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GAD/PC-A/151/2026/ 00405

Date: /2.02.2026

To,
The Chairperson,
(All Major Port Authorities),

Port Authority.

By email/speed post.

**Sub: Filling up of the post of Secretary (HOD) in the scale of pay
of Rs.100000-260000 (Revised) by absorption through
composite method in Mormugao Port Authority – reg.**

Sir/Madam,

The post of Secretary (HOD) in Mormugao Port Authority in the pay scale of Rs.100000-260000 (Revised) (Pre-revised Rs.43200-66000) will fall vacant w.e.f. 13.02.2026, which is required to be filled by absorption through composite method from Officers of Major Port Authorities, fulfilling the eligibility criteria as per the RRs as indicated in the Annexure – I. attached herewith.

2. The selection is by merit for which overall grading in the ACRs/APARs should not be below "Very Good".

3. 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.100000-260000 (Revised) (pre-revised Rs.43200-66000) and after completion of three years' regular service in the post, he/she will be elevated to the scale of pay of Rs.120000-280000 (Revised) (pre-revised Rs.51300-73000) subject to fulfilling the relevant conditions as per the Ministry's guidelines 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.

4.1 Applications are invited from eligible and willing Officers of all the Major Port Authorities possessing the prescribed qualifications, experience and other conditions, for the post of Secretary in the pay scale of Rs.100000-260000 as per Annexure-I. The application may be submitted through "Online Application Portal" (OAP) of the Ministry of Ports, Shipping and Waterways website <https://onlinevacancy.shipmin.nic.in> from 13.02.2026 to 14.03.2026. No application other than OAP shall be accepted.

4.2 The candidate will have to submit the printout of application form already uploaded in OAP to his administrative Port for onward forwarding. The administrative Ports are required to forward the applications of the candidates alongwith the following documents on or before 30.03.2026 superscribing "Application for the post of Secretary (HOD) in Mormugao Port Authority".

- (i) Certified copies of ACRs/APARs for the last 5 years (2020-21 to 2024-25), duly attested by an officer not below the rank of Dy. HOD on each of the pages.
- (ii) A statement showing year-wise availability of ACRs/APARs and grading duly signed by the Dy. Chairperson/Chairperson as per the Ministry's letter dated 01.02.2007. If ACR/APAR for a particular year during the last 5 years period is pending/not available, "No Report Certificate" may be furnished alongwith ACRs/APARs of the preceding years.
- (iii) Attested photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.
- (iv) No objection certificate from the respective Port.
- (v) Certificate by the Head of the Office of the applicant (**Annexure-II**).
- (vi) An undertaking of the applicant to the effect that candidature will not be withdrawn, if selected by Services Selection Committee.
- (vii) Vigilance and Administrative clearance of the concerned Port, as per enclosed proforma (**Annexure-III**)
- (viii) The veracity of the professional certificates and caste certificate provided in terms of letter no.A-12022/10/2005-PE-I dated 27.8.2010 by the applicant may be ensured and certified.
- (ix) Two recent passport size colour photographs in a sealed envelope.

5.1 As per the Ministry's guidelines dated 26.09.2019, in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate will not be considered by the Ministry if his/her application is not received through proper channel by the Port **within 15 days** of the last date of receipt of applications, i.e. on or **before 30.03.2026**.

5.2 Further, the Ministry vide letter dated 20.09.2022 has issued the advisory in continuation to its earlier guidelines dated 26.09.2019 regarding filling up the HOD level posts in Major Port Authorities wherein it is inter-alia stated that,

