**Vacancy circular**

Subject : Filling up the post of Stenographer Grade 'C’ in the Tariff Authority for Major Ports – on deputation basis.

The Tariff Authority for Major Ports, a Statutory Body under the administrative control of Ministry of Shipping, Government of India, invites applications for filling up three posts of Stenographer 'C’ in the pay scale of PB-2 ₹. 9300-34,800 + Grade Pay of ₹. 4200/. The gross pay at the minimum of scale is ₹. 30,022/- including all applicable allowances as on date. The posts of Stenographer 'C’ will be filled up on deputation basis. The period of deputation will be for three years. The details of the post and the eligibility conditions thereof are given below:

<table>
<thead>
<tr>
<th>Stenographer Grade 'C’ (Three posts for immediate requirement and one post for anticipated vacancy)</th>
<th>Pay Band ₹ 9300-34,800/- + Grade Pay of ₹ 4200/-</th>
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</table>

**Educational and other qualifications**

(A) **Essential**

(i) Bachelor Degree from a recognized University.
(ii) Should be possessing a speed in English -
   (a) 100 to 120 words per minute in short-hand; and,
   (b) 40 words per minute in typing.

(B) **Desirable**

Should be well versed in the operation of a Computer/Personnel Computer / familiarity with Word Star / Word processing and similar software programmes.

(C) **Deputation**

Employees of the Central / State Government organisations / Autonomous Body /Public Sector Undertakings / Major Ports holding analogous posts; or with 10 (Ten) years service in the Grade ‘D’ Stenographer;

The maximum age limit for deputation shall be 56 years.

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2. The terms and conditions of deputation for the post of Stenographer 'C’ is attached.

3. It is requested to forward the applications of the willing and eligible officials, whose services can be spared immediately for selection, in the prescribed proforma (enclosed) alongwith copies of all certificates and certified copies of the ACRs for the last five years to the Administrative Officer, Tariff Authority for Major Ports, 4th floor, Bhandar Bhavan, Muzawar Pakhadi Road, Mazgaon, Mumbai-400 010, **latest by 25 February 2013.**

(D.S.Bhople)
Section Officer (Admin)
Application for the post of Stenographer 'C' on deputation basis in TARIFF AUTHORITY FOR MAJOR PORTS, MUMBAI

**PROFORMA**

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<tbody>
<tr>
<td>1.</td>
<td>Name (in BLOCK LETTERS):</td>
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<td>2.</td>
<td>Father’s/Husband’s Name:</td>
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<td>3.</td>
<td>Age &amp; Date of Birth:</td>
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<td>4.</td>
<td>Address for correspondence:</td>
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<td>5.</td>
<td>Educational qualifications:</td>
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<td>Essential:</td>
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<td>Desirable:</td>
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<td>6.</td>
<td>Whether belongs to SC/ST/OBC:</td>
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<td>7.</td>
<td>Work experience, along with details of pay and duties:</td>
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<td>8.</td>
<td>Any other information:</td>
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</table>

(Signature of the Applicant)

9. In case of applicants who are employed in Government Departments/Undertakings the following certificate is to be given by the Head of the office of the applicant:

(a) It is certified that particulars furnished by the officer are correct.
(b) It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
(c) His/Her integrity is certified.
(d) Attested copies of ACRs for the last five years are attached.

(Signature of Competent Authority with seal)
Terms and conditions of appointment to the post of Stenographer 'C' in Tariff Authority for Major Ports (TAMP) on deputation basis.

(i) Nature of deputation:
The service in the Authority shall be on Deputation.

(ii) Period of deputation:
The period of deputation will be for a period of three years.

(iii) Pay:
During the period of deputation, the incumbent will have the option either to get his/her pay fixed in the deputation post under the operation of the normal rules or to draw pay of the post held by him/her in his/her parent department plus a deputation (duty) allowance in accordance with and, subject to the conditions, as modified from the time to time and such other general or special order issued by the Ministry of Finance.

(iv) DA:
The DA shall be payable at the rates prescribed by the Government for its employees from time to time.

(v) Residential Accommodation:
Suitable residential accommodation will be provided in the staff quarters of Mumbai Port Trust, subject to availability. In the event of residential accommodation not being available, the appointee shall be entitled to draw HRA at the rate admissible to Government employees from time to time.

(vi) Leave:
The officer will continue to be governed by the Leave Rules of the parent organization.

(vii) Children's Educational Allowance / Reimbursement of Tuition fee:
These allowances shall be paid in accordance with the Rules of the Central Government.

(viii) Joining Time Pay and Transfer T.A:
The officer shall be entitled to TA and joining time while joining the post on foreign service and on reversion to his / her parent department as per TAMP (Joining Time) Regulations, 2001.

(ix) TA for journey on duty during the period of deputation:
The officer shall be entitled as per TAMP (TA / DA) Regulations, 2001.

(x) Leave Travel Concession:
The Officer will be governed by the TAMP (Leave Travel Concession) Regulations, 2001. The benefit of Leave Travel Concession will be extended from the block year in which the incumbent joins the post on deputation basis. The cost thereof will be borne by this Authority.
(xi) Medical facilities:
The officer shall have the option either to retain the CGHS Card on monthly subscription as applicable under the Central Government or medical expenses reimbursement will be allowed in terms of TAMP’s (Medical Attendance and Treatment) Regulations, 2004.

(xii) Pension and Leave Salary:
The Authority shall pay to his / her parent department the pension and leave salary contribution within 15 days from the end of each financial year or at the end of deputation, if the deputation expires before the end of the financial year, at the rates as prescribed by the Government.

(xiii) Encashment of Leave:
The official will be allowed the benefit of encashment of leave under the rules of his/her Parent Organisation, subject to the expenditure in this regard will be reimbursed by his/her Parent Organisation.

(xiv) General Provident Fund / Contributory Provident Fund:
The official shall continue to subscribe to the GPF / CPF in accordance with the rules of the Fund and the office shall arrange credit of the same into his / her Fund account on a month-to-month basis.

(xv) Facility of conveyance:
The official shall be paid transport allowance as is applicable to equivalent posts in the Government.

(xvi) Residual Matters:
On all matters which are not maintained explicitly in (i) to (xv) above, the Officer will be governed by the rules applicable to the employees of TAMP.

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