

CHIEF MECHANICAL ENGINEER

Main objective, purpose

- He is overall in-charge of all Technical and Administrative activities of E&M Department.

Main functions / tasks / responsibilities

- He is in-charge of future planning regarding procurement of Equipments for plan as well as non-plan schemes and maintenance and operation of all E & M Dept.'s Plant, Equipment and Machinery.
- He is in-charge for Basic Training Center and Occupier of the Factory for all the safety aspects as per Factory Act.
- He is responsible for providing infra-structural services such as bunkering, power supply, water supply, etc.,

Addl. Chief Mechanical Engineer**Main objective, purpose**

- He is in-charge of the operation and maintenance of equipments, SME (Works) and SE(Electrical) divisions and also establishment matters.

Main functions / tasks / responsibilities

- He is in-charge of all establishment matters relating to the employees of E&M Dept and disciplinary proceedings .
- He is in-charge of all electrical installations including sub-stations, power supply, lifts, generators and illumination in the Port.
- He is in-charge for the Diesel Locomotives, BTC, provision of water supply and heavy work shop.

Superintending Engineer (R&D)

Main objective, purpose

- He is the overall in-charge of this division for procurement of cargo handling equipments, plant and machinery, Floating crafts, Tugs, Floating Cranes, etc., under Plan, Non-plan and new minor works.

Main functions / tasks / responsibilities

- He will look after the project role, developments role, performance and futuristic role of CME.
- He is responsible for execution of Electrical portion of sanctioned projects in association with other departments.
- He is in-charge for operational planning tied with design improvements and provide centralized information service to CME and CPT on all electrical and mechanical projects.

Superintending Engineer (OP)

Main objective, purpose

- He is the overall in-charge of operation and maintenance of cargo handling equipments at Inner Harbour.

Main functions / tasks / responsibilities

- He is in-charge of operations and supply of cargo handling and electrical Equipments with operatives to the demand of traffic and for safety aspects to co-ordinate with Factory Inspector.
- He is in-charge of periodical servicing of Mobile Cranes, Fork Lift Trucks, etc. and all electrical and mechanical appliances
- He is in-charge of operation and maintenance of cargo handling equipments such as Electric Cranes, Mobile Cranes, FLTs, Pay-loaders, Gantry Cranes, Crawler Cranes, Capstan, Bascule Bridge and Swing Bridge etc.,

Superintending Engineer (Marine)

Main objective, purpose

- He is overall in-charge of complete maintenance of floating craft including on-board repairs of all vessels of Trust.

Main functions / tasks / responsibilities

- He is the overall in-charge of various shops viz. Marine Repair Shop, Painting Shop, Welding Shop, Electrical Shop, Carpentry Shop, Planning & Development Cell and Slipway repair activities.
- He is in-charge of operation and maintenance of Floating Crane “Thangam”, VIP Launch and maintenance of Survey / Police Launch, etc.,
- He also carries out Inspection, Survey & Certification of private launches as per DPC’s requirements and co-ordinates with SME(R&D) in procurement of Floating Crafts.
- He is responsible for fulfilling all obligations on behalf of Manager (ACME) for central marine work shop under Factories Act.

Superintending Engineer (OH)

Main objective, purpose

- He is overall in-charge of mechanized iron ore plant and oil jetty.

Main functions / tasks / responsibilities

- He is in-charge of operation and maintenance of mechanical OH Plant, Marine Loading Arms, 33 KV Sub-Station, associated workshops and provide fresh water supply to ships at BD I & II and gangways at BD II.
- He is in-charge for oil dock and maintaining fire fighting installation in the Bharathi Dock.
- He is in-charge of planning spares for the ore and oil handling equipments.
- He co-ordinates with the railways, ore exporters and oil companies in planning the berthing of ships.

Superintending Engineer (Works)

Main objective, purpose

- He is overall in-charge of Heavy workshops to execute all works against job orders and organized basic training for technical staff both under Apprentice Act as well in service requirements.

Main functions / tasks / responsibilities

- He is in-charge of operation and maintenance of Diesel Locomotives and for all correspondences connected with the works matters arising out of the maintenance of the locomotives, FLTs, Mobile Cranes and service shops like machine shop, Carpentry, smithy, foundry transport and pipeline, etc.
- All the Apprentices coming under the Apprenticeship Act , 1961, Marine apprentices, Graduate apprentices etc., are dealt with by this Office.
- The welfare measures like issue of uniforms, helmets and hot and cold weather amenities, maintenance of the Tools and Plant Accounts, follow-up action on all thefts and audit references etc. for the entire department are dealt with by this Office.
- He is in-charge for the compiling and consolidating of annual maintenance budget from all the division of E&M Dept. and forward the same to A/C's Dept.
- He is in-charge of receipt and distribution and maintenance of water supply in the Port including Quarters and maintenance of pipeline for the above.
- He is in-charge for Transport Shop for servicing of automobile equipments and P&D cell at his division.
- He is responsible for fulfilling all obligations on behalf of ACME for Heavy workshop under Factories Act.

Superintending Engineer (Electrical)

Main objective, purpose

- He is in-charge of all electrical installations in the Port premises, receiving and distribution of electricity to the entire Port operations, Staff Quarters, Hospitals and Guest Houses.