"In this connection, it is to clarified that certain documents viz. obtaining vigilance clearance, APARs of the candidate may take some time due to administrative formalities. In such scenario, the ports need to forward the application of the officer with the approval of the competent authority (i.e through proper channel) to the port which has issued advertisement before due date of submission of application. Such applications through proper channel (even through without APARs, Vigilance, etc.) will be taken into consideration by the Ministry for appointment to HOD level posts. However, for consideration of candidature of the candidate by the Selection Committee, the Ports are required to forward the remaining documents without necessary delay. At various instances, the Ports forward the applications of the candidates in the last hours. Thus, it becomes impossible for the applications to reach the Port that issued advertisement before due date of submission. In such cases, the ports are required to forward his/her application (through proper channel i.e. forwarding of the Port alongwith printout of OAP application) via email so that the candidature of the candidate could be considered for the post. Subsequently, the complete application of the candidate alongwith other documents may be forwarded by the Port by registered Post to the Port that issued advertisement".

6. The crucial date of eligibility criteria will be the last date of closing of application i.e. **14.03.2026**, in terms of Ministry of Ports, Shipping and Waterways circular No. I-26/25/2013-PE-I dated 26.09.2019.

7. 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. Vigilance report is to be furnished in the format prescribed, vide Ministry of Ports, Shipping and Waterway's letter No.A-12023/2/2021-PE-1 dated 20.1.2021, copy of which is attached as **Annexure-III**.

8. As per the Ministry's guidelines dated 26.09.2019 regarding filling up the HOD level posts in Major Port Authorities, Port official, who withdraws his/her candidature for the post after his/her selection by the Services Selection Committee, will be liable for debarment from future selection to HOD level posts in all Major Port Authorities for a period of two years.

9. Incomplete applications or applications not made following the stated procedure or received after due date will not be considered.

Yours faithfully,


(M. SANKAR BABU)
SECRETARY

Encl : 1) Annexure - I
2) Annexure - II
3) Annexure - III

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 circular is also sent to Ministry at the email address of sope1@nic.in for necessary posting on Ministry of Ports, Shipping & Waterways website.

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: All HoDs ... for information.

c.c. to: Notice Board.

SCHEDULE
(See regulation - 5)

MORMUGAO PORT AUTHORITY

RECRUITMENT RULES FOR CLASS-I POSTS OF GENERAL ADMINISTRATION DEPARTMENT / MORMUGAO PORT AUTHORITY / MAIN ADMINISTRATION

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 & other qualifications required 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)	Methods of recruitment (whether by direct recruitment or by promotion/absorption/ deputation).	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	
7	Secretary (Category-II Ports)	1	Class-I (Head Of Department)	100000-260000 (pre-revised 43200-66000/ 18500-450-23900)	Selection	45	Essential: (i) A degree from a recognized University. (ii) Fifteen 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 recognized University/Institution.	(a) No (b) Yes (c) No	Not Applicable	By absorption through composite method failing which by method deputation and failing both by direct recruitment.	(a) Recommendations of the Port Chairman for elevation of the pay scale of the Officer. (b) The APARS of the concerned officer for the last five years should not be below bench mark of "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.
- 2) It is certified that no Disciplinary / Vigilance case is pending or contemplated against the applicant and that he/she is clear from the Vigilance and Administrative angle.
- 3) His / Her integrity is certified.
- 4) It is certified that no major/minor penalty have been imposed on the Officer during the last 10 years.
- 5) Attested copies of ACRs/APARs for the last 5 years (2020-21 to 2024-25) 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 for absorption through composite method.

**Signature of Dy. Chairperson /
Chairperson alongwith official Seal**

Date:

Place:

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS/CLEARANCE
IS BEING SOUGHT**
(To be furnished and signed by the CVO or HOD)

1.	Name of 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	Position held (during the ten preceding years)				
	Sr. No.	Organization (Name in full)	Designation & Place of Posting	Administrative / nodal Ministry / Deptt Concerned (in case of officers of PSU etc.)	From
8.	Whether the officer has been placed on the " Agreed List" or "List of officer 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 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				

Name and Signature with Seal

Date :

(*) if Vigilance Clearance has been obtained from the Commission in the past, the information may be provided for the period there after.