

# DEENDAYAL PORT TRUST

(India's No. 1 Major Port)

## MANUAL ON

*JOB*

*AND*

*RESPONSIBILITIES*

**MECHANICAL  
ENGINEERING  
DEPARTMENT**

Name : **Shri**  
 Designation : **Chief Mechanical Engineer**  
 Section :  
 Department : Mechanical Engineering Department

<b>Title of the Job</b>	<b>Chief Mechanical Engineer</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Exercise administrative and establishment control over the officers/staff of the Department.</li> <li>• Maintaining power factor at Substations / Residential &amp; Non Residential Buildings / Port Area / Port Hospital at Kandla - Gopalpuri</li> <li>• Availability of Cranes/Weigh Bridges for Port Operations</li> <li>• Monitoring &amp; ensure proper maintenance &amp; repairs of mechanical/electrical equipment of sections (Dry Dock, SNA, Auto garage, MHC, Cranes, DG Set, Power House, Stores) of DPT.</li> <li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li> <li>• Planning of Non-Plan works for improvement of Port and Execution of the same.</li> <li>• Maintenance of illumination inside and outside Port Area</li> </ul>
<b>Role &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assess and appraises the day-to-day departmental activities with the Chairman and Dy. Chairman.</li> <li>• Monitoring of Contracts, tendering works and performance equipment in respect of Dry Dock, SNA, Tugs, Electrical and Mechanical Divisions/Sections.</li> <li>• Monitoring the performance of the port</li> </ul>

owned vehicles.

- Monitoring the operation of Bagging & Rack loading plant.
- Supervision of implementation of infrastructure facilities like cargo handling equipment.
- Supervision of implementation of various plans & non-plans schemes of Electrical & Mechanical Divisions
- Monitoring of O&M of ELL Wharf Cranes, Harbour Mobile Cranes and Electrical Installations including Lighting.
- Planning & Development of new infrastructure facilities in the Port.
- Monitoring and implementation of BOT & PPP project.
- Operations & Maintenance (O&M) of Mechanical equipment and Electrical networks including Flotilla in the Port.
- Planning, preparation, invite and execution of tender work for the various projects of this department.
- Finalization of budget and annual accounts.
- To oversee the General Administration and Establishment work for Class-I&II Officers & Class-III & IV staff of the department.
- CME (I/c) will be assisted by SE (E), SE(M), XEN (E), XEN (DD), Dy. MM, EIC (Tugs)
- To attain targets set by the Management

<p><b>Job specification &amp; attributes</b></p>	<ul style="list-style-type: none"> <li>• Qualification : Degree or equivalent in Mechanical/ Electrical/ Electronics &amp; Communication Engineering/ Naval Architecture from a recognised university/ institution or MOT 1<sup>st</sup> Class Motor Certificate issued under Merchant Shipping Act, 1956.</li> <li>• Experience: For absorption through composite method 2 years' experience as CME in Category II ports or 2 years' experience as Dy. CME or 2 years' experience as equivalent post to Dy. CME in Mechanical &amp; Electrical Engineering Department.</li> </ul> <p>For direct recruitment : Seventeen years experience in managerial capacity dealing with Mechanical/ Electrical/Marine/Electronics Engg. Works.</p> <ul style="list-style-type: none"> <li>• Competency : Knowledge on Equipment, Management &amp; Standards/skill Maintenance.</li> </ul>
<p><b>Resource requirement</b></p>	<ul style="list-style-type: none"> <li>• Human resource with adequate skill and qualification.</li> <li>• Adequate budget/funds.</li> <li>• Required machines &amp; tools.</li> <li>• Office aids such as Computer, fax machines, scan machines, furniture etc.</li> <li>• Vehicle for transportation of goods &amp; manpower.</li> </ul>
<p><b>Measureable outcome</b></p>	<ul style="list-style-type: none"> <li>• Maintaining minimum of 0.98 power factor at Substations.</li> <li>• Maintaining 90% Availability of Port cranes.</li> <li>• Maintaining 85% Availability of Port vehicles.</li> <li>• Maintaining availability and monitoring of effect utilization of Port equipment like ELL</li> </ul>

	Cranes, Harbour Mobile cranes and also other Port equipment.
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works weekly.</li><li>• Monthly review meeting with all Officers.</li><li>• Review of retention of files yearly.</li></ul>

Name : **Shri Susil Chandra Nahak**  
 Designation : **Dy. Chief Mechanical Engineer & CME (I/c)**  
 Section :  
 Department : **Mechanical Engineering Department**