Main functions / tasks / responsibilities

- He is in-charge of maintenance of electrical fittings and provide power supply to Port area and also to Quarters, Tondiarpet Housing Colony labour quarters and ships if necessary.
- He is in-charge of all lifts at various buildings and all electrical appliances and also the periodical servicing and annual maintenance of lift.
- He is in-charge for supply of energy consumption and energy auditing activities.
- He is in-charge for receiving and distribution of power supply to Fisheries Harbour and maintenance of electrical installations.
- He is in-charge for illumination of buildings, roads, sheds, yards etc.,

Marine Engineer

Main objective, purpose

- He assists the Superintending Engineer (Marine) in all activities which are Technical in nature.

Main functions / tasks / responsibilities

- He is in-charge of Floating Crane & VIP Launch operation and maintenance and also maintenance of Survey / Police Launch.
- He is in-charge of planning of spare parts for the floating crafts under his charge.
- He is in-charge of Marine Maintenance Shop, painting shop, Office, P & D Cell.
- He is in-charge of Planning & procurement of Plant & Machinery for the shops under his charge including operation and maintenance of the same with the assistance of A.Ex., A.E.
- He is in-charge of preparation of Budget, Tender, Quotation, Contract work under his charge.
- He is in-charge of slipway annual schedule programming of Trust Floating Crafts as per the requirement.
- He may be nominated by CME as enquiry officer to conduct enquiries.

PA(T) to CME**Main objective, purpose**

- He is the Technical Personal Assistant for CME.

Main functions / tasks / responsibilities

- He assists CME in all technical matters.
- To co-ordinate with all divisions of E&M Dept. and collect data / information pertaining to breakdown particulars, shipping details, tonnage handled, availability of equipments etc., and furnishing to CME.
- He assists CME in preparing statements and reports to Ministry, Board, CPT, Dy CPT, etc.,
- He may be nominated by CME as enquiry officer to conduct enquiries.

PA to CME

Main objective, purpose

- He is the Personal Assistant to Chief Mechanical Engineer.

Main functions / tasks / responsibilities

- He is in-charge of all correspondence and works relating to various meeting conducted by CME.
- He is in-charge of handling CME's Imprest Account.
- He is in-charge of Confidential Report of all Officers in safe custody and will submit the same to CME as and when required.

PA to ACME

Main objective, purpose

- He is the Personal Assistant to Addl. Chief Mechanical Engineer.

Main functions / tasks / responsibilities

- He is in-charge of all correspondence and works relating to various meeting conducted by Addl. CME.
- He is in-charge of handling Addl. CME's Imprest Account.

Executive Engineer (FC)P

Main objective, purpose

- He is in-charge of procurement, commissioning and handing over of Floating Crafts such as Tugs, special type of floating equipments and fire fighting equipments, etc.,

Main functions / tasks / responsibilities

- He is in-charge of procurement of Floating Crafts, Survey / Police Launch, etc.,
- He is in-charge of preparation of specification for indigenous and global tenders, erection, testing, commissioning and handing over of the equipments and floating crafts.
- He is in-charge for project monitoring and to provide progress reports to the higher officials.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer (Elec.)P

Main objective, purpose

- He is in-charge of procurement and execution of new electrical equipments and projects.

Main functions / tasks / responsibilities

- He is in-charge of preparation of specification for tenders, erection, testing, commissioning and handing over of electrical equipments under Plan, Non-plan and new minor works.
- He is in-charge of preparation of tender documents and execution of work for electrification and other electrical portion of main projects.
- He is in-charge for project monitoring and to provide progress reports to the higher officials.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer (Electronics)

Main objective, purpose

- He is overall in-charge of operation and maintenance of all Electronic and Communication equipments.

Main functions / tasks / responsibilities

- He is in-charge of the Electronic Telephone Exchanges like Dock, P & T, Hospital, HOD Intercom and Ore Handling, PA system, Weigh Bridge etc.,
- He is in-charge of procurement and maintenance of Telephone Instruments and other electronic equipments like UPS, Stabilisers, etc.,
- He is in-charge of procurement and maintenance of walkie-talkie and other wireless equipments.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer (Mech.) P

Main objective, purpose

- He is overall in-charge of procurement of cargo handling equipments and machineries under Plan, Non-plan and new minor works.

Main functions / tasks / responsibilities

- He is the overall in-charge for preparation of Tender document , erection, commissioning and handing over of all mechanical equipments and other plant and machineries.
- He is in-charge for procurement of Capital Equipments of mechanical in nature like Gantry Cranes, Level luffing cranes, electric wharf cranes, Transport Vehicles and also long cargo trailers etc.,
- He is in-charge for project monitoring and to provide progress reports to the higher officials.
- He is in-charge for sending various Pdls. To Ministry, Chairman, Dy.Chairman, CME, etc.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer M.(OP)

Main objective, purpose

- He is overall in-charge of all FLT's, Mobile Crane, Pay Loaders. etc .

Main functions / tasks / responsibilities

- He is in-charge of operation and maintenance of Cargo handling equipments such as FLT, Mobile Cranes, Pay loaders, Lorries, etc.,
- He is in-charge of planning of spares for the above plants.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer E. (EC)

Main objective, purpose

- He is the overall in-charge of Electric Wharf Cranes and FLT's.

Main functions / tasks / responsibilities

- He is in-charge of operation and maintenance of Electric wharf cranes and electrical parts of EFLT, DFLT and FLT's and ancillary equipments such as Capstan, Bascule Bridge and Swing Bridge.
- He is in-charge for maintenance of electrical switch boards in the pillar rooms.
- He is in-charge for provision of temporary power supply to Ships, Naval Vessels, etc., at wharf side and planning of spares for the above equipments.
- He is in-charge of planning of spares for the above equipments
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer (GC)

Main objective, purpose

- He is in-charge of operation and maintenance of 20 T Gantry Cranes.

