

Fwd: Filling up of the post of Sr. Dy. Secretary, Dy. Chief Engineer and Harbour Master at Mormugao Port Authority on Deputation basis

SD Shri Dharmendra <csdelhi@nic.in>

Wed, 16 Apr 2025 3:14:59 PM +0530

To "Sh Navin Kumar Choudhary IAS" <sgad@nic.in>, "Sh Anil Kumar Singh" <seccservices@nic.in>



From: "SECRETARY MPTGOA"

<secretary@mptgoa.gov.in[mailto:secretary@mptgoa.gov.in]>

To: "cs miz" <cs_miz@rediffmail.com[mailto:cs_miz@rediffmail.com]>,

cs-ngl@nic.in[mailto:cs-ngl@nic.in], "Shri Dharmendra"

<csdelhi@nic.in[mailto:csdelhi@nic.in]>, "Shri Manoj Ahuja"

<csori@nic.in[mailto:csori@nic.in]>, "DISTRICT COLLECTOR, KARAIKAL"

<collr.kkl@py.gov.in[mailto:collr.kkl@py.gov.in]>

Sent: Wednesday, April 16, 2025 3:06:09 PM

Subject: Filling up of the post of Sr. Dy. Secretary, Dy. Chief Engineer and Harbour Master at Mormugao Port Authority on Deputation basis

Sir,

Enclosed please find attached herewith vacancy circulars from Mormugao Port Authority, Goa on the captioned subject.

With Regards,

Office of the Secretary
Mormugao Port Authority, Goa
0832-2521120

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Regards
O/o The Chief Secretary, Delhi

☉ ☐ ☐ **3 Attachment(s)** • Download as Zip • Add To >

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DS-I (S)
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SO (Secv.)
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S. K. Y. G. M.

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SDS.MoPA.pdf
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मुरगांव पोर्ट प्राधिकरण

(संचालन, पोर्ट परिवहन और जलमार्ग मंत्रालय, भारत सरकार)
"सागरा" सामान्य प्रशासन विभाग, प्रशासनिक कार्यालय भवन, हेडलैंड सडा, गोवा - 403804.

MORMUGAO PORT AUTHORITY

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

"SAAGARI" GENERAL ADMINISTRATION DEPARTMENT, ADMINISTRATIVE OFFICE BLDG., HEADLAND SADA, GOA - 403 804.
Website : <https://www.mpa.gov.in> Email : secretary@mpa.gov.in
दूरभाषण(ए)/टेली(फैक्स): 0832-2521120 फैक्स/फैक्स : 0832-2521125



GatiShakti

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GAD/PC-A/151/2025/ 05340

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/UT 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 Harbour Master (Dy. HoD)
in the scale of pay of Rs.90000-240000 in
Mormugao Port Authority on deputation basis - reg.

The post of Harbour Master (Dy. HoD) in Mormugao Port Authority in the scale of pay Rs.90000-240000 (Pre-revised - Rs.36600-62000 / 17500-22300) is to be filled on deputation basis from 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 Harbour Master (Dy. HoD) in Mormugao Port Authority**" on or before **06.06.2025**. No application other than the applications submitted through 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.

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 Harbour Master (Dy. HoD) on scale of Rs.90000-240000 in Marine Department of Mormugao Port Authority will be appointed on deputation basis and will be governed by the Service
3/-

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 Mormugao Port Authority website <https://mpfgoa.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.

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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.
- c.c. to: Notice Board.

63/10

ANNEXURE - I

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1	2	3	4	5	6	7	8	9	10	11	12	13
2	Harbour Master (Category - II Post)	1	Class - I	30000-240000 (Pre-revised 33300-62200-117500-400-22000)	Selection	45	(i) Must hold a Certificate of Competency as Master of Foreign going ship issued by the Ministry of Shipping, Govt. of India or an equivalent qualification recognised by the Ministry of Shipping, Govt. of India. (ii) Must hold Pilot Licence and have 8 years experience either as Master of Foreign going ship or in piloting or command.	(a) No (b) Yes (c) No	N.A.	By absorption through composite staffed filling which by deputation and taking both by direct recruitment.	For absorption by composite method, Officers holding analogous posts of Dock Master in the scale of pay of Rs. 80000-228000 (Pre-revised Rs. 32800-58000 / Rs. 58000-30800) with 2 years regular service in the grade or Post in the scale of pay of Rs. 70000-208000 (Pre-revised Rs. 29100-54000 / Rs. 14500-12000) with 5 years regular service in the grade in a Major Port Authority are eligible. For deputation, Officers holding analogous posts or holding post of Dock Master and its equivalent Dock side post with experience as mentioned above or Pilot with 5 years experience in Govt./PSUs/Autonomous Bodies will be eligible. The selection is by merit for which the bench mark in overall grading in the ACPR will not be below "Very Good".	

