



An ISPS Code Compliant Port

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मुर्मुगाव 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.mplgoa.gov.in> Email : secretary@mplgoa.gov.in
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Certified for ISO 9001:2015 and ISO 14001:2015 management systems

GAD/PC-A/151/2025/ 05341

Date: 11.04.2025

To,
All Ministries of Govt. of India,
All PSU under Dept. of Public Sector Enterprises,
All PSU's & Autonomous Bodies under MOPSW,
Chief Secretaries of all States/U T Govts.,
Secretary, Department of Personnel and Training,
New Delhi – 110 001.
The Chairperson (All Major Port Authorities).

By E-mail

Sir/Madam,

Sub: Filling up the post of Senior Deputy Secretary (Dy. HoD)
in the scale of pay of Rs.80000-220000 in
Mormugao Port Authority on deputation basis – reg.

The post of Senior Deputy Secretary (Dy. HoD) in Mormugao Port Authority in the scale of pay Rs.80000-220000 (Pre-revised - Rs.16000-20800 / 32900-58000) is to be filled on deputation basis from other Govt. organisations. A copy of the Recruitment Rules is annexed at **Annexure – I**. However actual filling up of the vacancy will be as per the concurrence/approval of the Ministry.

2. Applications are invited from eligible and willing Officers of all the other Govt. Organizations 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 **15.04.2025** to **22.05.2025** 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 **06.06.2025**. No application other than the applications submitted through OAP will be accepted.

- a) Copies of educational qualifications and experience.
- b) Undertaking of the applicants to the effect that candidatures will not be withdrawn, if selected by Service Selection Committee (**Annexure – IV**)
- c) 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.

2/-

4. Organizations 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 **06.06.2025**.

- (i) Copies of ACRs/APARs for the last 5 years (2019-20 to 2023-24) (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 (2019-20 to 2023-24) 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 organization while forwarding the application.
- (iv) No Objection Certificate of the respective Organization 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 Organization duly signed and stamped by the Head of the Department (**Annexure – II**).
- (vii) Vigilance/Administrative clearance of the concerned Organization, 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.

5. 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 Authority will be appointed on deputation basis 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.

6. The crucial date for determining the eligibility criteria as regards to the qualification, experience, age etc. will be **22.05.2025**, i.e. the last date of closing of applications in terms of MoPSW vide letter dated 11.08.2021 addressed to all Major Ports.

7. The 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 dated 11.08.2021.

8. 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 Organization within 15 days of the last date of receipt of applications. Therefore, all Organizations are requested to forward the applications with complete set of enclosures on or before **06.06.2025**. Applications received after **06.06.2025** will not be considered.

9. 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
7) Annexure - VII

c.c. to:

Shri Sandeep Gupta, Jt. Secretary, 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 12th June, 2013 & 17th June, 2014. A soft copy of the vacancy circular is also sent to Ministry at the email address of dirphrd-psw@nic.in, usphrd-psw@gov.in, sope1@nic.in for necessary posting on Ministry of Ports, Shipping & Waterways, New Delhi website.

.4.

- 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.
- c.c. to: Notice Board.

1	2	3	4	5	6	7	8	9	10	11	12	13
5	Sr. Deputy Secretary	1	Class-I	80000-220000 (pre-revised 32900-58000/16000-400-20800)	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 will	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 the respective discipline of GAD in the scale of pay of Rs. 60000-180000 (Pre-revised Rs.24900-50500 / Rs. 13000-18250) with 3 years regular service in the grade in a Major Port Authority or Deputy Secretary and equivalent posts in the respective discipline of GAD with 2 years regular service in the grade and combined regular service of 7 years in the scales of pay of Rs. 50000-160000 (pre-revised Rs.20600-46500/ Rs.10750-16750) and Rs. 60000-180000 (Pre-revised Rs.24900-50500 / Rs. 13000-18250) in the respective discipline of GAD in a Major Port Authority will be eligible. For deputation, Officers holding analogous posts or post of Dy. Secretary and equivalent posts in the respective discipline of GAD in the scale of pay of Rs. 60000-180000 (Pre-revised Rs.24900-50500 / Rs. 13000-18250) in Govt./Semi Govt./PSUs or Autonomous Bodies with 3 years regular service in the grade will be eligible. The selection is by merit for which the bench mark in	

**CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE OF
SHRI/SMT. _____**

DESIGNATION: _____

- 1) It is certified that the particulars furnished by the Officer are correct.
- 2) It is certified that no disciplinary / Vigilance case is pending or contemplated against the applicant and he/she is clear from the Vigilance angle.
- 3) His / Her integrity is certified.
- 4) It is certified that no major / minor penalties have been imposed on the officer during the last 10 years.
- 5) Attested copies of ACRs/APARs for the last five years 2019-20 to 2023-2024 duly attested by Dy. HoD are enclosed.
- 6) It is certified that the Officer meets the requisite eligibility criteria w.r.t. educational qualification and experience as specified in the Annexure – I of the circular on deputation basis.

**Signature of the Dy. Chairperson/
Chairperson alongwith official seal**

Date:

Place:

PROFORMA

ANNEXURE – III

PHOTOGRAPH

APPLICATION FOR THE POST OF _____

1. Name of the Officer :
2. Present Designation :
3. Address for communication with
Telephone number/E-mail I/D :
4. Date of Birth :
5. Age as on 22.05.2025 :
6. Date of initial appointment :
7. Qualification possessed by the
Officer (if any qualification has been
treated as equivalent to one
prescribed, state the authority for the
same) :
8. Details of employment/experience in chronological order. Enclose a sheet
duly authenticated by your signature if the space below is insufficient.

Name of the organisation & Department	Post held	From	To	Total Period	Scale of pay and Basic Pay	Nature of basic duties
1.						
2.						

9. State clearly whether in the light of
entries made by you above, you
meet the requirement of the post :
10. Nature of present employment/post
held i.e. whether adhoc/Temporary/
Permanent/Contract/Transfer/
Deputation

11. In case the present employment post held is on deputation/contract basis, please state :
- a) Date of initial appointment :
 - b) Period of appointment on Deputation/Contract :
 - c) Name of the parent office/ Organization to which you belong :
12. Whether belongs to SC/ST :
13. Training/Courses if any attended abroad :
14. Papers submitted if any :
15. Any other information :

In the event of selection to the above post, I will not withdraw and undertake to accept the post.

Signature of applicant

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: .2025

SIGNATURE OF THE CANDIDATE

Annexure – V

NO OBJECTION CERTIFICATE

It is certified that _____ (Name of the Organization) has no objection to relieve Shri _____, _____ (Designation) (Class-I) on Scale of Rs. _____, Dept. _____ (Name of the Organization) 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. .04.2025.

Place:

Date:

SIGNATURE OF THE HEAD OF OFFICE
WITH SEAL

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 adhoc / 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 2019-20 to 2023-24 (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
									2019 - 2020 (Score: _____) (Grading: _____) 2020 - 2021 (Score: _____) (Grading: _____) 2021 - 2022 (Score: _____) (Grading: _____) 2022 - 2023 (Score: _____) (Grading: _____) 2023 - 2024 (Score: _____) (Grading: _____)

Signature of the Head of Department
Along with official Seal

ANNEXURE - VII

The following are the standard terms and conditions of deputation of Officers/staff to Major Port Authorities:

