirable:-</u> 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.	(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 the post of Dy. Secretary and equivalent posts in respective discipline of GAD in the scale of pay of Rs. 24900-50500/- (pre-revised scale of pay of Rs. 13000-18250) with 3 years regular service in the grade in a Major Port Trust or Deputy Secretary and equivalent posts in the respective discipline of GAD with 2 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs. 20600-46500 (pre-revised Rs. 10750-16750 ) and 24900-50500 (Rs. 13000-18250) in the respective discipline of GAD in a Major Port Trust 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 Department of

Shri/Smt. \_\_\_\_\_

Designation \_\_\_\_\_

- 1) It is certified that the particulars furnished by the officer are correct and the incumbent meets the requisite eligibility criteria with regards to educational qualification and experience as specified in the Annexure – I of the circular for absorption through composite method.
- 2) The veracity of the University Certificates relating to educational qualification has been ensured and certified.
- 3) It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and he/she is clear from the Vigilance and Administrative angle.
- 4) His/Her integrity is certified.
- 5) It is certified that no major/minor penalties have been imposed on the applicant during the last 10 years. If any, kindly indicate details thereof.
- 6) Attested copies of ACRs/APARs for the last 5 years for the period from (01.04.2018 to 31.03.2023) are enclosed.

**SIGNATURE OF THE  
HEAD OF DEPARTMENT WITH SEAL**

Date:

**Annexure – IV**

**SELF UNDERTAKING**

I, \_\_\_\_\_ (Name & Designation) \_\_\_\_\_, hereby undertake / confirm that in the event of my selection by the Services Selection Committee to the post of Senior Deputy Secretary (Dy. HoD) on scale of pay of Rs.80000-220000 in Mormugao Port Authority, in terms of the Ministry's Instructions Dt. 11.08.2021, I will not withdraw my candidature to the said post.

Date: .10.2024

SIGNATURE OF THE CANDIDATE

**Annexure – V**

**NO OBJECTION CERTIFICATE**

It is certified that \_\_\_\_\_ Port Authority has no objection to relieve Shri \_\_\_\_\_, \_\_\_\_\_ (Designation) (Class-I) on Scale of Rs. \_\_\_\_\_, Dept. \_\_\_\_\_ Port Authority of his duties in the event of his selection to the post of Senior Deputy Secretary (Dy. HoD) on scale of pay of Rs.80000-220000 in General Administration Department, Mormugao Port Authority, in terms of the MoPA circular Dt. .10.2024.

Place:

Date:

SIGNATURE OF THE HEAD OF OFFICE  
WITH SEAL

# ANNEXURE III

## 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 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)

Sr. No.	Designation & Place of Posting	From	To

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 the officer/official has submitted his/her annual immovable property return of the previous year as required under Rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed limit.:

14. Details of complaint pending against the Officer as on dated.

"The applied post being Selection post at the level of Head of Department, the Officer is Clear/not clear from vigilance angle as per the guidelines of DoP&T/CVC issued from time to time".

(Name & Signature)

Date:

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

SERVICE PARTICULARS OF THE APPLICANT TO BE FURNISHED BY THE PORT CONCERNED									
Sl. No.	Name and Designation of the officers, DoB / DoR & Date of joining in the Port	Educational Qualifications	Posts held in the Port with Name of the Post / Method of Recruitment, category, etc. (please mention adhod / regular	Scale of pay (Revised & Pre revised)	Period		Vigilance status cleared/not cleared with copy of CVO letter	Details of Major/Minor penalty imposed for the last 10 years with date and order copies, if any	APARs Grading's for the period 2018-19 to 2022-23 (if APAR of a particular period is not available, APARs Grading's of the preceding years may be furnished with No Report Certificate / non availability certificate for the year/period.
					From	To			
1	2	3	4	5	6	7	8	9	10
									2018 - 2019 (Score: _____) (Grading: _____) 2019 - 2020 (Score: _____) (Grading: _____) 2020 - 2021 (Score: _____) (Grading: _____) 2021 - 2022 (Score: _____) (Grading: _____) 2022 - 2023 (Score: _____) (Grading: _____)

Signature of the Head of Department  
Along with official Seal