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*Port*  
*Par - Excellence*  
चेन्नै पोर्ट ट्रस्ट

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ADMINISTRATIVE OFFICE  
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Rajaji Salai, Chennai - 600 001.  
Website : www.chennaiport.gov.in

No.RC1/7909/2020/GA

Dated: 18.12.2020.

To

The Chairmen,  
All Major Port Trusts.

Sir,

Sub: ESTT. – Filling up of the post of Deputy Conservator (HOD) in the scale of pay of Rs.100000-260000 (Revised) (Pre-revised Rs.43200-66000) by Composite Method of Recruitment– Reg.

Ref: (1) Ministry's letter No.I-26/25/2013-PE-I dt 26/09/2019.  
(2) Ministry's letter No.A-26/29/2017-PE.I dated 10/09/2020.  
(3) Ministry's letter No.A-12023/12/2014-PE.I (pt) dt06/10/2020.

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The post of Deputy Conservator (Class I), in the rank of Head of Department will fall vacant w.e.f. from 01.03.2021, consequent of the retirement of the incumbent on superannuation.

2. The post is to be filled up by Absorption through Composite Method, from the Officers of Major Port Trust, fulfilling the eligibility criteria as per RR, which is placed at Annexure – I. (The RR is modified and awaiting approval of Ministry).

3. The incumbent will be initially appointed to the post in the scale of pay of Rs.100000-260000, and after completion of 3 years regular service in the post, he / she will be elevated to the scale of pay of Rs.120000-280000 subject to fulfilling the relevant conditions as per the Ministry's guidelines vide Letter No.A-12023/15/2018-PE-I dated November 19, 2019.

4. The selection is by merit for which overall grading in the APARs will not be below "Very Good".

5. Applications are invited from suitable and willing officers, who satisfy the eligibility criteria for the post. The application may be submitted through "Online Application Portal (OAP)" of the Ministry of Shipping website <http://onlinevacancy.shipmin.nic.in>. No application other than OAP shall be accepted.

6. In case of receipt of advance copy of application in respect of any application by the Port, the same will not be considered, if his application is not received through proper channel by the Port within 15 days of the last date of receipt of applications.

7. The candidate will have to submit the printout of application from already uploaded in OAP to his administrative Port for onward forwarding. The Ports are required to forward the application of the candidates along with the following documents before 30.01.2021 super scribing "Application for the post of Deputy Conservator, Chennai Port Trust".

- i) Copies of APARs for the last 5 years, attested by Officer not below the rank of Dy.HoD on each page. [If APAR for a particular year is not available, last available APAR may be furnished with a non-availability certificate]
- ii) Attested photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.
- iii) No objection certificate from the respective Port.
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
- v) Vigilance and administrative clearance of the concerned Port, as per enclosed proforma (Annexure-II)
- vi) Two Passport size photographs.

8. The crucial date for determining eligibility of the applicants will be 30.01.2021.

9. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application. Vigilance report is to be furnished in the format prescribed, vide Ministry of Shipping's letter No.A-12022/10/2005-PE.1 dated 27<sup>th</sup> August 2010, (copy attached as Annexure – III).

10. As per the Ministry's guidelines dated 26/09/2019 regarding filling up the HOD level posts in Major Port Trusts, Port official, who withdraws his candidature for the post after his selection by the Service Selection Committee, will be liable for debarment from future selection to HOD level posts in all Major Port Trusts for a period of two years.

11. Incomplete applications or applications not made following the stated procedure or received after due date will not be considered.

Yours faithfully,

  
SECRETARY

Encl.: As stated

Copy to:

1. **The Secretary to the Govt. of India,** } Kind Attn: **Shri Sandeep Gupta, Director**  
Ministry of Shipping, Ports Wing } (w.r.t. Ministry letter No.I-26/2/2017-  
New Delhi 110 001. } PE.I (Part (1)) dated 03.05.2017)
2. **Sr.Dy.Director (EDP)/ ChPT** -- with a request to post the Circular alongwith Annexures in the **Website**.
3. **All HODs of ChPT** - with a request to **circulate among the Officers** of Chennai Port Trust