Main functions / tasks / responsibilities

- He is in-charge of planning of spares for the 20 T Gantry Cranes.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer (FC)

Main objective, purpose

- He is in-charge operation and maintenance of Floating Crane and VIP Launch and also maintenance of Survey /Police Launch.

Main functions / tasks / responsibilities

- He is in-charge of Painting Shop, Electrical Shop, Carpentry Shop, main slipway operation and maintenance of hydraulic winches.
- He is in-charge of planning and procurement of Plant and machinery for the shops under his charge including operation and maintenance of the same with the assistance of Asst.Ex.Engrs. and Asst.Engrs.
- He is in-charge of preparation of Budget, Tender, Quotation / Contract under his charge.
- He also co-ordinates with IRS, Inspector of Factories, Dock Safety as needed.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer M.(W)

Main objective, purpose

- He is in-charge of Transport Shop, Machine Shop, Carpentry Shop, electrical maintenance and P&D Cell in the Heavy Workshop.

Main functions / tasks / responsibilities

- He is in-charge of maintenance of all Trust Vehicles including obtaining fitness certificates from RTO.
- Contracting outside works for major tinkering and mechanical works.
- Executing the work for the work orders received from different shops in Heavy workshop and key way cutting, etc. in machine shop.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer (G)

Main objective, purpose

- He is in-charge of Diesel Locomotives at Marshalling Yard, Heavy workshop and at BD.

Main functions / tasks / responsibilities

- He is in-charge of maintenance of diesel locos and catering the same with operatives based on traffic department demand.
- He is in-charge of POH & PM for the Diesel Locos periodically.
- He is in-charge for maintenance works to have continuous operation.
- He is in-charge of IC shops (Internal Combustion Engine) for overhauling of all the engines received from other divisions.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer (BTC)

Main objective, purpose

- He is overall in-charge of BTC and Water supply section.

Main functions / tasks / responsibilities

- He is in-charge of BTC for providing basic training for full time Apprentice and Engineering Degree / Diploma Holders.
- He is in-charge for provision of water supply to the Port area including Quarters, water pipeline inside the Port premises.
- He is in-charge of operation and maintenance of pump sets available at various locations and planning of spare parts required for all the above.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer M (OH) S

Main objective, purpose

- He is in-charge of operation and maintenance of shipping division (mechanical portion).

Main functions / tasks / responsibilities

- He is in-charge of Shipping (mechanical) operation of shipping conveyors, reclaimers and ship loaders.
- He is in-charge of shipping maintenance shop and P&D Cell.
- He is in-charge of planning procurements, replacements and spare parts for shipping system.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer M.(OH) R1

Main objective, purpose

- He is in-charge of dumper house.

Main functions / tasks / responsibilities

- He is in-charge of maintenance of Wagon handling facilities at Dumper House.
- He is in-charge of Reconditioning Shop and Duty Officers.
- He is in-charge of planning procurements, replacements and spare parts for wagon handling system.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer (OH) R2

Main objective, purpose

- He is in-charge of maintenance of receiving conveyors and stackers.

Main functions / tasks / responsibilities

- He is in-charge of maintenance of diesel loco service station.
- He is in-charge of maintenance of water supply.
- He is in-charge of planning procurements, replacements and spare parts for the above sub-division.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer (OH) R

Main objective, purpose

- He is in-charge of operation and maintenance of receiving system (Electrical).

Main functions / tasks / responsibilities

- He is in-charge of electrical maintenance of wagon handling, receiving conveyors, stackers and 3.3 KV s/s.
- He is in-charge of operation of wagon handling, receiving conveyors and stackers.
- He is in-charge of P & D cell and reconditioning shop works.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer .E.(OH) S

Main objective, purpose

- He is in-charge of reclaimers , shipping conveyors and ship loader.

Main functions / tasks / responsibilities

- He is in-charge of operation of shipping system.
- He is in-charge of electrical maintenance of re-claimers, shipping conveyors and ship loaders.
- He is in-charge of electronics and communication section and centralized control room.
- He is in-charge of planning procurements, replacements and spare parts for the above sub-divisions.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer M.(OD)**Main objective, purpose**

- He is in-charge of operation and maintenance of oil dock equipments.

Main functions / tasks / responsibilities

- He is in-charge of oil docks BD I and BD III.
- He is in-charge of fire fighting equipments and pumping systems.
- He is in-charge of coordinating oil companies and shipping agents for planning and berthing vessels.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer M.(OH)B**Main objective, purpose**

- He is in-charge of maintenance of all the conveyor belts and associated equipments.

Main functions / tasks / responsibilities

- He is in-charge of maintenance of all conveyor belts.
- He is in-charge of planning procurements, replacements for conveyor belts.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer (PS)**Main objective, purpose**

- He is in-charge of receiving Power Supply from Electricity Board and distributing the same to various sub-stations upto user end and operation and maintenance of lift section.

Main functions / tasks / responsibilities

- He is in-charge of power supply maintenance in the whole port area including sub-station at Fisheries Harbour and THC./ CHD Quarters.
- He is in-charge of operation and maintenance of all the sub-station equipments and D.G. sets at 33 KV s/s and signal station.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer (G)**Main objective, purpose**

- He is in-charge of Internal Electrification, Lighting (includes yard lighting) and air-conditioning.

