



## DEENDAYAL PORT TRUST

Certified under ISO 9001 : 2008 & ISO 14001 : 2004

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No. GA/PS/DS/2020/ 4544

Dated, the 14<sup>th</sup> February' 2020

To  
The Secretary,  
All Major Port Trusts

**Sub: Filling up of the post of Deputy Secretary (Class – I) in Deendayal Port Trust (formerly Kandla Port Trust) by absorption/deputation – reg.**

Sir/Madam,

Applications are invited for filling up of the post of Deputy Secretary (Class-I), in the scale of pay of Rs.24,900-50,500 (Pre-revised Rs. 13000-18250), by absorption / deputation method from among the officers of Major Port Trusts as per the Recruitment Rules (**Annexure – I**).

2. The names of eligible and willing officers, who satisfy the provisions of recruitment rules for the above mentioned post, may be forwarded together with their applications in the prescribed format (**Annexure-II**), alongwith the following documents to this office on or before **16/03/2020** :-

1. Attested copies of ACRs of the applicant for the last 5 years. If ACRs for any particular year is not available, Non-availability Certificate with reasons, may be considered.
2. Attested copies of all certificates.
3. No Objection Certificate of respective Ports.
4. An undertaking of the applicant not to withdraw, if selected.
5. Vigilance / Administrative clearance of the concerned Port in the Proforma prescribed by the Ministry (**Annexure-III**).

3. The applications received through proper channel only will be entertained. The applications received after the last date or without ACRs or otherwise incomplete will not be considered. **The Crucial date for determining the eligibility will be 16/03/2020.**

Encls: As stated above.

Yours sincerely,

Secretary  
Deendayal Port Trust

- Copy to: 1. Sr DD (EDP) – with a request to upload the vacancy circular on the DPT website and the same may be deleted after last date.  
2. Master file – Advertisement.

## Annexure – I

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/absorption/ deputation)	In case of promotion/ absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

3	<b>Deputy Secretary</b>	1	Class-I	24900-50500  (Pre Revised, 13000-350-18250)	Selection	42	<p><b>Essential :-</b></p> <p>(i) A degree from a recognised university.</p> <p>(ii) Nine years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/Commercial/Govt. Undertaking.</p> <p><b>Desirable :-</b></p> <p>Post Graduate degree/diploma in Personnel Management/ Industrial Relations/Social Work/ Labour Welfare or allied subjects or degree in Law from a recognised university/institution.</p>	(a) No (b) Yes (c) No	2	By Promotion failing which by absorption/- Deputation, failing both By direct recruitment	Promotion from Sr. Assistant Secretary in the scale of pay of Rs.20600-46500 (Pre revised Rs. 10750- 16750) with 4 years service in the grade failing which Sr. Assistant Secretary (such as PRO/ Sr. Asstt. Estate Manager/ Sr.Law Officer/ Dy. Personnel Officer/ Sr. Welfare Officer) in the scale of pay of Rs.20600-46500 (Pre revised Rs. 10750- 16750) with 2 years service in the grade and a combined Service of 9 years in the scales of pay of Rs.20600-46500 (Pre revised Rs. 10750-16750) & Rs 20600-46500 (Pre revised Rs. 9100-15100) in the respective discipline of General Admn. Deptt. Absorption/deputation will be of Officers holding analogous posts or post of Sr.Assistant Secretary in the scale of pay of Rs. 20600-46500 (Pre revised Rs. 10750-16750) with 4 years service in the grade In a Major Port Trust.	
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**PROFORMA**  
**B I O - D A T A**

Affix recent passport size
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Post applied for : **Deputy Secretary** on Absorption/Deputation.  
(Strike out whichever is unnecessary)

Advertisement No. **GA/PS/DS/2020/4544**

dated **14/02/2020**

1. Full name (in block letters) :
2. (a) Address for communication :  
(b) Telephone No./Mobile No. :  
(c) E-mail address :
3. Present post held, date of regular appointment to the present post  
Scale of pay & basic pay. :
4. Date of birth & age as on  
16/03/2020 :
5. Whether belongs to SC/ST/OBC:
6. Date of initial appointment  
(in the Port Sector) :
7. Educational and Professional  
qualifications :
8. Details of employment / experience in Chronological order as on 16/03/2020.

Name of the Major Port Trust	Post held	Scale of pay	From	To	Nature of Duties

9. Any other relevant information :

In the event of my selection to the above post, I shall not withdraw and undertake to accept the appointment/posting.

(Signature of the applicant)

Date:

**Certificate to be given by Head of Office of the applicant :**

**Shri.....Designation .....**

- 1. The particulars furnished by the applicant are correct and he/ she fulfills the eligibility criteria.**
- 2. No disciplinary / vigilance case is pending or contemplated against the applicant and he /she is clear from vigilance angle.**
- 3. His / Her integrity is certified.**
- 4. No major / Minor penalties have been imposed on the applicant during the last 10 years.**
- 5. Attested copies of ACRs for the last five years (from 01/04/2014 to 31/03/2019) are enclosed.**

**Signature of the Head of Office  
with seal**

**Particulars of the officer for whom Vigilance Comments / Clearances is being sought.**

**(To be furnished and signed by the CVO or HOD)**

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. Position held (during the ten preceding years)

S. No.	Designation & Place of Posting	From	To
1			

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 chargesheet 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:**

**(Name & Signature)**

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