<b>Title of the Job</b>	<b>Chief Mechanical Engineer (I/c)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Exercise administrative and establishment control over the officers/staff of the Department.</li> <li>• Maintaining power factor at Substations / Residential &amp; Non Residential Buildings / Port Area / Port Hospital at Kandla - Gopalpuri</li> <li>• Availability of Cranes/Weigh Bridges for Port Operations</li> <li>• Monitoring &amp; ensure proper maintenance &amp; repairs of mechanical/electrical equipment of sections (Dry Dock, SNA, Auto garage, MHC, Cranes, DG Set, Power House, Stores) of DPT.</li> </ul>
<b>Role &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assess and appraises the day-to-day departmental activities with the Chairman and Dy. Chairman.</li> <li>• Monitoring of Contracts, tendering works and performance equipment in respect of Dry Dock, SNA, Tugs, Electrical and Mechanical Divisions/Sections.</li> <li>• Monitoring the performance of the port owned vehicles.</li> <li>• Monitoring the operation of Bagging &amp; Rack loading plant.</li> <li>• Supervision of implementation of</li> </ul>

	<p>infrastructure facilities like cargo handling equipment.</p> <ul style="list-style-type: none"> <li>• Supervision of implementation of various plans &amp; non-plans schemes of Electrical &amp; Mechanical Divisions</li> <li>• Monitoring of O&amp;M of ELL Wharf Cranes, Harbour Mobile Cranes and Electrical Installations including Lighting.</li> <li>• Planning &amp; Development of new infrastructure facilities in the Port.</li> <li>• Monitoring and implementation of BOT &amp; PPP project.</li> <li>• Operations &amp; Maintenance (O&amp;M) of Mechanical equipment and Electrical networks including Flotilla in the Port.</li> <li>• Planning, preparation, invite and execution of tender work for the various projects of this department.</li> <li>• Finalization of budget and annual accounts.</li> <li>• To oversee the General Administration and Establishment work for Class-I&amp;II Officers &amp; Class-III &amp; IV staff of the department.</li> <li>• CME (I/c) will be assisted by SE (E), SE(M), XEN (E), XEN (DD), Dy. MM, EIC (Tugs)</li> <li>• To attain targets set by the Management.</li> </ul>
<p><b>Job specification &amp; attributes</b></p>	<ul style="list-style-type: none"> <li>• Qualification : Degree or equivalent in Mechanical/ Electrical/ Electronics &amp; Communication Engineering/ Naval Architecture from a recognised university/ institution.</li> <li>• Experience: For absorption through composite method 3 years' experience as Superintending</li> </ul>



	<p>Engineer and equivalent post in Mechanical &amp; Electrical Engineering Department.</p> <p>For direct recruitment : Twelve years experience in relevant discipline in executive cadre.</p> <ul style="list-style-type: none"> <li>• Competency : Knowledge on Equipment, Management &amp; Standards/skill Maintenance.</li> </ul>
<b>Resource requirement</b>	<ul style="list-style-type: none"> <li>• Human resource with adequate skill and qualification.</li> <li>• Adequate budget/funds.</li> <li>• Required machines &amp; tools.</li> <li>• Office aids such as Computer, fax machines, scan machines, furniture etc.</li> <li>• Vehicle for transportation of goods &amp; manpower.</li> </ul>
<b>Measureable outcome</b>	<ul style="list-style-type: none"> <li>• Maintaining minimum of 0.98 power factor at Substations.</li> <li>• Maintaining 90% Availability of Port Cranes.</li> <li>• Maintaining 85% Availability of Port vehicles.</li> <li>• Maintaining availability and monitoring of effect utilization of Port equipment like ELL Cranes, Harbour Mobile cranes and also other Port equipment.</li> </ul>
<b>Date of review</b>	<ul style="list-style-type: none"> <li>• Review of works weekly.</li> <li>• Monthly review meeting with all Officers.</li> <li>• Review of retention of files yearly.</li> </ul>

Name : **Shri P. Srinivasu,**  
 Designation : **Superintending Engineer (Elect.)**  
 Section : **Electrical**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Superintending Engineer (Elect.)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Planning of Non-Plan works for improvement of Port and Execution of the same.</li> <li>• Monitoring of O&amp;M of ELL Wharf Cranes, Harbour Mobile Cranes and Electrical Installations including Lighting.</li> <li>• Monitoring the work of Distribution licensee business, GERC regulatory work, metering &amp; billing of distribution licensee.</li> <li>• To carryout O&amp;M of ELL Wharf Cranes and Harbour Mobile Cranes</li> <li>• O&amp;M 66/11KV Power Supply</li> <li>• Maintenance of illumination inside Port Area</li> <li>• Maintenance of 11/0.433KV Power Supply inside Port Area.</li> <li>• Control and guiding of personnel of the Division</li> <li>• To attain targets set by the Management.</li> <li>•</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitoring day to day O&amp;M of ELL Wharf Cranes, Harbour Mobile Cranes and Electrical Installations including Lighting.</li> <li>• Monitoring for Reduction in Down time of equipment.</li> </ul>