Main functions / tasks / responsibilities

- He is in-charge of operation and maintenance of electrical fittings inside the Buildings including Quarters.
- He is in-charge of operation and maintenance of R & A/C plant at Administrative buildings, MPT Hospital, etc., and for the provision of water coolers / purifiers plant, etc.
- He is in-charge of High mast tower, Street light, yard lighting, etc.,
- He is in-charge of procurement of electrical stock items and also non-stock items pertaining to his section as and when required.
- He may be nominated by CME as enquiry officer to conduct enquiries.

Executive Engineer (IC)**Main objective, purpose**

- He is in-charge of Inspection Cell.

Main functions / tasks / responsibilities

- He is in-charge of Inspection Cell, carrying out periodical inspection of various works, contracts carried out by the E & M Department.
- Co-ordinates the various issue pertaining to labour with the Regional Labour Commissioner.
- He may be nominated by CME as enquiry officer to conduct enquiries.

A. Ex. (FC) P**Main objective, purpose**

- He assists the Executive Engineer (FC) P in procurement of and commissioning and handing over of Floating Equipments and Fire fighting equipments under Plan, Non-plan and New Minor Works.

Main functions / tasks / responsibilities

- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He will maintain the Site Register for day-to-day activities.
- He will assist the Ex. Engr. Concerned in erection, testing, commissioning and handing over of the above projects/equipments.
- He will assist the Ex. Engr. concerned in project monitoring and provide progress reports to the higher officials.
- Verification and Maintenance of fixed assets particulars of Trust.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. concerned.

A Ex (E) P**Main objective, purpose**

- She assists the Ex. Engr.(E)P in procurement and execution of new electrical equipments and projects under Plan, Non-plan and New Minor Works.

Main functions / tasks / responsibilities

- She will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- She will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- She will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- She will maintain the Site Register for day-to-day activities.
- She may be nominated by CME as presenting Officer in the enquiries.
- She is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A. Ex. Engr. (PS)**Main objective, purpose**

- He is in-charge of power supply section and lift section and assists the Executive Engineer (PS).

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He provides the electrical unit consumption/meter reading of all private companies and outer Harbour.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. concerned

A Ex (Illumination)

Main objective, purpose

- He is in-charge of illumination, IE North, IE South section and assists Ex E (G).

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- Attending monthly night inspection at various locations in the Inside Harbour for checking the illumination level.
- He maintains illumination of the yard light, street light, tower light, Office buildings, Quarters, Hospitals, Guest House, CISF area, etc.,
- He provides the electrical unit consumption/meter reading of all quarters and outside firms at inner Harbour.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.Ex(HDFLT)**Main objective, purpose**

- In-charge of Maintenance & Operation of Heavy Duty Fork Lift Truck, Mobile Crane ,etc.,

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- Planning & execution of preventive over hauling & Break down maintenance of the above equipments.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. concerned

A.Ex (MECH)**Main objective, purpose**

- In-charge of computers at SME(OP)division.

Main functions / tasks / responsibilities

- In-charge of ISO cell and ISO document centre for monitoring of objectives of E & M department.
- He is co-ordinator for Port automation project with NSDRRC.
- Computer consumable planning.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.Ex E(AREA-1)**Main objective, purpose**

- In-charge for the operation and maintenance of Electric Wharf Cranes at Area-1(A ZONE)-Regarding electrical works

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.

- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex (CONTROL-OP)

Main objective, purpose

- In-charge of control room (E & M) as and when posted.

Main functions / tasks / responsibilities

- **Allocation of Cranes, Mobile Cranes, FLTS, Pay loaders, Lorries etc., for shipping & Departmental operation.**
- Co-ordination of the loading schedule with Traffic department and port users
- To attend the Minor breakdown during the shifts
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex(A-1 & C-TEST)

Main objective, purpose

- In-charge of Chain Testing and maintenance of Electric Wharf Cranes at Area I-Regarding mechanical works.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the

contractor as per the Agreement / Contract.

- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex E(AREA-II)**Main objective, purpose**

- In-charge for the operation and maintenance of all Electric Wharf Cranes at Area-II -Regarding electrical works.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant..
- He is incharge for bascal bridge
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex (P & D CELL-ELEC)(OH)**Main objective, purpose**

- He is in-charge of P & D cell and for the planning of the electrical spares.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant..
- Periodical Inspection of all the safety devices of all plants in the Division.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex (STACKER-ELEC)**Main objective, purpose**

- He is in-charge for operation and maintenance of stackers.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex (P &D CELL-MECH-OH)**Main objective, purpose**

- He is in-charge of P & D cell and Inspection cell at OH for mechanical works.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant..
- Periodical Inspection of Wire ropes , Rail gauges and safety Load Cells of all plants in the Division.
- Operation and Maintenance of earth moving equipments.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex (STACKER-MECH)**Main objective, purpose**

- He is in-charge for operation and maintenance of stackers.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex(SHIPPING RECONDITIONING -MECH)**Main objective, purpose**

- He is in-charge for the shipping reconditioning shop.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant..
- He is in-charge for reconditioning of all the spares,sub-assemblies and assemblies for the shipping division plants.
- He is also incharge of carpentry section of the division
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex (DUMPER HOUSE-ELEC)**Main objective, purpose**

- He is in-charge for the operation and maintenance of dumper house.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex (ELECTRONICS)**Main objective, purpose**

- He is in-charge for the OH-Power supply(3.3KV SS) and Electronics section.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant..
- He looks after for operation and maintenance of all electronic and communication equipments.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex (DUTY OFFICER-OH)

Main objective, purpose

- He is overall in-charge for the receiving and shipping operation in the concern shift posted.

