VACANCY CIRCULAR

Sub: Filling up the post of Private Secretary 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 the regular and anticipated vacancies in the posts of Private Secretary in the pay scale of ₹ 9,300-34,800 + Grade Pay-₹.4600/-. The gross pay at the minimum of scale is ₹.29,745/- including all applicable allowances as on date. The post of Private Secretary will be filled up on deputation on Foreign Service basis on usual terms and conditions applicable in such cases. The period of deputation will be initially for one year, which may be extended up to three years.

2. The details regarding regular and anticipated vacancies and the eligibility criteria are given below. The information is also available on the website of the Authority (http://tariff@tariffauthority.gov.in).

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Pay Scale</th>
<th>Vacancies</th>
<th>Description</th>
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</table>
| Private Secretary | ₹ 9,300-34,800 + Grade Pay ₹ 4,600/- | 3 (Three) 1 regular+2 anticipated | I. 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 minutes in Shorthand; and.  
(b) 60 words per minutes in typing.  
(iii) At least 5 (five) years of experience in post of stenographer in the Central Govt./ State Govt./ Autonomous Body/ Public Sector Undertaking/ Major Ports or in reputed firm.  
(B). Desirable  
Should be well versed in the operation of a computer/ personal computer/ Familiarity with word processing and similar software programs. |

II. Deputation Eligibility:  
(i) Employees of the Central Govt./ State Govt./ Autonomous Body/ Public Sector Undertaking/ Major Ports, holding analogous posts; or with 5 (five) years’ service in the Stenographer Gr. ‘C’ in the pre-revised scale of pay of ₹.5500-9000 (Central Govt. pay scale) or equivalent.
3. The earlier circular floated by this Office on 30\textsuperscript{th} May 2011 for filling up 3 posts of Private Secretaries may be treated as cancelled. Hence, the applicants who have applied against the earlier circulation for the post of “Private Secretary” may re-apply, if interested.

4. The pay of the official selected for appointment on deputation basis to this post will be regulated in accordance with the department of personnel & training’s O.M. No 6/8/2009-Estt. (Pay II) dated 17 June 2010 as amended from time to time. Suitable residential accommodation will be provided on terms and conditions applicable to government servants, subject to availability.

5. It is requested to forward the applications of the willing and eligible officials, whose services can be spared immediately for selection, in the prescribed pro forma as given in Annexure along with certified copies of the ACRs for the last five years to the section officer (Admn.), Tariff Authority for Major Ports, 4\textsuperscript{th} floor, Bhandar Bhavan, Muzawar Pakhadi Road, Mazgaon, Mumbai-400 010, latest by 25-06-2012.

(N.K. Parameswaran)
Section Officer (Admn.)

To
As per the enclosed list.
APPLICATION FOR THE POST OF PRIVATE SECRETARY ON DEPUTATION BASIS

PROFORMA

[Passport size photo to be fixed]

1. Name (in BLOCK LETTERS) : 

2. Father’s / Husband’s Name : 

3. Age & Date of Birth : 

4. Address for correspondence : 

5. Contact telephone, Mobile No. & Email id : 

6. Educational qualifications : 
   (a) Essential : 
   (b) Desirable : 

7. Whether belongs to SC/ST/OBC
   (if yes attach an attested copy of the caste Certificate) :
8. Work experience, along with details of pay and duties:

9. Any other information:

(Signature of the Applicant)

10. In case 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 Private Secretary, Tariff Authority for Major Ports (TAMP) on deputation basis.

(i) Nature of deputation:
The service in the Authority will be deemed to be on Deputation on Foreign Service.

(ii) Period of deputation:
The period of deputation will be initially for one year extendable up to 3 years depending on the requirement of the Authority.

(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 incumbent will be entitled to Dearness Allowance under the rules of the parent organization or under the rules of the borrowing organization as per the option exercised by him/her in respect of his/her pay.

(v) Residential Accommodation:
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 foreign service:
The officer shall be entitled as per TAMP (TA / DA) Regulations, 2001.
(x) **Leave Travel Concession:**
The officer shall be entitled for the LTC as per TAMP (Leave Travel Concession) Regulations, 2001.

(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 foreign service, if the deputation expires before the end of the financial year, at the rates as prescribed by the Government.

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

(xiv) **General Provident Fund / Contributory Provident Fund:**
The officer 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 officer shall be paid transport allowance as is applicable to equivalent posts in the Government.

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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