- To review progress of tendered work from time to time and control over budget expenditure.
- To monitor the Regulatory works and Liasioning with all related statutory & other Government Authorities from time to time.
- Monitoring the Power Generation from Wind Farms and Liasioning with QCA & other Statutory Bodies to comply with their requirements.
- Execution & Monitoring of CSR & Civil related Electrical Works.
- Monitoring day to day O&M of ELL Wharf Cranes
- O&M 66/11KV Power Supply
- Maintenance of illumination inside Port Area
- Maintenance of 11/0.433KV Power Supply inside Port Area
- Reduction in % Down time of equipment
- Planning of Non-Plan works for improvement of Port and Execution of the same.
- To take the O&M works from Contractors & DPT Staff available
- To review progress of tendered work from time to time and control over budget expenditure
- To get assist & oversee activities of XEN (E), AXEN (E), AE (E)s and JE (E)s.
- To attain targets set by the Management and reporting to Dy.CME/CME

	<ul style="list-style-type: none"> <li>• To assist Dy. CME / CME for day-to-day Divisional activities/ establishment/accounts works in addition to above.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree or equivalent in Electrical/ Electronics &amp; Communication Engineering from a recognised university/ institution.</li> <li>• Experience: Promotion from Executive Engineer with 4 years Service or equivalent post in Mechanical &amp; Electrical Engineering Department.</li> </ul> <p>For direct recruitment : Nine years experience in relevant discipline in executive cadre.</p> <ul style="list-style-type: none"> <li>• Competency: Knowledge on Management &amp; Electrical Standards/skill Maintenance.</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Human resource with adequate skill and qualification.</li> <li>• Adequate budget/funds.</li> <li>• Required machines &amp; tools.</li> <li>• Office aids such as Computer, fax machines, scan machines, furniture etc.</li> <li>• Vehicle for transportation of goods &amp; manpower.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Maintaining minimum of 0.98 power factor at Substations.</li> <li>• Maintaining 90% Availability of Port</li> </ul>

	<p>Cranes.</p> <ul style="list-style-type: none"><li>• Maintaining 85% Availability of Port vehicles.</li><li>• Maintaining availability and monitoring of effect utilization of Port equipment like ELL Cranes, Harbour Mobile cranes and also other Port equipment.</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>

Name : **Shri Bipin Solanki,**  
 Designation : **Superintending Engineer (Mech.)**  
 Section : **Mechanical**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Superintending Engineer (Mech.)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To carry out operation &amp; maintenance of mechanical equipment such as floating crafts, cargo handling equipment i.e. fork lifts, pay-loaders, tractor tailors, DG set, workshop, weigh bridges etc. in efficient manner.</li> <li>• Reduction in percentage of equipment downtime and increase in availability of equipment, thereby enhancing Port productivity.</li> <li>• To attain targets set be the Management.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitoring of Operation &amp; Maintenance (O&amp;M) of mechanical equipment such as floating crafts, cargo handling equipment i.e. fork lifts, pay-loaders, tractor tailors, DG set, workshop, weigh bridges etc. in efficient manner.</li> <li>• Reduction in percentage of equipment downtime and increase in availability of equipment.</li> <li>• To oversee activities of AXEN (M)s, AE (M)s and JE (M)s.</li> <li>• To attain targets set by the Management.</li> <li>• To liaise with Statutory Authorities and with other departments.</li> <li>• To review progress of tendered works</li> </ul>

	<p>and exercise budgetary control over expenditure.</p> <ul style="list-style-type: none"> <li>• To take adequate pollution control measures in operational areas with efficient operations of Mist Cannon &amp; Road Sweeping machine.</li> <li>• To assist Dy. CME for day-to-day sectional activities/works in addition to above.</li> <li>• To carry out any other works assigned by his Superiors.</li> <li>• To report to Dy. CME.</li> </ul>
<p><b>Job specification and attributes</b></p>	<ul style="list-style-type: none"> <li>• Qualification : Degree or equivalent in Mechanical Engineering from a recognised university/ institution.</li> <li>• Experience: Promotion from Executive Engineer with 4 years Service or equivalent post in Mechanical &amp; Electrical Engineering Department. For direct recruitment : Nine years experience in relevant discipline in executive cadre.</li> <li>• Competency : Knowledge on Equipment, Management Standards/skill Maintenance.</li> </ul>
<p><b>Resource requirement.</b></p>	<ul style="list-style-type: none"> <li>• Human resource with adequate skill and qualification.</li> <li>• Adequate budget/funds.</li> <li>• Required machines &amp; tools.</li> <li>• Office aids such as Computer, fax machines, scan machines, furniture etc.</li> <li>• Vehicle for transportation of goods &amp; manpower.</li> </ul>

<b>Measureable Outcome</b>	<ul style="list-style-type: none"><li>• Setting of bench marks to measure output.</li><li>• Maintaining 90% Availability of floating crafts, cargo handling equipment etc.</li><li>• Maintaining 85% Availability of Port vehicles.</li><li>• Maintaining availability and monitoring of floating crafts, cargo handling equipment i.e. fork lifts, pay-loaders, tractor tailors, DG set, workshop, weigh bridges etc.</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>