Main functions / tasks / responsibilities

- He will Co-ordinate with connected other departments, divisions and private agencies for smooth day-to-day activities.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex(M)(P & D CELL-MARINE)

Main objective, purpose

- He is in-charge for the P & D cell at SE(marine) division.

Main functions / tasks / responsibilities

- Receiving and executing work orders from other divisions of E & M and other departments also.
- Preparing and maintaining ISO 9001 procedures. preparing and sending
- Daily statements regarding floating crafts, OT particulars etc.
- He will plan for the spare parts for the concerned plant. and maintaining imprest purchase of MRE and EX.M.(FC)
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations of and will assist the Ex.Engr. concerned in the execution of the contracts for the whole SE marine division.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will

assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period in co-ordination with the individual shop A.Ex/A.Es.

- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex.(M) WELDING SHOP**Main objective, purpose**

- He is in-charge for the welding shop at SE marine division.

Main functions / tasks / responsibilities

- Maintenance of floating crafts like tugs and launches and periodical overhauling at slip way .
- Fabrication work of other departments.
- Planning of welding equipments, accessories and T&P items.
- He will plan for the spare parts for the concerned plant. and ensure quality and quantity of the materials supplied.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex.(E)/ELECTRICAL & FC THANGAM**Main objective, purpose**

- He is in-charge of electrical maintenance of SE marine division & FC Thangam.

Main functions / tasks / responsibilities

- Maintenance of welding M/G set, transformer and panel boards at welding shop.
- Maintenance of plate bending machine, cutting m/c and panel boards at plating shop.
- Arrangement of power supply to welding & spray painting of floating crafts like launches and tugs.
- Maintenance of EOT crane, lathes at marine repairing shop and servicing of panel boards etc.
- He will plan for the spare parts for the concerned plant. and will ensure quality and quantity of the materials supplied.
- He may be nominated by CME as presenting Officers in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex.M/BTC**Main objective, purpose**

- He is in-charge for the BTC at SME(W) division.

Main functions / tasks / responsibilities

- Incharge for imparting training to full time apprentices, one year IT apprentices and Degree/Diploma apprentices.
- Conducting R.I classes for FT apprentices.
- Periodical Posting of trainees for practical training to different shops and monitoring attendance/leave particulars.
- Posting of In-plant and projects trainees to different shops.
- Imparting Pre-sea cadets practical training and conducting examinations.
- Issue of certificates on completion for all the above trainees.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex (E)/D.LOCO**Main objective, purpose**

- He is in-charge for the maintenance of Diesel loco at heavy work shop-regarding electrical works.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- Maintenance of diesel locos at marshaling yard also regarding electrical works.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officers in the enquires..
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex(E)/ELEC.MAINTENANCE

Main objective, purpose

- He is in-charge for Transport shop – electrical maintenance and General electrical maintenance of like illumination for internal and external heavy work shop.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.Ex.M (M/C SHOP & CARPENTRY SHOP)**Main objective, purpose**

- He is in-charge for machine shop and carpentry shop at SME(W) division.

Main functions / tasks / responsibilities

- Receiving and executing of work orders from other departments.
- Maintenance of equipments and machines.
- Purchase of tools and woods for the above shop.
- He will plan for the spare parts for the concerned plant..
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A. E. (M) P**Main objective, purpose**

- He assists the Executive Engineer (Mech.) in procurement of material handling, fire fighting Equipments etc Transport Vehicles under Plan, Non-plan and New Minor Works.

Main functions / tasks / responsibilities

- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He will maintain the Site Register for day-to-day activities.
- He prepares and submits all Pdl's to Ministry / Chairman/ Dy –chairman and CME.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. concerned.

A. E. (COMM.) P**Main objective, purpose**

- Assists the Executive Engineer (Mech.) P in procurement of Computer related equipments / accessories under New Minor Works / Quotations etc.

Main functions / tasks / responsibilities

- She will prepare the technical specification, schedule of quantities and estimate for the Quotations and will assist the Ex.Engr. Concerned in the execution of the contracts.
- She will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Contract / Agreement and will assist the Ex.Engr. Concerned in completion of the contract within the scheduled completion period.
- She will ensure quality and quantity of the materials (Elec. & Comm. Items) supplied by the contractor as per the Contract / Agreement for the projects of SME (R&D) division.
- She will maintain the Computers and accessories, Consumable planning pertaining to SME(R&D) and SE(ELEC) divisions and CME's Office.
- She is nominated as co-ordinator for Total Port Automation Project with NSDRC for both SME(R&D) and SE(ELEC) divisions. (maintenance module and asset module)
- Verification and Maintenance of fixed assets particulars of Trust.
- She may be nominated by CME as presenting Officer in the enquiries.
- She is responsible for the works as and when assigned by SE / Ex. Engr. concerned.

A.E. (ELECTRONICS)**Main objective, purpose**

- He is in-charge of Electronic section and assists the Executive Engineer (E&C) in operation and maintenance of Electronic equipments.

