Vacancy circular

Subject: Filling up one post of Administrative Officer in the Tariff Authority for Major Ports on deputation / absorption 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 one post of Administrative Officer in the PB-3 Pay Band of ₹ 15,600-39,100 + Grade Pay of ₹ 5,400/-. The gross pay at the minimum of scale is ₹ 52,280/- including all applicable allowances as on date. The post of Administrative Officer will be filled up on deputation/ absorption basis. The period of deputation shall not ordinarily exceed three years. The details of the post and the eligibility conditions thereof are given below:

<table>
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<tr>
<th>Name and Number of vacancies</th>
<th>Pay Band and Grade Pay</th>
<th>Eligibility criteria</th>
</tr>
</thead>
</table>
| Administrative Officer (one post) | Pay Band -3 ₹15,600-39,100/- Grade Pay of ₹ 5,400/- | Educational and other qualifications

(A) Essential
i) Degree of a recognized University or equivalent;

ii) 5 (five) years experience in Accounts, Administration and Establishment Work in supervisory capacity in Central / State Government / Public Sector Undertakings / Autonomous Body or Statutory Body or Private Sector organisation of repute.

(B) Desirable
Knowledge of Government Rules and Regulations and should be well versed in operation of computer.

(C) Deputation/Absorption
(i) From amongst the employees under the Central Government / State Government / Public Sector Undertaking / Port Trust / Autonomous Body or Statutory Organization:

   (i) Holding analogous posts on regular basis in parent cadre / department; or

   (ii) with 5 (five) years regular service in the parent cadre / department in the PB-2 Pay Band of ₹9,300-34,800 + Grade Pay of ₹4,600/- or equivalent and having experience in administration, establishment and account matters; and or
(iii) With 8 (Eight) years regular service in the parent cadre / department in the PB-2 Pay Band of ₹9,300 – 34,800 + Grade Pay of ₹4,200/- or equivalent and having experience in administration, establishment and accounts matters. Possessing the educational qualifications and experience prescribed for direct recruitment as mentioned in clauses (A) and (B) above.

2. The maximum age limit for deputation shall be 56 years on the closing date of receipt of application. The terms and conditions of deputation/absorption, the application format and other related information for the post of Administrative Officer is furnished in the following pages.

3. The pay of the official selected for appointment to the above posts will be regulated as per the rules followed by this Authority. Suitable accommodation will be provided in the quarters provided by Mumbai Port Trust on terms and conditions applicable to Government Servants, subject to availability. The service conditions of the selected candidate shall be regulated in accordance with the Tariff Authority for Major Ports Regulations and applicable rules in force from time to time.

4. Interested candidates may forward their applications in the prescribed format through proper channel with a certificate from the Competent Authority that the particulars furnished by the official are correct, no disciplinary /vigilance case is pending or contemplated against the applicant and he/she is clear from vigilance angle along with attested copies of certificates and also 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, on or before 24/10/2013.

Administrative Officer
Application for the post of Administrative Officer on deputation / absorption basis in TARIFF AUTHORITY FOR MAJOR PORTS, MUMBAI

PROFORMA

Passport size photo to be affixed

1. Name (in BLOCK LETTERS) :

2. Father’s/Husband’s Name :

3. Age & Date of Birth :

4. Address for correspondence :

5. Educational qualifications :
   Essential :
   Desirable :

6. Contact Telephone No. and e-mail Id :

7. Whether belongs to SC/ST/OBC :

8. Details of Work experience in Chronological order, along with details of pay and duties :

<table>
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<tr>
<th>Sr. No.</th>
<th>Office/Instt./Orgn.</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of Pay &amp; Basic Pay</th>
<th>Nature of duties</th>
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</table>

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 Administrative Officer in Tariff Authority for Major Ports (TAMP) on deputation/absorption basis.

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

(ii) **Period of deputation:**
The period of deputation will be initially for one year, which is extendable upto 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 orders issued by the Ministry of Finance.

(iv) **DA:**
The DA shall be payable at the rates prescribed by the Central 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 Central 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. The officer will be entitled for reimbursement of the benefits proportionately from the date the official joins the post till he is repatriated.

(viii) **Joining Time Pay and Transfer T.A:**
The officer shall be entitled to draw 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 and the TAMP (TA&DA) Regulations, 2001.

(ix) **TA for journey on duty during the period of deputation:**
The officer shall be entitled as per the 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 (Medical
Attendance and Treatment) Regulations, 2004 proportionately from the date of his joining the Authority.

(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 officer will be allowed the benefit of encashment of leave under the rules of his Parent organization, subject to the expenditure in this regard will be reimbursed by his Parent organization.

(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 Central Government.

(xvi) **Permanent Absorption:**
On or before the expiry of the deputation period, permanent absorption can be considered at the discretion of the Authority subject to the consent of the incumbent and his parent organization.

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