Name : **Shri Rakesh Kumar Sinha,**  
 Designation : **Engineer-In-charge (Tugs)**  
 Section : **Tugs**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Engineer In charge (Tugs)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li> <li>• Technical and personnel management of ships/tugs.</li> <li>• Supervision and guidance to staff.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Overall upkeep of tugs.</li> <li>• Supervision and guidance of staff.</li> <li>• Monitoring and record keeping of stock of sub-store items of tugs</li> <li>• Demand and supply of bunkers, lube oils</li> <li>• Maintenance and repairs of all tugs</li> <li>• Carry out survey of the tugs.</li> <li>• Planned and preventive maintenance of main engines, generators, propulsion unit.</li> <li>• Any other assignment given by Dy. CME/CME.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree or equivalent in Marine/ Mechanical Engineering from a recognised university/ institution &amp; MOT 1<sup>st</sup> Class Motor Certificate.</li> <li>• Experience: 3 years' experience as ME Gr-I or equivalent post in Mechanical &amp; Electrical Engineering Department.</li> <li>• Competency : Knowledge on Equipment, Management &amp; Standards/skill Maintenance.</li> </ul>

<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Human resource with adequate skill and qualification.</li> <li>• Required machines &amp; tools.</li> <li>• Office aids such as Computer, fax machines, scan machines, furniture etc.</li> <li>• Vehicle for transportation of goods &amp; manpower.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Maintaining 90% Availability of Tugs, floating crafts, cargo handling equipment etc.</li> <li>• Maintaining availability and monitoring of tugs, floating crafts, cargo handling equipment etc.</li> </ul>
<b>Date of review</b>	<ul style="list-style-type: none"> <li>• Review of works monthly.</li> <li>• Review of retention of files yearly.</li> </ul>

Name : **Shri Rajdeo Kumar,**  
 Designation : **Marine Engineer Gr-I**  
 Section : **Tugs**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Marine Engineer Gr-I</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li> <li>• Technical and personnel management of ships/tugs.</li> <li>• Supervision and guidance to staff.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Technical and personnel management for Engine side of Tug Section.</li> <li>• Look after Office of Tug Section and Carryout timely survey of engine side of DPT Tugs.</li> <li>• Controlling and Guiding the subordinate staff members of Tug Section.</li> <li>• Carry out survey of the tugs.</li> <li>• Planned and preventive maintenance of main engines, generators, propulsion unit.</li> <li>• Assist department for technical matters of Tugs.</li> <li>• Other works given by Dy. CME/CME.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree or equivalent in Marine/ Mechanical Engineering from a recognised university/ institution &amp; MOT 1<sup>st</sup> Class Motor Certificate.</li> <li>• Experience: 3 years' experience as ME Gr-II or equivalent post in Mechanical &amp; Electrical Engineering Department.</li> </ul>

	<ul style="list-style-type: none"> <li>• Competency : Knowledge on Equipment, Management &amp; Standards/skill Maintenance.</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Human resource with adequate skill and qualification.</li> <li>• Required machines &amp; tools.</li> <li>• Office aids such as Computer, fax machines, scan machines, furniture etc.</li> <li>• Vehicle for transportation of goods &amp; manpower.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Maintaining 90% Availability of Tugs, floating crafts, cargo handling equipment etc.</li> <li>• Maintaining availability and monitoring of tugs, floating crafts, cargo handling equipment etc.</li> </ul>
<b>Date of review</b>	<ul style="list-style-type: none"> <li>• Review of works monthly.</li> <li>• Review of retention of files yearly.</li> </ul>

Name : **Shri Dipak Kumar Hazra,**  
Designation : **Executive Engineer (Elec.)**  
Section : **Electrical**  
Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Executive Engineer (Elec.)</b>
<b>Objectives</b>	<ul style="list-style-type: none"><li>• Planning of Non-Plan works for improvement of Port and Execution of the same.</li><li>• Monitoring of O&amp;M of ELL Wharf Cranes, Harbour Mobile Cranes and Electrical Installations including Lighting.</li><li>• To attain targets set by the Management</li></ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"><li>• Monitoring day to day O&amp;M of ELL Wharf Cranes, Harbour Mobile Cranes and Electrical Installations including Lighting.</li><li>• Monitoring for Reduction in Down time of equipment.</li><li>• To review progress of tendered work from time to time and control over budget expenditure.</li><li>• TO monitor the Regulatory works and Liasioning with all related statutory &amp; other Government Authorities from time to time.</li><li>• Monitoring the Power Generation from Wind Farms and Liasioning with QCA &amp; other Statutory Bodies to comply with their requirements.</li><li>• Execution &amp; Monitoring of CSR &amp; Civil related Electrical Works.</li><li>• To carry out other works entrusted by</li></ul>