SERIES / No. 36

OFFICIAL GAZETTE - GOVT. OF INDIA

5TH DECEMBER, 2004

630/C

ANNEXURE II

**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:

629/c

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

62816

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:

SELF UNDERTAKING

I, _____ (Name & Designation) _____, hereby undertake / confirm that in the event of my selection by the Services Selection Committee to the post of Harbour Master (Dy. HoD) on scale of pay of Rs.90000-240000 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

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 Harbour Master (Dy. HoD) on scale of pay of Rs.90000-240000 in Marine Department, Mormugao Port Authority, in terms of the MoPA circular Dt. .04.2025.

Place:

Date:

SIGNATURE OF THE HEAD OF OFFICE
WITH SEAL

626/C

SERVICE PARTICULARS OF THE APPLICANT TO BE FURNISHED BY THE POST CONCERNED									
Sl. No.	Name and Designation of the officer, DoB / DoR & Date of joining in the Post	Educational Qualifications	Posts held in the Post with Name of the Post / Station of Recruitment, category, etc. (Mention mention asked / regular)	Scale of pay (Revised & Pre revised)	Period		Vigilance cases cleared/ not cleared with copy of DVD (Yes/ No)	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 the 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

629/c

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.

2.

(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.



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मुरगांव पोर्ट प्राधिकरण

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

"सरसी" सामान्य प्रशासन विभाग, प्रशासनिक कार्यालय भवन, हेडलैंड सडा, पोना - 403804.

MORMUGAO PORT AUTHORITY

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

"SARSI" GENERAL ADMINISTRATION DEPARTMENT, ADMINISTRATIVE OFFICE BLDG., HEADLAND SADA, POONA - 403 804.

Website : <https://www.mptga.gov.in> Email : secretary@mptga.gov.in

दूरभाष(सर्व)/Tel./O.R.: 0832-2521120 फ़ैक्स/Fax : 0832-2521125



Certified for ISO 9001:2015 and ISO 14001:2015 management systems

GAD/PC-A/151/2025/ 05342

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 Deputy Chief Engineer (Civil) (Dy. HoD)
in the scale of pay of Rs.80000-220000 in
Mormugao Port Authority on deputation basis - req.

The post of Deputy Chief Engineer (Civil) (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 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 Deputy Chief Engineer (Civil) (Dy. HoD) in Mormugao Port Authority**" on or before **06.06.2025**. No application other than the applications submitted through 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.

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 Deputy Chief Engineer (Civil) (Dy. HoD) on scale of Rs.80000-220000 in Engineering Civil 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 01.07.2025. i.e. the date of arising of vacancy.

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 Mormugao 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.

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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.
- c.c. to: Notice Board.

416/c

Annexure-I

SERIES I No. 35

OFFICIAL GAZETTE - GOVT OF GOA

5TH DECEMBER, 2024

1592

1	2	3	4	5	6	7	8	9	10	11	12	13
4	By Chief Engineer (Civil)	1	Class-I	20190-201930 (Pre-revised 20160-20163 / 16160-00-20163)	2019000	42	(i) Degree or equivalent in Civil Engg. from a recognised University Institution. (ii) Twelve years experience in executive duties in Planning/Construction/Design/Maintenance presently of Post and Marine Structures in the Technical/Commercial/ Govt. Undertaking	(a) No. (b) Yes (c) No	N.A.	By exception through competitive method being which by Administrative Dept. Govt. Organisation and being both by direct recruitment	For absorption through competitive method. Officers holding analogous posts or post of Superintending Engineer and equivalent posts in the respective discipline of Civil Engg. Dept. in the scale of pay of Rs. 60000-60000 (Pre-revised: Rs.54000-54000 / Rs.13000-13000) with 3 years regular service in the grade in a Major Port Authority of Superintending Engineer and equivalent posts in the respective discipline of Civil Engg. Dept. with 2 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs. 60000-60000 (Pre-revised: Rs. 24000-24000 / Rs.13150-13150) and Rs. 60000-60000 (Pre-revised: Rs.24000-24000 / Rs.13000-13150) in the respective discipline of Civil Engg. Dept. in a Major Port Authority will be eligible. For deputation, Officers holding analogous posts or officer holding post of Superintending Engineer and equivalent posts in the respective discipline of Civil Engg. Dept. in the scale of pay of Rs. 60000-60000 (Pre-revised: Rs.24000-24000 / Rs.13000-13150) with 3 years regular service in the grade in Govt./PSU/Non-Governmental bodies will be eligible. The selection is by merit for which the bench mark is normal grading in the ACPS will be relaxation "Very good".	