Main functions / tasks / responsibilities

- He will assist the Ex. Engr. concerned in the maintenance of Navigational equipments, Electronic equipments like UPS, Computer and its accessories, Stabilizers, etc.,
- He provides PA system arrangements to all the programs.
- He is in-charge for the Electronic weigh bridges and provides the breakdown particulars of the above equipments.
- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts pertaining to Navigational Equipments, etc.,
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. E. concerned.

A. E(COMMN.)**Main objective, purpose**

- He is in-charge of communication section and assists the Executive Engineer (E&C) in operation and maintenance of Communication Equipments.

Main functions / tasks / responsibilities

- He is in-charge for the operation and maintenance of dock exchange, P&T exchange, Hospital Exchange, HOD intercoms, AIS equipment etc.
- He will plan for the spare parts for the concerned plant.
- He will assist Ex.Engr. in procurement and maintenance of walkie-talkies, Trunking Systems and other wireless equipments.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. concerned.

A.E (THC)**Main objective, purpose**

- He is in-charge for the THC and CHD quarters and assists the Executive Engineer (PS).

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- Provides water supply to the residents of THC and CHD quarters and maintenance and operation of pump set, overhead/low level tanks and wells.
- In-charge for electricity maintenance and to attend the fuse of calls.
- Provides Electricity unit consumption/ Meter reading of THC ,CHD housing units and commercial complex.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.E (33 KV)**Main objective, purpose**

- He is in-charge for the 33KV and FH S/S and assists the Executive Engineer (PS).

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- In-charge for electricity maintenance and to attend the fuse of calls.
- He provides Electricity unit consumption/ Meter reading of CCTL,OH,Oil dock etc.,
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. concerned

A.E (R & AC)**Main objective, purpose**

- He is in-charge of R & AC section, winding section and assists the Executive Engineer (G).

Main functions / tasks / responsibilities

- He is in-charge for the operation and maintenance of A/C equipments in Adm. Building, Hospital, Water Cooler, Water purifier plant .
- Rewinding and reconditioning of all types of motors received from various divisions.
- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. concerned

A.E(LDFLT)**Main objective, purpose**

- In-charge of Maintenance & Operation of Light Duty Fork Lift Trucks, Mobile Cranes, etc.,

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- Planning & execution of preventive over hauling & Break down maintenance of the above equipments.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.E(MCO)**Main objective, purpose**

- In-charge of Maintenance & Operation of Mobile Cranes shop.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- Planning & execution of preventive over hauling & Break down maintenance of the above equipments.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.E(M)(M&F)**Main objective, purpose**

- He is in-charge of M&F shop.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant..
- Maintenance of tractors, fire pumps, Steel cupboards, hospital cots etc.,
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.E(JD/(SS))**Main objective, purpose**

- He is in-charge of JD FLT Service station and Central Work shop FLT Service station.

Main functions / tasks / responsibilities

- In-charge for the operation and supply of FLT as per Traffic demand.
- In-charge for planning of tyre tubes and Flaps for all the FLTS.
- He will plan for the spare parts for the concerned plant..
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. concerned

A.E (HES)**Main objective, purpose**

- He is in-charge for the Heavy equipment shops.

Main functions / tasks / responsibilities

- He is in-charge for the operation & maintenance of Crawler Cranes and Pay loaders.
- He will plan for the spare parts for the concerned plant..
- In for demand supply of the above equipments for traffic as well as marine dredging.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. concerned

A.E(P&D CELL-OP)

Main objective, purpose

- He is in-charge of the P&D Cell - OP division .

Main functions / tasks / responsibilities

- He assists Ex.E regarding monthly and quarterly Pdl's .
- Monthly diesel consumption statements,equipment performance statements to higher officials.
- Equipment availability and utilization statement breakdown reports.
- He may be nominated by CME as presenting Officers in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.E M(AREA-II)**Main objective, purpose**

- He is in-charge for the operation and maintenance of the electric wharf cranes at Area-II –regarding mechanical works.

Main functions / tasks / responsibilities

- He is incharge for bascal bridge
- He will plan for the spare parts for the concerned plant..
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.E M(AREA-III)**Main objective, purpose**

- He is in-charge for the operation and maintenance of the electric wharf cranes at Area-III—regarding mechanical works.

Main functions / tasks / responsibilities

- He is incharge for the swing bridge.
- He will plan for the spare parts for the concerned plant..
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He is incharge for the swing bridge.
- He will plan for the spare parts for the concerned plant..
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. concerned

A.E E(AREA –III)**Main objective, purpose**

- He is in-charge for the operation and maintenance of the electric wharf cranes at Area-III –regarding Electrical works.

Main functions / tasks / responsibilities

- He is in-charge of swing bridges.
- Monitoring the erection and commissioning of electrical portion of 15Ton ELLW-Jessop Cranes.
- He will plan for the spare parts for the concerned plant..
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.E (ELECTRONICS)**Main objective, purpose**

- He is in-charge for 20T Gantry Cranes-Regarding electronic works.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.E (ELECTRICAL-GC)**Main objective, purpose**

- He is in-charge for 20T Gantry Cranes-Regarding electrical works.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.E (MECHANICAL-GC)**Main objective, purpose**

- He is in-charge for 20T Gantry Cranes-Regarding mechanical works.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.E(OIL DOCK-MECH-OH)**Main objective, purpose**

- He is incharge for the operation and maintenance of Oil Dock.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.E(RECLAIMER-MECH)**Main objective, purpose**

- He is incharge for the operation and maintenance of Oil Dock

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.E(OIL DOCK-MECH)**Main objective, purpose**

- He is incharge for the operation and maintenance of Oil Dock equipments(Marine loading arm) and pipelines.