	<p>superiors time to time.</p> <ul style="list-style-type: none"> <li>• To report CME/Dy. CME</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree or equivalent in Electrical/ Electronics &amp; Communication Engineering from a recognised university/ institution.</li> <li>• Experience: Promotion from Assistant Executive Engineer with 5 years Service or equivalent post in Mechanical &amp; Electrical Engineering Department.</li> </ul> <p>For direct recruitment : Five years experience in relevant discipline in executive cadre.</p> <ul style="list-style-type: none"> <li>• Competency: Knowledge on Management &amp; Electrical Standards/skill Maintenance.</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Human resource with adequate skill and qualification.</li> <li>• Adequate budget/funds.</li> <li>• Required machines &amp; tools.</li> <li>• Office aids such as Computer, fax machines, scan machines, furniture etc.</li> <li>• Vehicle for transportation of goods &amp; manpower.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Maintaining minimum of 0.98 power factor at Substations.</li> <li>• Maintaining 90% Availability of Port Cranes.</li> </ul>

	<ul style="list-style-type: none"><li>• Maintaining 85% Availability of Port vehicles.</li><li>• Maintaining availability and monitoring of effect utilization of Port equipment like ELL Cranes, Harbour Mobile cranes and also other Port equipment.</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>

Name : **Shri Dana Manohar,**  
Designation : **Executive Engineer (Mech.)**  
Section : **Mechanical**  
Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Executive Engineer (Mech.)</b>
<b>Objectives</b>	<ul style="list-style-type: none"><li>• Monitoring &amp; ensure proper maintenance &amp; repairs of mechanical equipment, port owned vehicles at Auto garage &amp; VHF section at DPT.</li><li>• Monitoring of Contracts in respect of Mechanical Division.</li><li>• Monitoring the performance equipment.</li><li>• Monitoring the performance of the port owned vehicles.</li><li>• Monitoring the operation of Bagging &amp; Rack loading plant.</li><li>• Reduction in percentage of equipment downtime and increase in availability thereby enhancing the port performance.</li><li>• Reduction in percentage of port owned vehicle's downtime and increase in availability of vehicles thereby enhancing the port performance.</li><li>• To attain the targets set by the Management.</li><li>• To attain targets and objectives set by Management.</li><li>• Overall in-charge of Technical Cell dealing with Mechanical &amp; Marine tenders and Ministry related works.</li></ul>



<p><b>Role and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Monitoring and review of tendering works Mechanical Division.</li> <li>• To assure the availability of channel round the clock 24 X 7 for uninterrupted shipping operation in day/night.</li> <li>• To oversee activities and review the works of AE(M), JE GR.1(M).</li> <li>• To attain targets set by the Management.</li> <li>• To assist Dy.CME for day-to- day sectional activities/works in addition to above.</li> <li>• To carry out any other works assigned by his superiors.</li> <li>• To report to Dy.CME</li> </ul>
<p><b>Job specification and attributes</b></p>	<ul style="list-style-type: none"> <li>• Qualification : Degree or equivalent in Mechanical Engineering from a recognised university/ institution.</li> <li>• Experience: Promotion from Assistant Executive Engineer with 5 years Service or equivalent post in Mechanical &amp; Electrical Engineering Department.</li> </ul> <p>For direct recruitment : Five years experience in relevant discipline in executive cadre.</p> <ul style="list-style-type: none"> <li>• Competency : Knowledge on Equipment, Management &amp; Standards/skill Maintenance.</li> </ul>
<p><b>Resource requirement.</b></p>	<ul style="list-style-type: none"> <li>• Human resource with adequate skill and qualification.</li> <li>• Adequate budget/funds.</li> <li>• Required machines &amp; tools.</li> <li>• Office aids such as Computer, fax</li> </ul>

	<p>machines, scan machines, furniture etc.</p> <ul style="list-style-type: none"> <li>• Vehicle for transportation of goods &amp; manpower.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Maintaining 90% Availability of Port equipment.</li> <li>• Maintaining 85% Availability of Port vehicles.</li> <li>• Maintaining availability and monitoring of effect utilization of Port equipment and vehicles.</li> </ul>
<b>Date of review</b>	<ul style="list-style-type: none"> <li>• Review of works monthly.</li> <li>• Review of retention of files yearly.</li> </ul>

Name : **Shri Dana Manohar,**  
 Designation : **Executive Engineer (Dry Dock)**  
 Section : **Dry Dock**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Executive Engineer (Dry Dock)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Monitoring &amp; ensure proper maintenance &amp; repairs of mechanical equipment at sections such as Dry Dock, SNA.</li> <li>• Monitoring of Contracts in respect of Dry Dock, SNA Section.</li> <li>• Monitoring the performance equipment of Dry dock, SNA.</li> <li>• Reduction in percentage of equipment downtime and increase in availability of Dry Dock and SNA thereby enhancing the port performance.</li> <li>• To attain the targets set by the Management.</li> <li>• Monitoring of tendering works pertain to Dry Dock, SNA section.</li> <li>• To attain targets and objectives set by Management.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitoring and review of tendering works Dry Dock and SNA.</li> <li>• To assure the availability of channel round the clock 24 X 7 for uninterrupted shipping operation in day/night.</li> <li>• To oversee activities and review the works of AE(M), JE GR.1(M).</li> <li>• To attain targets set by the Management.</li> <li>• To assist Dy.CME for day-to- day sectional activities/works in addition to above.</li> <li>• To carry out any other works assigned</li> </ul>