617/C

ANNEXURE II

**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:

616/c

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 01.07.2025 :
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

615/c

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:

SELF UNDERTAKING

I, _____ (Name & Designation) _____, hereby undertake / confirm that in the event of my selection by the Services Selection Committee to the post of Deputy Chief Engineer (Civil) (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

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 Deputy Chief Engineer (Civil) (Dy. HoD) on scale of pay of Rs.80000-220000 in Engineering Civil Department, Mormugao Port Authority, in terms of the MoPA circular Dt. .04.2025.

Place:

Date:

SIGNATURE OF THE HEAD OF OFFICE
WITH SEAL

Q3/C

SERVICE PARTICULARS OF THE APPLICANT TO BE FURNISHED BY THE POST CONCERNED									
Sl. No.	Name and Designation of the officers, Clerk / Clerk & Date of joining in the Post	Educational Qualifications	Post held in the Post with Name of the Post / Method of Recruitment, category, etc. (please mention correct / regular)	Scale of pay Revised & Pre-revised	Period		Vigilance status cleared / not cleared with copy of CVD 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 year's may be furnished with the Report Certificate / not available 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.)

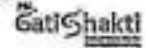
6/10/6

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 15 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.



ANISPS Code Compliant Port
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मुसुगांव' पत्तन प्राधिकरण
(एतान, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)
"सास्वी" सामान्य प्रशासन विभाग, प्रशासनिक कार्यालय भवन, हेडलैंड साडा, गोवा - 403804.
MORMUGAO PORT AUTHORITY
(MINISTRY OF PORTS, SHIPPING & WATERWAYS, GOVT. OF INDIA)
"SAARAS" GENERAL ADMINISTRATION DEPARTMENT, ADMINISTRATIVE OFFICE BLDG., HEADLAND SADA, GOA-403804.
Website : <https://www.mpa.gov.in> Email : secretary@mpa.gov.in
दूरभाष(एनपी)/Tel.(OF) : 0832-2521120 फैक्स/Fax : 0832-2521125



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/UT 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.

- 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.

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 Mormugao Port Authority website <https://mptga.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.

606/c

.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.

605/c

1	2	3	4	5	6	7	8	9	10	11	12	13
C	St. Deputy Secretary	1	Class-I	61000-22800 (pre-revised 61000-61000-400-20000)	Selection	45	Essential: (A) A Degree from a recognized University. (B) Twelve years experience in executive posts in the field of General Administration, Personnel, and 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/Institute.	(a) No (b) Yes (c) Newell	N.A.	By absorption through composite method holding which by stipulation from other Govt. organisations and filling both by direct recruitment.	For absorption through composite method, Officers holding analogous posts in the post of Dy. Secretary and equivalent posts in the respective discipline of GAD in the scale of pay of Rs. 59000-108000 (Pre-revised Rs. 54000-105000 / Rs. 12000-18200) with 3 years regular service in the grade in a Major Post Authority or Deputy Secretary and equivalent posts in the respective discipline of GAD with 2 years regular service in the grade and continued regular service of 7 years in the scale of pay of Rs. 50000-100000 (Pre-revised Rs. 45000-95000 / Rs. 10700-16700) and Rs. 10000-18000 (Pre-revised Rs. 24000-50000 / Rs. 12000-18200) in the respective discipline of GAD in a Major Post Authority will be eligible. For stipulation, Officers holding analogous posts in the post of Dy. Secretary and equivalent posts in the respective discipline of GAD in the scale of pay of Rs. 69000-108000 (Pre-revised Rs. 64000-105000 / Rs. 12000-18200) in Govt./Semi Govt./P.O.s or Autonomous Bodies with 3 years regular service in the grade will be eligible. The selection is by merit for which the bench mark is	

SERIES / No. 35

OFFICIAL GAZETTE - GOVT. OF INDIA

5TH DECEMBER, 2004

ANNEXURE II

**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:

603/C

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:

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

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

600/c

SERVICE PARTICULARS OF THE APPLICANT TO BE FURNISHED BY THE POST CONCERNED									
Sl. No.	Name and Designation of the Officer, DoB / CoR & Date of joining in the Post	Educational Qualifications	Posts held in the Post (with Name of the Post / Station of Recruitment, category, etc. please mention other / register)	Scale of pay (Revised & Pre revised)	Period		Vigilance status (checked/not checked with copy of CVD later)	Details of Absent/leave period (reported for the last 10 years with date and order copies, if any)	APMTs Grading's for the period 2016-20 is 2023-24. If APMT of a particular period is not available, APMTs Grading's of the preceding period(s) to be furnished with the Report. Certificate from availability certificate for the year/period.
					From	To			
1	2	3	4	5	6	7	8	9	10
									2016-2020 (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

59910

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.