

F.No.60-38/2021-TR  
अण्डमान तथा निकोबार प्रशासन  
ANDAMAN AND NICOBAR ADMINISTRATION  
सचिवालय/SECRETARIAT

Port Blair, dated April, 2022

**CIRCULAR**

Sub:- Filling up of one post of "**Chief Port Administrator**" in the Pre-Revised Pay Band-13 of the Pay Matrix Rs. 123100-215900 as per 7<sup>th</sup> CPC in the Port Management Board under Andaman & Nicobar Administration **on deputation basis** for a period of three (03) years.

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Applications are invited to fill up one post of **Chief Port Administrator**, (Group 'A' Gazetted) in the Pre-Revised Pay Band-13 of the Pay Matrix Rs. 123100-215900 as per 7<sup>th</sup> CPC (pre-revised pay scale Rs. 37400-67000 plus Grade Pay of Rs. 8700) (CDA scale) in the Port Management Board under Andaman & Nicobar Administration on deputation basis for a period of three (03) years. The post will be filled up in accordance with the procedure laid down by the Government under the Senior Staffing Scheme.

The incumbent of the post of CPA will function as Deputy Chairman and Chief Executive Officer of the Port Management which has been set up for the purpose of looking after the work of Administration of the Ports in Andaman & Nicobar Islands. He/She will co-ordinate and oversee the various activities relating to Ports & Harbour in Andaman & Nicobar Islands including planning, development, budgeting, Administration and Port Operation.

1. Eligibility Conditions:-

The Officers under the Central Government / State Governments / Union Territories Administration/ Major Port Trusts/ Public Sector Undertakings and Autonomous organizations possessing the following qualifications and experience are eligible for the post:

- (i) Degree in any discipline from a recognized university or equivalent.
- (ii) Minimum 10 years regular service in managerial capacity in Group 'A' post; and
- (iii) Minimum seven (07) years' experience in the field of Port & Harbour Planning/ Engineering/ Construction/ Operations/ Administration etc.

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2. The applications / Bio-data of the eligible officers willing to serve on deputation in the format at Annexure-A, duly signed by the applicant and certified by the Head of Office/Employer may be forwarded to the Secretary (Shipping), A&N Administration, Port Blair - 744101. The applications should accompany the following:

- (i) Complete and up to-date ACRs/APARs for the last 05 years. In case of photocopies of ACRs/APARs, it should be attested in each page by an Officer not below the rank of Under Secretary or equivalent.
  - (ii) Vigilance Clearance
  - (iii) Cadre Clearance
  - (iv) Integrity Certificate
  - (v) Certificate regarding imposition of major/minor penalties during last 10 years.
3. Applications, complete in all respect may be sent at the above given address within 60 days from the date of publication of the vacancy notice in Employment News. Candidates who apply to the post will not be allowed to withdraw subsequently. Applications of those against whom disciplinary/vigilance cases are pending or being contemplated need not be forwarded. Incomplete application, applications received after the due date and the applications not accompanied by the above documents will not be entertained.

Note: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2016/the date from which the revised pay structure based on the 7<sup>th</sup> CPC recommendation has been extended shall be deemed to be service rendered in the corresponding level in the Pay Matrix extended based on the recommendation of the commission.

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not to exceed 3 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 application.

The pay of Officers/Officials, selected for appointment on deputation basis will be regulated in terms of the Department of Personnel & Training's orders contained in their OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 and amended time to time.

Deputy Secretary (Shipping)

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Copy with copies of enclosure for circulation to:

1. All Central Government Ministries/Departments.
2. The Chief Secretaries of all States/UTs (except A&N Islands).
3. The Chairman of all Major Ports.
4. The Chairman & Managing Director of all Public Sector Undertakings/  
Semi-Governmental Organizations.

Deputy Secretary (Shipping))

**APPLICATION FOR THE POST OF CHIEF PORT ADMINISTRATOR IN THE PORT MANAGEMENT BOARD UNDER A&N ADMINISTRATION ON DEPUTATION BASIS FOR A PERIOD OF THREE (03) YEARS.**

**BIO-DATA PROFORMA**

1.	Name and Address in BLOCK letters		
2.	Office Address (with Tel. No.)		
3.	Residential Address (with Tel. No.)		
4.	Fax No.		
5.	Mobile No.		
6.	Email ID		
7.	Date of Birth (in Christian Era) Copy attached)		
8.	Date of Retirement under central Govt./ State Govt./Union Territories/ PSU /Recognized research Institution/University/Semi-Government/ Statuary organization/Autonomous bodies under the rules applicable to the candidates.		
9.	Educational and other qualifications and training, if any (Self-attested copy attached)		
10.	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		
	Desired		

11.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post	
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12. Details of service, in chronological order (starting from entry in service other than private service). Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution/ Organization	Post held	Period of Service		Scale of pay	Basic Pay	Nature of duties
		From	To			

13.	Name of the present employment, i.e. regular/adhoc/temporary or permanent	
14.	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 parent office/organization to which you belong	
15.	Additional details about present employment please state whether working under- <i>Central Govt./ State Govt./ Union Territory/ Public Sector Undertaking/Recognized research Institution/University/ Semi- Government/ Statuary organization/ Autonomous body</i>	
16.	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.	
17.	Total emoluments per month now drawn.	
18.	Additional information, if any, which you like to mention in support of your suitability for the post (enclose a separate sheet if the space is insufficient).	
19.	Whether belonging to SC/ST/OBC	
20.	Remarks.	

SIGNATURE OF CANDIDATE  
Full Office Address

**CERTIFICATE TO BE FURNISHED BY EMPLOYER/HEAD OF  
OFFICE/FORWARDING AUTHORITY**

1. Certified that the particulars furnished by Shri/Smti/Ms  
..... are correct and he/she possess  
educational qualifications and experience mentioned in the vacancy  
circular.

2. Also certified that :-

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His/her integrity is beyond doubt.
- (iii) His/her complete CR dossier/ACRs/APARs for the last five years duly attested (on each page) are enclosed herewith.
- (iv) No major/minor penalties have been imposed on him/her during the last 10 years.
- (v) List of major/minor penalties imposed on him/her during the last 10 years is enclosed herewith.