

# Andaman and Nicobar Administration

Secretariat, Port Blair

Subject : Filling up of the post of Assistant Harbour Master, in the Port Management Board under the A&N Administration-Regarding.

One post of Assistant Harbour Master in the pay scale of PB-3 Rs. 15600-39100 plus Grade Pay of Rs. 6600 in the Port Management Board under the A&N Administration is proposed to be filled up on deputation (ISTC) from amongst the eligible officers working under the Central/State Governments/UT Administrations/Autonomous Organizations/Public Sector Undertakings/Merchant Navy:

- (a)(i) Holding analogous posts on a regular basis; or  
(ii) Not below the rank of Lieutenant in the Indian Navy; and

(b) Possessing the following educational qualifications:

**Essential:** Home Trade Master or Mate of foreign going ships or equivalent in Indian Navy.

**Desirable:** Certificate of Competency as Master of a Foreign going ship issued by the Ministry of Shipping or equivalent.

The period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment on deputation (ISTC) shall be not exceeding 56 years as on the closing date of the receipt of applications.

The candidates from Central/State Governments/UT Administrations/Autonomous Organizations/Public Sector Undertakings should clearly indicate whether the scale of pay held by them is on Central DA pattern or on Industrial pattern.

The terms and conditions of appointment are as under:

- (a) In addition to the pay, the selected officer will be entitled to Dearness Allowance admissible to Government servants of his category.  
(b) Special Compensatory Allowance as admissible under the rules.  
(c) Rent free unfurnished accommodation subject to general review from time to time or House Rent Allowance in lieu thereof.  
(d) Free Sea Passage once in a year for self and family members while proceeding/returning from leave in accordance with the orders in force from time to time.  
(e) Leave Travel Concession as admissible under the rules.  
(f) Deputation Allowance as admissible under the rules.  
(g) Tenure - maximum four years.  
(h) In respect of matters not specified above, the selected officer shall be governed by rules and orders in force from time to time in respect of Government servants of his category serving under the A&N Administration.

It is requested that the post may be circulated amongst the eligible Officers working under your control and the applications, alongwith the Curriculum Vitae (CV), in the given proforma, of those Officers who could be spared in the event of their selection, duly countersigned by the present employer, along with up-to-date ACRs, Vigilance Clearance and Integrity Certificate etc. forwarded to the Secretary (Shipping), A&N Administration, Secretariat, Port Blair - 744101 so as to be received by 20<sup>th</sup> April, 2011. Applications of those officers against whom disciplinary/vigilance cases are pending or contemplated need not be forwarded. Incomplete applications, applications received after the due date and the applications not accompanied by the above documents will not be entertained.

(K. Appalaswamy)

Deputy Secretary (Shipping)

## Curriculum Vitae Proforma

1. Name and Address (in block letters):
2. Date of Birth (in Christian era):
3. Date of retirement under Central/State Government Rules;
4. Educational Qualifications:
5. Whether Educational and other qualifications required for the post are satisfied. (If any

qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)

Qualifications/Experience required      Qualifications/Experience possessed by the officer

Essential: (1) (2) (3)

Desired: (1) (2)

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.

7. Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held	From	To	Scale of pay/Basic	Nature of duties (in details)

8. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent

9. In case the present employment is held on deputation/contract basis, please state-

(a) The date of initial appointment

(b) Period of appointment on deputation/contract

(c) Name of the parent office/organization to which you belong

10. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column):

(a) Central Government

(b) State Government

(c) Autonomous Organization

(d) Government Undertaking

(e) Universities

(f) Others

11. Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade:

12. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale:

13. Total emoluments per month now drawn:

14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).

15. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of Non-Government Organizations are eligible only for Short-Term Contract.)

16. Whether belongs to SC/ST:

17. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information.

(Note: Enclose a separate sheet if the space is insufficient):

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate  
Address \_\_\_\_\_

Date \_\_\_\_\_

Countersigned \_\_\_\_\_  
(Employer with Seal)

EN 2/01

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