	<p>by his superiors.</p> <ul style="list-style-type: none"> <li>• To report to Dy.CME</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree or equivalent in Mechanical Engineering from a recognised university/ institution.</li> <li>• Experience: Promotion from Assistant Executive Engineer with 5 years Service or equivalent post in Mechanical &amp; Electrical Engineering Department. For direct recruitment : Five years experience in relevant discipline in executive cadre.</li> <li>• Competency : Knowledge on Equipment, Management &amp; Standards/skill Maintenance.</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Human resource with adequate skill and qualification.</li> <li>• Adequate budget/funds.</li> <li>• Required machines &amp; tools.</li> <li>• Office aids such as Computer, fax machines, scan machines, furniture etc.</li> <li>• Vehicle for transportation of goods &amp; manpower.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Maintaining the performance equipment of Dry dock, SNA.</li> <li>• Maintaining availability and monitoring of mechanical equipment at sections such as Dry Dock, SNA.</li> </ul>
<b>Date of review</b>	<ul style="list-style-type: none"> <li>• Review of works monthly.</li> <li>• Review of retention of files yearly.</li> </ul>

Name : **Shri Dana Manohar,**  
 Designation : **Dy. Material Manager**  
 Section : **Stores**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Dy. Material Manager</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To process for procurement of indented goods by respective indenter in timely manner.</li> <li>• To process for disposal of unserviceable /obsolete goods once it is deposited to Main store / declared for disposal onsite as per situation.</li> <li>• To attain the targets set by the Management.</li> <li>• Monitoring of tendering works pertain to Store Division.</li> <li>• To attain targets and objectives set by Management.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitoring and review of tendering works Store Division.</li> <li>• To assure the availability of materials.</li> <li>• To attain targets set by the Management.</li> <li>• To assist Dy.CME for day-to- day sectional activities/works in addition to above.</li> <li>• To carry out any other works assigned by his superiors.</li> <li>• To report to Dy.CME</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree or equivalent in Mechanical/ Electrical/ Civil Engineering from a recognised university/ institution. Post Graduate Degree/Diploma in Materials Management from a recognised</li> </ul>

	<p>university/ institution.</p> <ul style="list-style-type: none"> <li>• Experience: Promotion from Assistant Material Manager Grade-I with 5 years Service failing which Assistant Executive Engineer (Mech./ Elect./ Civil) with five years service in Engineering Department.</li> </ul> <p>For direct recruitment : Five years experience in relevant discipline in executive cadre in the field of Materials Management/ Mechanical Engineer/ Electrical Engineer.</p> <ul style="list-style-type: none"> <li>• Competency : Knowledge on Equipment, Management &amp; Standards/skill Maintenance.</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Human resource with adequate skill and qualification.</li> <li>• Adequate budget/funds.</li> <li>• Required machines &amp; tools. Office aids such as Computer, fax machines, scan machines, furniture etc.</li> <li>• Vehicle for transportation of goods &amp; manpower.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Maintaining the materials as per requirement.</li> <li>• Maintaining availability and monitoring of materials.</li> </ul>
<b>Date of review</b>	<ul style="list-style-type: none"> <li>• Review of works monthly.</li> <li>• Review of retention of files yearly.</li> </ul>

Name : **Shri Vineep Singh,**  
 Designation : **Marine Engineer Gr.-II**  
 Section : **Mechanical**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Marine Engineer Gr.-II</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Monitoring &amp; Overall up-keeping of crafts.</li> <li>• Technical &amp; personnel management of ships/crafts</li> <li>• Supervision and guidance to staff.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Overall upkeep of crafts</li> <li>• Supervision and guide to the subordinate staff</li> <li>• Maintenance and repairs of Engine side for crafts equipment and machineries.</li> <li>• Planned &amp; preventive maintenance of main engines, generators, propulsion unit.</li> <li>• Any other assignment given by SE(M)/Dy. CME/CME</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree or equivalent in Marine/ Mechanical Engineering from a recognised university/ institution &amp; MOT 2<sup>nd</sup> Class Motor Certificate.</li> <li>• Experience: 3 years' experience as ME Gr-II or equivalent post in Mechanical &amp; Electrical Engineering Department.</li> <li>• Competency : Knowledge on Equipment, Management &amp; Standards/skill Maintenance.</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Human resource with adequate skill and qualification.</li> <li>• Required machines &amp; tools.</li> <li>• Office aids such as Computer, fax</li> </ul>

	<p>machines, scan machines, furniture etc.</p> <ul style="list-style-type: none"> <li>• Vehicle for transportation of goods &amp; manpower.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Maintaining 90% Availability of Tugs, floating crafts, cargo handling equipment etc.</li> <li>• Maintaining availability and monitoring of tugs, floating crafts, cargo handling equipment etc.</li> </ul>
<b>Date of review</b>	<ul style="list-style-type: none"> <li>• Review of works monthly.</li> <li>• Review of retention of files yearly.</li> </ul>