Main functions / tasks / responsibilities

- He is also in-charge for the operation and maintenance of fire fighting equipments and pump house.
- He will plan for the spare parts for the concerned plant..
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.E(D.H RECONDITIONING)**Main objective, purpose**

- He is incharge for the dumper house reconditioning shop.

Main functions / tasks / responsibilities

- He look after maintenance and reconditioning of dumper house spares and assemblies.
- He will plan for the spare parts for the concerned plant..
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.E(RECLAIMER –ELEC)**Main objective, purpose**

- He is incharge for the operation and maintenance of Reclaimers.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.E(RECEIVING CONVEYOR & RECONDITIONING –ELEC)**Main objective, purpose**

- He is incharge for the operation and maintenance of the receiving conveyors and electrical reconditioning shop.

Main functions / tasks / responsibilities

- He is in-charge for reconditioning of all motors and electrical devices pertaining to the divisions.
- He will plan for the spare parts for the concerned plant..
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.E(OIL DOCK-ELEC)**Main objective, purpose**

- He is in-charge for the operation and maintenance of Oil Dock equipments(Marine loading arm) and pipelines.

Main functions / tasks / responsibilities

- He is also in-charge for the operation and maintenance of fire fighting equipments and pump house.
- He will plan for the spare parts for the concerned plant..
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.E(S.LOADDR & S.CONVYR –ELEC)**Main objective, purpose**

- He is incharge for the operation and maintenance of ship loader and shipping conveyors.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.E(RECEIVING CONVYR –MECH)**Main objective, purpose**

- He is incharge for the operation and maintenance of receiving conveyers.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned

A.E(SHIP LOADER –MECH)**Main objective, purpose**

- He is incharge for the operation and maintenance of ship loaders.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.E(DUMPER HOUSE-MECH)

Main objective, purpose

- He is incharge for the operation and maintenance of dumper house.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.E(SHIPPING CONVEYOR – MECH)**Main objective, purpose**

- He is incharge for the operation and maintenance of shipping conveyors.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.E (BELT VULCANIZING-MECH)**Main objective, purpose**

- He is incharge for the maintenance and joints of conveyor belts and connected equipments.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.E(D.LOCO & WATER SUPPLY-MECH-OH)**Main objective, purpose**

- He is incharge for the operation and maintenance of diesel loco section at BD-II and for provision of water supply at BD-II.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.E(M)-1(PLATING SHOP)

Main objective, purpose

- He is plating shop at SE(marine) division.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant. and ensure quality and quantity of the materials supplied.
- Repairing of the vessels (Floating crafts like tugs , pilot launch , mooring launch, drudging vessels.
- Under taken plating works of inter division of CME department, traffic, civil and other departments.
- He will plan for the spare parts for the concerned plant.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.E(M)-(MARINE REPAIR SHOP)

Main objective, purpose

- He is in-charge for the maintenance of floating crafts like tugs and launches and dredges.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant. and ensure quality and quantity of the materials supplied.
- He may be nominated by CME as presenting Officers in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.E(M)(PAINTING SHOP)

Main objective, purpose

- He is in-charge for the painting shop at SE marine division.

Main functions / tasks / responsibilities

- Painting of all heavy and light trust vehicles, hospital equipments and works given by other departments.
- Painting of launches like VIP, survey, etc and repairing of gang way, floating craft-carpentry works.
- He will plan for the spare parts for the concerned plant. and ensure quality and quantity of the materials supplied.
- He may be nominated by CME as presenting Officers in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.E(E)/PIPE LINE**Main objective, purpose**

- He is in-charge of pipe line shop at SME(W) division – regarding electrical works.

Main functions / tasks / responsibilities

- Receiving of fresh water from metro-board, after analyzing the available water against the requirement, mixing it with well water, pumping and distributing the same to the user
- Providing water consumption meter reading of port users and quarters for necessary recovery.
- Periodical cleaning of the tanks, attending break down/leakage of pipe line, taps etc and reconditioning of motors.
- Planing of periodical replacement of pipe lines underneath.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will plan for the spare parts for the concerned plant. and ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

AE (M)/PIPE LINE**Main objective, purpose**

- He is in-charge of pipe line shop at SME(W) division – regarding mechanical works.

Main functions / tasks / responsibilities

- Receiving of fresh water from metro-board, after analyzing the available water against the requirement, mixing it with well water, pumping and distributing the same to the user
- Providing water consumption meter reading of port users and quarters for necessary recovery.
- Periodical cleaning of the tanks, attending break down/leakage of pipe line, taps etc and reconditioning of pumps.
- Planing of periodical replacement of pipe lines underneath.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will plan for the spare parts for the concerned plant. and ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

AE(M)/M.YARD.LOCO**Main objective, purpose**

- He is in-charge of diesel loco Marshaling yard service station.

Main functions / tasks / responsibilities

- Supplying of heavy and light diesel locos as per traffic demand.
- Operation and maintenance of diesel locos along with posting of drivers.
- He will plan for the spare parts for the concerned plant..
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.E(M)/TRANSPORT**Main objective, purpose**

- He is in-charge for the Transport shop-mechanical maintenance.

