Government of India
Ministry of Ports, Shipping & Waterways
(Estt. Section)

425, Transport Bhavan,
1, Parliament Street,
New Delhi - 110001.

No. A-12033/4/2023-Estt.I

Dated, the 22nd July, 2024

VACANCY CIRCULAR

Subject: - Engagement of retired Central Government Officers/ officials as Consultant in the main Secretariat of Ministry of Ports, Shipping and Waterways

Applications are invited for appointment of one (1) Consultant on contract basis in Ministry of Ports, Shipping & Waterways from applicants well acquainted with the functioning of central government. The selected candidates shall be appointed for specific tasks and duration and shall be assigned clear output related goals.

2. The terms and conditions for appointment of the Consultants are as under: -

i. It is desirable that the applicant should have minimum 10 (Ten) years of working experience with Central Government Ministry/ Department preferably as Under Secretary (retd.).
ii. The applicant should have the knowledge/work experience in the field/subjects specified in **Annexure II.**
iii. The age of the applicants should not be more than 63 years on the last date of submission of applications.

iii. The initial period of engagement of the Consultant would be one year from the date of joining. This period may be extended, if required.
iv. The monthly remuneration/ Consultancy fees of the Consultants would be fixed by deducting Basic Pension from the pay drawn at the time of retirement.
v. Consultants shall be allowed to avail leave up to 18 days in a calendar year.
vi. An agreement of Consultancy will be signed by the selected Consultant. Specific deliverables against time limit will be conveyed to the selected Consultants at the time of signing of agreement.
vii. The appointment of Consultants is of temporary nature and can be terminated at any time without assigning any reason.
viii. The applicant should have knowledge of computer and typing skill is a must;
ix. The applicant should not have been retired as a matter of punishment;
x. The appointment would be on full time basis and the selected consultants would not be permitted to take up any other assignment during the period of consultancy with the Ministry of Ports, Shipping and Waterways.
xi. Consultants shall be required to maintain discipline and absolute integrity in accordance with the CCS(Conduct) Rules, 1964.
xii. Consultants shall not be eligible for any benefit/ compensation/ allowances under provisions of any Act/Rules, in addition to what is mentioned above.

3. The eligible persons are requested to submit their **application** in the prescribed proforma (Annexure I) to the undersigned **latest by 2nd August, 2024.** The interview of the eligible/short listed candidates will be held in coming weeks after the closing date.

(Sachin Kumar Katiyar)
Under Secretary (Admn.)

Copy to: -

1. Shri Pravin Srivastava, Dir (NIC) is requested to upload the above vacancy circular on the website of the Ministry of Ports, Shipping & Waterways.

ANNEXURE-I

Application for the post of Consultant in the Ministry of Ports, Shipping and Waterways

1. Full Name (in Block Letters)
2. Father's/Husband's Name
3. Date of Birth
4. Contact Details
5. Mobile No.
6. Email ID
7. Address for communication
8. Date of Joining of Government Service
9. Age as on date
10. Whether SC/ST/OBC
11. Whether Physically handicapped
12. Date of retirement and the post from which retired (enclose copy of retirement order)
13. Name of the Ministry/Department from which retired
14. Last Pay Drawn (Please enclose copy)
15. Education/ Technical Qualification (Please enclose copy of Certificate/ Mark Sheet)
16. P.P.O. No. (Please enclose copy)
17. Details of computer Knowledge
18. Brief particulars of Experience of the last 10 years (assignment-wise) [A separate sheet may be annexed]

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Ports, Shipping and Waterways. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature:

Place:

Date:

Annexure-II

Government of India
Ministry of Ports, Shipping and Waterways

Terms of Reference of Engagement of Consultants

i. Precise statement of objectives of appointment of Consultant: -

- Should have experience on dealing with Major Port related matter
- Handling Parliament related matters (Drafting of reply of Starred/ Unstarred Question, Parliamentary Reports, prepare a draft reply of 377 and zero hour matters, dealing with parliamentary assurances matters etc.)
- Working experience in finance related matters i.e. release of fund through PFMS, Scrutiny of Financial Projects etc.
- Should have experience in Port Security Clearance, Security inspection matters of Major Port
- Handing of Oil spill at Major Port related matters
- Should have experience in preparation of reply of Audit Paras, PAC Paras as well as knowledge of working in APMS and PFMS Portals
- Should have experience on drafting of reply in respect to RTI, Grievances etc.
- Should have knowledge about Tariff Authority of Major Ports, MPA Act 2021, Adjudicatory Board of Major Ports
- Should have knowledge of Corporate Social Responsibility (CSR) related matters.

ii. Outline of the tasks to be carried out: -

- Dealing with Public Private Partnership (PPP) projects related to Major Port Authorities.
- Drafting of Cabinet Note, Act, Bills, Rule, Regulation etc.
- Coordination work experience, noting drafting w.r.t. Annual Reports & Parliamentary Standing Committee Reports.
- Dealing with DIB, PIB, SFC proposals.
- Conducting of Seniors Officers Meeting and preparation of Minutes of the meeting.

iii. Schedule for completion of Tasks: -

The respective Wing Head will provide schedule timeline for completion of tasks.