Name : **Shri Rajesh V. Roat,**  
 Designation : **Assistant Executive Engineer (M)**  
 Section : **Stores**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Executive Engineer (M)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To process for procurement of indented goods by respective indenter in timely manner.</li> <li>• To process for disposal of unserviceable /obsolete goods once it is deposited to Main store / declared for disposal onsite as per situation.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To dictate concerned subordinate staff regarding mode of submission for respective indent.</li> <li>• To Keep track of procurement files.</li> <li>• To dictate concerned subordinate staff regarding submission for disposal related matters.</li> <li>• To perform the task which are not pre-defined but required to be carried out in the interest of the department /organisation as dictated by competent authority.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree or equivalent in Mechanical Engineering from a recognised university/ institution.</li> <li>• Experience: Promotion from Assistant Engineer (Mech.) with 3 years Service. For direct recruitment : Two years experience in relevant discipline in executive cadre (desirable).</li> <li>• Competency : Knowledge on Equipment &amp; Management Standards/skill</li> </ul>

<b>Resource requirement.</b>	<ul style="list-style-type: none"><li>• Human resource with adequate skill and qualification.</li><li>• Adequate budget/funds.</li><li>• Required machines &amp; tools.</li></ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"><li>• Setting of bench marks to measure output.</li><li>• Maintaining the materials as per requirement.</li><li>• Maintaining availability and monitoring of materials.</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>

Name : **Shri Shiva Mudaliyar,**  
 Designation : **Assistant Executive Engineer (Mech.)**  
 Section : **Mechanical**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Executive Engineer (Mech.)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To carry out the maintenance &amp; repairs of mechanical equipment such as port owned fire fighting pumps &amp; its associated facilities and water coolers, Air Conditioning units installed at various locations at DPT.</li> <li>• Monitoring of Contracts in respect of Fire fighting equipment &amp; Air conditioning systems. Monitoring the performance of fire fighting equipment &amp; Air conditioning &amp; water cooler.</li> <li>• Reduction in percentage of equipment downtime and increase in availability of fire fighting pumps thereby enhancing the safety aspect of port.</li> <li>• To attain targets and objectives set by Management.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Overall monitoring preventive, breakdown &amp; running maintenance of fire fighting systems.</li> <li>• Overall monitoring the preventive, breakdown &amp; running maintenance of Water cooler &amp; Air conditioning systems.</li> <li>• Reduction in percentage of equipment downtime and increase in availability of equipment.</li> <li>• Monitoring of AMC's of Air conditioning systems.</li> <li>• Monitoring and review of tendering works of Fire fighting systems.</li> <li>• To oversee activities and review the</li> </ul>

	<p>works of AE's(M).</p> <ul style="list-style-type: none"> <li>• To attain targets set by the Management.</li> <li>• To assist SE(M) for day-to- day sectional activities/works in addition to above.</li> <li>• To carry out any other works assigned by his superiors.</li> <li>• To report to SE(M).</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree or equivalent in Mechanical Engineering from a recognised university/ institution.</li> <li>• Experience: Promotion from Assistant Engineer (Mech.) with 3 years Service.</li> </ul> <p>For direct recruitment : Two years experience in relevant discipline in executive cadre (desirable).</p> <ul style="list-style-type: none"> <li>• Competency : Knowledge on Equipment &amp; Management Standards/skill</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Human resource with adequate skill and qualification.</li> <li>• Adequate budget/funds.</li> <li>• Required machines &amp; tools.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Maintaining 90% Availability of Port equipment.</li> <li>• Maintaining availability and monitoring of effect utilization of Port equipment.</li> </ul>
<b>Date of review</b>	<ul style="list-style-type: none"> <li>• Review of works monthly.</li> <li>• Review of retention of files yearly.</li> </ul>

Name : **Shri Chitrang Vyas,**  
 Designation : **Assistant Executive Engineer (Elec.)**  
 Section : **Electrical**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Executive Engineer (Elec.)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Planning of Non-Plan works for improvement of Port and Execution of the same.</li> <li>• Reduction in % Down time of equipment</li> <li>• To attain targets set by the Management</li> <li>• Assist XEN (E) in the works of power supply.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• O&amp;M 66/11KV Power Supply</li> <li>• Reduction in % Down time of equipment</li> <li>• Planning of Non-Plan works for improvement of Port and Execution of the same.</li> <li>• To take the O&amp;M works from Contractors &amp; DPT Staff available</li> <li>• To review progress of tendered work from time to time and control over budget expenditure</li> <li>• To carry out other works entrusted by superiors time to time.</li> <li>• To report XEN (Elect)/S.E.(Elect)/Dy.CME/CME</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree or equivalent in Mechanical Engineering from a recognised university/ institution.</li> <li>• Experience: Promotion from Assistant Engineer (Mech.) with 3 years Service.</li> </ul> <p>For direct recruitment : Two years experience in relevant discipline in executive cadre (desirable).</p>