1. **Period of deputation:** The Officer shall be on deputation for a period of three years, which is extendable to four years. In exceptional circumstances, this can be extended to five years with the approval of Ministry.
2. **Pay:** While on deputation, the Officer may, within one month from the date of his joining the Major Port Authority, elect to draw either the pay in the scale of pay of the post in the Major Port Authority or his basic pay in the parent organization plus deputation allowance thereon.
3. **Deputation allowance:** The deputation allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs.4500/- per month in case of deputation within same station and payable at the rate of 10% of basic pay subject to a maximum of Rs.9000/- per month in case of deputation involving change of station.
4. **Dearness Allowance:** The officer shall be entitled to dearness allowance at the rates prevailing in the Major Port Authorities or in his parent organization depending on whether the officer opted to draw pay in the pay scale of the post in Major Port Authority or the pay in parent organization plus deputation allowance.
5. **House Rent Allowance:** The officer shall be entitled to draw House Rent Allowance (HRA) at the rates prevailing in the Major Port Authority or in his parent organization depending on whether he opted to draw pay in the pay scale of the post in Major Port Authority or the pay in parent organization plus deputation allowance. He shall be entitled to residential accommodation on payment of standard rent according to the rules of Major Port Authority.
6. **Joining time pay and transfer travelling allowance:** Joining time pay and transfer travelling allowance, both on joining the post of deputation and on reversion, shall be paid by the Major Port Authority as per their rules.
7. **Travelling allowance for joining on duty during the period of deputation:** Officer shall be entitled to Travelling Allowance and daily allowance for journeys undertaken after joining on deputation according to the relevant rules of Major Port Authority.
8. **Leave (Earned Leave, Half Pay Leave & Casual Leave)**
 - (a) Major Port Authority, will maintain a leave account of the officer concerned, on the basis of extract of the leave account received from his parent organization. The Major Port Authority will determine the leave admissible to the officer/staff concerned and sanction it under intimation to the parent organization. That means the copy of the leave sanctioned to officer during deputation will be sent to parent organization.

(b) Officer shall continue to be governed by the Leave Rules of his parent organization. The procedure laid down as per the rules and regulations of parent organization should be followed scrupulously. On being relieved from deputation he/she will not be allowed to proceed on leave directly by the Major Port Authority i.e. without first joining his parent organization.

(c) In the case of a female Officer/staff, the leave salary for the period of maternity leave availed of by her during the period of deputation shall be borne by the Major Port Authority.

9. Leave Salary/Pension/NPS Contribution: The leave due and admissible to him/her from parent organization during the deputation period will be entitled as per parent organization rules and regulation policy. During the deputation period, the admissible leave to officer/staff as per rules, the reimbursement for that period leave admissible to him, will be reimbursed to parent organization by the Major Port Authority as per the parent organization Policy.

Leave salary contribution (except for the period of leave availed of on deputation) and pension contribution (Employer's share- if pension scheme is available in the parent organization) will be paid by Major Port Authority to the parent organization.

In case of employees covered under New Pension Scheme (NPS), the Major Port Authority shall make matching contribution to the NPS account of the employee.

10. Leave salary on account of disability leave: The Major Port Authority shall be liable to pay leave salary in respect of any disability leave that may be granted on account of disability incurred in or through deputation even though such disability manifests itself after the termination of deputation. The leave salary charge of such leave shall be recovered from the Major Port Authority.

11. Leave travel concession: The Officer/staff be entitled to the leave travel concession according to the relevant rules of the parent organization/Major Port Authority on the subject. The expenditure in this respect shall be borne by the Major Port Authority.

12. Medical Facilities: The Officer/staff shall be entitled to medical facilities in accordance with the rules of the Major Port Authority.

13. Employee Provident Fund subscription: The Officer/staff shall continue his subscription to the Employee Provident Fund of which he/she is a member in accordance with the prescribed rules. The Major Port Authority should reimburse the E.P.F. amount deducted every month from his/her salary due amount and also Foreign Employer equal contribution amount to parent organization by Demand Draft. The same will be credited in his/her E.P.F. regular account under his/her common Universal Account Number (U.A.N.)

14. Departmental Inquiry: If a departmental inquiry is to be initiated against the Officer/staff during his/her deputation, the Major Port Authority can revert back the officer to his parent organization.

15. The subsistence allowance only for the period between suspension and repatriation shall be paid by the Major Port Authority.

16. Premature reversion of deputationist to parent organization: As and when a situation arises for premature reversion to the parent organization of the deputationist, his services could be so returned after giving an advance notice of three months to his parent organization and the employee concerned. However, Ministry, in exceptional circumstances, may return the services of the deputationist to his parent cadre without such advance notice.

17. Residuary matters: In all matters relating to conditions of service and benefits/facilities in the Major Port Authority not covered by item Nos. 1 to 16 above, the Officer/staff will be governed by the existing rules, regulations and orders of the Major Port Authority.

18. Relaxation of conditions: Any relaxation of these terms and conditions will require the prior concurrence of the Ministry.