**ANNEXURE-I**

**RECRUITMENT RULES FOR THE POST OF DEPUTY CONSERVATOR IN MARINE DEPARTMENT APPROVED BY CHPT BOARD ON 25.06.2020 AND SENT TO RSC FOR APPROVAL**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Sl. No.	Name of the Post	No. of posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-Selection	Upper Age limit for direct recruitment (in years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b) Educational qualifications (c) experience for direct recruits will apply in the case of promotion / absorption / deputation	Period of Probation (in years)	Method of recruitment (whether by direct recruitment or by promotion / transfer/absorption / deputation)	In case of promotion / transfer/absorption / deputation, grades from which it should be made	Remarks
4	Deputy Conservator	1	Class I (HOD)	100000-260000	Selection	50	i) Must hold a certificate of competency as Master of Foreign Going Ship issued by the Ministry of Shipping, Govt. of India or an equivalent qualification recognized by the Ministry of Shipping, Govt. of India.  ii) Must hold a Pilot licence and have experience of 10 years either as Master of Foreign Going Ship or in Piloting or cumulative	(a) No (b) Yes (c) No	NA	By absorption through composite method of recruitment i.e. through promotion / transfer / deputation on absorption basis failing which deputation and failing both by direct recruitment. The promotion / transfer / on absorption will be from the officers from Major Port Trusts	For absorption through composite method, officers holding posts Harbour Master in the scale of Rs.43200-66000 with 1 year regular service or Officers holding posts of Harbour Master with scale of pay of Rs.36600-62000 with 2 years regular service in the concerned Department of any Major Port Trust will be eligible.  For deputation officers holding analogous posts or holding post of Dy. Conservator and its equivalent Deck side post in the scale of pay of Rs.18500-23900 with 2 years regular service in the grade or officers holding posts of Harbour Master and its equivalent Deck	1. Recommendation of the Port Chairman for elevation of the Pay scale of the Officer.  2. The APARs of the concerned officer for the last five years should not be below benchmark of "Very Good".  3. The officer should be clear from Vigilance angle.  4. The scale of pay of Rs.120000-280000, shall be granted to HOD level officers in the scale of pay of Rs.100000-260000 only after the approval of the Ministry.

Sl. No.	Name of the Post	No. of posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-Selection	Upper Age limit for direct recruitment (in years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b) Educational qualifications (c) experience for direct recruits will apply in the case of promotion / absorption / deputation	Period of Probation (in years)	Method of recruitment (whether by direct recruitment or by promotion / transfer/absorption / deputation)	In case of promotion / transfer/absorption / deputation, grades from which it should be made	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
											side post in the scale of pay of Rs.17500-22300 with 4 years regular service in the grade in a Govt./Semi Govt/ PSUs or Autonomous Bodies will be eligible.	

ANNEXURE - II

Certificate to be given by Head of Office of

Shri / Smt \_\_\_\_\_

Designation \_\_\_\_\_

1. It is certified that the particulars furnished by the Officer are correct.
2. It is certified that no disciplinary / Vigilance case is pending or contemplated against the applicant and that he / she is clear from the Vigilance and Administrative angle.
3. His / her integrity is certified.
4. It is certified that no Major / Minor penalty has been imposed on the Officer during the last 10 years.
5. Copies of APARs for the last 5 years from 2015-2016 to 2019-2020 are enclosed.
6. It is certified that the incumbent meets the requisite eligibility criteria w.r.t. educational qualification and experience as specified in the Annexure – I of the circular for absorption through composite method

Dated:

Signature of the forwarding authority  
alongwith office seal.

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS /**

**CLEARANCE IS BEING SOUGHT**

Sl. No.	Particulars													
1.	Name of Officer (in full)													
2.	Father's Name													
3.	Date of Birth													
4.	Date of Retirement													
5.	Date of entry into service													
6.	Service to which the Officer belongs including batch / year cadre etc., wherever applicable													
7.	Positions held (during the ten preceding years)													
	<table border="1"><thead><tr><th>Sl. No.</th><th>Designation &amp; Place of posting</th><th>From</th><th>To</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table>	Sl. No.	Designation & Place of posting	From	To									
Sl. No.	Designation & Place of posting	From	To											
8.	Whether the Officer has been placed on the "Agreed List" or "List of Officers of Doubtful Integrity". (If yes, details to be given)													
9.	Whether any allegation of misconduct involving vigilance angle was examined against the Officer during the last 10 years and if so, with what result(*)													
10.	Whether any punishment was awarded to the Officer during the last 10 years and if so, the date of imposition and details of the penalty(*)													
11.	Is any disciplinary / criminal proceedings or charge sheet pending against the Officer as on date. (If so, details to be furnished – including reference No., if any, of the Commission)													
12.	Is any action contemplated against the Officer as on date. (If so, details to be furnished) (*)													

Date

CHIEF VIGILANCE OFFICER  
(Name, Signature, Seal)

(\*) If Vigilance Clearance had been obtained from the Ministry/ CVC in the past, the information may be provided for the period thereafter