Main functions / tasks / responsibilities

- He is in-charge for obtaining Fitness certificate for 60 Transport Vehicles
- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

AE(M)/D.LOCO**Main objective, purpose**

- He is in-charge for the maintenance of Diesel loco at heavy work shop-regarding mechanical works.

Main functions / tasks / responsibilities

- He will plan for the spare parts for the concerned plant.
- He will prepare the technical specification, schedule of quantities and estimate for the tenders/quotations and will assist the Ex.Engr. concerned in the execution of the contracts.
- He will maintain and record the measurements of work done by the contractor in the M Book, prepare the bills for payments due to the Contractor according to the payment terms of the Agreement and will assist the Ex.Engr. concerned in completion of the contract within the scheduled completion period.
- He will ensure quality and quantity of the materials supplied by the contractor as per the Agreement / Contract.
- He may be nominated by CME as presenting Officer in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

A.E (M)(P & D CELL-W)

Main objective, purpose

- He is in-charge for the P & D cell- SME(W) division.

Main functions / tasks / responsibilities

- Preparation of Maintenance budget of E & M department.
- Condemnation of equipments of E & M department.
- Monthly/quarterly statements of diesel consumption, utilization, break downs of diesel locos.
- Scrutiny of cost center / expenditure.
- He may be nominated by CME as presenting Officers in the enquiries.
- He is responsible for the works as and when assigned by SE / Ex. Engr. Concerned.

Sr. Administrative Officer

Main objective, purpose

- He is the overall in-charge of Administrative offices of E&M Dept.

Main functions / tasks / responsibilities

- This Office is the center of the Administration of Elec. & Mech. Dept. It co-ordinates the various functions of the divisions and also corresponds with other departments for the effective functioning of the Port.
- All important issues both on executive and establishment matters are attended to here and he shall assist C.M.E/S.E's in non-technical matters and establishment matters.
- He is responsible for the disciplinary control of the Office.
- He may be nominated as enquiry Officer in departmental enquiries.
- The establishment matters of Officers, Technical Supervisory Staff and Ministerial Staff are dealt with in this Office.
- The disciplinary proceedings against Officers are also attended to here.
- All matters relating to Unions and Industrials relations are attended to in this Office.
- He reports directly to the Chief Mechanical Engineer.

Administrative Officer (R&D)

Main objective, purpose

- She is the overall in-charge of the Office Administration of SME(R&D) division.

Main functions / tasks / responsibilities

- She is in-charge of all correspondence works relating to Projects and shall assist S.M.E(R&D) in non-technical matters.
- She is responsible for the disciplinary control of the Office.
- She may be nominated as presenting Officer in departmental enquiries.
- She reports to the Superintending Engineer(R&D)

Administrative Officer (OP)

Main objective, purpose

- She is the overall in-charge of the Office Administration of SME(OP) Dn.

Main functions / tasks / responsibilities

- She is in-charge of all correspondence works and pay bill sections and shall assist SME(OP) in non-technical matters.
- She is responsible for the disciplinary control of the Office.
- She may be nominated as presenting Officer in departmental enquiries.
- She reports to the SME(OP).

Administrative Officer (Works)

Main objective, purpose

- He is the overall in-charge of the Office Administration of SME(W) Dn.

Main functions / tasks / responsibilities

- He is in-charge of all correspondence works and pay bill sections and shall assist SME(W) in non-technical matters.
- He is responsible for the disciplinary control of the Office.
- He may be nominated as presenting Officer in departmental enquiries.
- He is in-charge for supply of fringe of benefits to employees / officers.
- He reports to the SME(W).

Administrative Officer (OH)

Main objective, purpose

- He is the overall in-charge of the Office Administration SE(OH) Dn.

Main functions / tasks / responsibilities

- He is in-charge of all correspondence works and pay bill sections and shall assist S.E(OH) in non-technical matters.
- He is responsible for the disciplinary control of the Office.
- He may be nominated as presenting Officers in departmental enquiries.
- He reports to the SE(OH)

Administrative Officer (Elec.)

Main objective, purpose

- He is the overall in-charge of the Office Administration SE(Elec.)Dn.

Main functions / tasks / responsibilities

- He is in-charge of all correspondence works and shall assist S.E (Elec.) in non-technical matters.
- He is responsible for the disciplinary control of the Office.
- He may be nominated as presenting Officer in departmental enquiries.
- He reports to the SE.(Elec.).

Jr. Administrative Officer (Marine)

Main objective, purpose

- He is the overall in-charge of the Office Administration of SE(Marine) Dn.

Main functions / tasks / responsibilities

- He is in-charge of all correspondence works and pay bill sections and shall assist SE(Marine) in non-technical matters.
- He is responsible for the disciplinary control of the Office.
- He may be nominated as presenting Officer in departmental enquiries.
- He reports to the SE(Marine).

Jr. Administrative Officer (Estt.)**Main objective, purpose**

- He is overall in-charge of Office Administration and establishment of Artisan labour

Main functions / tasks / responsibilities

- He will assist ACME in welfare matters and establishment matters.
- He is responsible for the disciplinary control of the Office.
- He may be nominated as presenting Officer in departmental enquiries.

Jr. Administrative Officer (Estt.)**Main objective, purpose**

- He is overall in-charge of Office Administration and establishment of Diesel Loco Operators.

Main functions / tasks / responsibilities

- He will assist ACME in welfare matters and establishment matters for the above.
- He is responsible for the disciplinary control of the Office.
- He may be nominated as presenting Officer in departmental enquiries.