VACANCY CIRCULAR

Sub: Filling up the post of Upper Division Clerk 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 Upper Division Clerk in the pay scale of Rs.5,200-20,200 + Grade Pay-Rs.2400/-. The gross pay at the minimum of scale is Rs.17,460/- including all applicable allowances as on date. The post of Upper Division Clerk will be filled up on deputation basis. 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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<tbody>
<tr>
<td>Upper Division Clerk</td>
<td>Rs.5200-20200+</td>
<td>2 (Two)</td>
<td>I. Educational and other qualifications:</td>
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<td>Grade Pay Rs.2400/-</td>
<td>1 regular+1 anticipated</td>
<td>(A). Essential</td>
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<td>(i) Bachelor Degree from a recognized University and</td>
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<td>(ii) Atleast 8 years service in the immediate lower grade in the Pay Band - 1</td>
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<td>with scale of pay of Rs.5200 - 20,200/- + Grade Pay of Rs. 1900/- in Central</td>
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<td>/ State Govt. / Autonomous bodies / Public Sector Undertakings / Major Ports</td>
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<td>or in reputed firms.</td>
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<td>(B) Desirable:</td>
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<td>Should be well versed in the operation of computer / familiarity with M.S.</td>
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<td>Office / Windows and similar software programmes.</td>
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The period of deputation shall not ordinarily exceed 3 years.

II. Deputation Eligibility: From amongst the employees of the Central Govt./ State Govt./ Autonomous Body/ Public Sector Undertaking/ Major Ports-

a) holding analogous posts: or

b) with 8 years service in the Pay Band - 1 with scale of pay of Rs.5200-20,200/- + Grade Pay of Rs 1900/-and

Possessing the educational and other qualifications prescribed above.
3. The Terms and Conditions of deputation for the post of Upper Division Clerk is attached.

4. 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, 4th floor, Bhandar Bhavan, Muzawar Pakhadi Road, Mazgaon, Mumbai-400 010. The last date for receipt of application in this Authority is **16 July 2012**.

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

Encl: As above.

To
As per the enclosed list.
APPLICATION FOR THE POST OF UPPER DIVISION CLERK 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 Upper Division Clerk Tariff Authority for Major Ports (TAMP) on deputation basis.

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

(ii) Period of deputation:
The period of deputation will be initially for one year, which is extendable up to 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 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 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.

(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.