

**Government of India**  
**Ministry of Shipping**  
**Directorate General of Shipping**

Beta Building, 9<sup>th</sup> Floor, I-Think Techno Campus, Kanjur Village Road, Kanjur Marg (East),  
Mumbai-400042

**F. No.PB-1(2)/2008-Vol-I**

**Date: 08.07.2019**

**VACANCY CIRCULAR**

**Subject : Filling of 01 post of Senior Personal Assistant in Mercantile Marine Department, Kolkata, under Directorate General of Shipping, Mumbai in the Pay Band 2, 9300-34800+GP 4600 (Pre Revised) [Level 07 (44900-142400) (revised)] by transfer on deputation basis-reg.**

Applications are invited from eligible candidates for appointment by the transfer on deputation to the post of Senior Personal Assistant, Group –B, in Pay Band 2, 9300-34800+GP 4600 (Pre Revised) [Level-07 (Rs 44900-142400)(revised) as per 7<sup>th</sup> CPC] in the Mercantile Marine Department, Kolkata, under Directorate General of Shipping, Mumbai.

2. The details of the post, eligibility criteria, job requirement, age limit etc. required for the post are indicated in **Annexure-I**. The pay and other terms and conditions of transfer on deputation will be regulated accordance with DoPT O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time. Cadre Controlling Authorities/ Head of Department are requested to forward application of eligible and willing candidates whose services can be spared for appointment to the post by transfer on deputation basis so as to reach the undersigned within 60 days from date of publication of this advertisement in the Employment News/ Rojgar Samachar. The application form proforma is mentioned at **Annexure-II** and the certificate by the employer's Cadre Controlling Authorities/ Head of Department is mentioned at **Annexure-III**.

**List of Documents to be sent along with applications:**

- (i) Application in prescribed format – Annexure II duly filled in and signed by the candidate and countersigned with seal by the Cadre Controlling/Head of Department.

- (ii) Attested copies of APAR/ACRs for the last 05 (five) years duly attested on each page by an officer not below the rank of Under Secretary to the Government of India.
- (iii) Integrity Certificate.
- (iv) Vigilance Clearance Certificate.
- (v) Statement of major or minor penalties, if any, imposed on the officer during the last 10 years of service and certificate that no disciplinary proceedings are being contemplated/ pending against the officers.
- (vi) A certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.

3. Incomplete applications or applications not accompanied with the above mentioned documents or applications received after the last date will be summarily rejected. Applications received through proper channel only will be entertained. If any candidate fails to join or withdraw the nomination on finalization of his/her name either on personal grounds or refusal of the cadre to relieve him will be debarred for five (05) years for further deputation to this office and also the same will be informed to DoPT for further necessary action at their end.

4. The detailed advertisement along with all the proforma mentioned above can be obtained from the office website: <http://www.dgshipping.gov.in>



(Dr. P. K. Raut)

Deputy Director General of Shipping (PB)

Tele: 022-25752040/41/42

**Copy to:**

1. All Ministries/Departments of the Government of India.
2. The Chairman, Indian Ports Association, 1St Floor, South Tower, NBCC Place, Bhasham Pitamah Marg, Lodhi Road, New Delhi, Delhi 110003
3. The Secretary, Ministry of Commerce and Industry, No. 126, Azad Road, Udyog Bavan, New Delhi – 110011.
4. All Major and Non-major port trust.
5. The Director, Government of India, Ministry of Development of North Eastern Region, Vigyan Bhavan Annex, Maulana Azad Road, New Delhi – 110011.