	<ul style="list-style-type: none"> <li>• Competency : Knowledge on Equipment &amp; Management Standards/skill.</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Human resource with adequate skill and qualification.</li> <li>• Adequate budget/funds.</li> <li>• Required machines &amp; tools.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Maintaining minimum of 0.98 power factor at Substations.</li> <li>• Monitoring the Non-Plan Works.</li> <li>• Monitoring O&amp;M works.</li> <li>• Completion of projects in schedule</li> <li>• Physical and Financial progress of Projects</li> <li>• Finalization of projects</li> </ul>
<b>Date of review</b>	<ul style="list-style-type: none"> <li>• Review of works monthly.</li> <li>• Review of retention of files yearly.</li> </ul>

Name : **Shri B. S. Sharma,**  
 Designation : **Assistant Engineer (Elec.)**  
 Section : **Electrical**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (Elec.)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Planning of Non-Plan works for improvement of Port and Execution of the same.</li> <li>• To attain targets set by the Management.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintenance of illumination at A.O.Bldg and Port Colony, Gopalpuri</li> <li>• Planning of Non-Plan works for improvement of Port and Execution of the same.</li> <li>• To take the O&amp;M works from Contractors &amp; DPT Staff available</li> <li>• To review progress of tendered work from time to time and control over budget expenditure.</li> <li>• Maintenance of Electrical works of the colony.</li> <li>• Guide the sub-ordinate staff for proper working.</li> <li>• To carry out other works entrusted by superiors time to time.</li> <li>• To report Executive Engineer (Electrical)</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree/Diploma or equivalent in Electrical Engineering from a recognised university/ institution.</li> <li>• Experience: Promotion from Jr. Engineer Gr-I (Elec.) with 3 years Service.</li> </ul>

	<p>For direct recruitment : Two years experience in relevant discipline in executive cadre (desirable).</p> <ul style="list-style-type: none"> <li>• Competency : Knowledge of Equipment Standards/skill</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Budget provision.</li> <li>• Technical Codes and Standards.</li> <li>• Drawings.</li> <li>• Office equipment.</li> <li>• Man power.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Monitoring of projects/works.</li> <li>• Completion of projects in schedule</li> <li>• Physical and Financial progress of Projects</li> <li>• Finalization of projects</li> </ul>
<b>Date of review</b>	<ul style="list-style-type: none"> <li>• Review of works monthly.</li> <li>• Review of retention of files yearly.</li> </ul>



Name : **Shri Ashok Kumar Sharma,**  
 Designation : **Assistant Engineer (Elec.)**  
 Section : **Electrical**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (Elec.)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Planning of Non-Plan works for improvement of Port and Execution of the same.</li> <li>• To carryout O&amp;M of ELL Wharf Cranes and Harbour Mobile Cranes</li> <li>• O&amp;M 66/11KV Power Supply</li> <li>• Maintenance of illumination inside Port Area</li> <li>• Maintenance of 11/0.433KV Power Supply inside Port Area</li> <li>• Reduction in % Down time of equipment</li> <li>• To attain targets set by the Management</li> <li>• In-charge for the Electrical Division Tenders and Ministries works.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitoring day to day O&amp;M of ELL Wharf Cranes</li> <li>• O&amp;M 66/11KV Power Supply</li> <li>• Maintenance of illumination inside Port Area</li> <li>• Maintenance of 11/0.433KV Power Supply inside Port Area</li> <li>• Reduction in % Down time of equipment</li> <li>• Planning of Non-Plan works for improvement of Port and Execution of the same.</li> <li>• To take the O&amp;M works from Contractors &amp; DPT Staff available</li> <li>• To review progress of tendered work from time to time and control over budget expenditure</li> </ul>

	<ul style="list-style-type: none"> <li>• To carry out other works entrusted by superiors time to time.</li> <li>• To report Executive Engineer (Electrical)</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree/Diploma or equivalent in Electrical Engineering from a recognised university/ institution.</li> <li>• Experience: Promotion from Jr. Engineer Gr-I (Elec.) with 3 years Service.</li> </ul> <p>For direct recruitment : Two years experience in relevant discipline in executive cadre (desirable).</p> <ul style="list-style-type: none"> <li>• Competency : Knowledge of Equipment Standards/skill</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Budget provision.</li> <li>• Technical Codes and Standards.</li> <li>• Drawings.</li> <li>• Office equipment.</li> <li>• Man power.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Maintaining minimum of 0.98 power factor at Substations.</li> <li>• Maintaining 90% Availability of Port Cranes.</li> <li>• Maintaining availability and monitoring of effect utilization of Port equipment like ELL Cranes, Harbour Mobile cranes and also other Port equipment.</li> <li>• Monitoring of projects/works.</li> <li>• Completion of projects in schedule</li> <li>• Physical and Financial progress of</li> </ul>

	Projects <ul style="list-style-type: none"><li>• Finalization of projects</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>Review of retention of files yearly.</li></ul>

Name : **Shri A. S. Kumtekar,**  
 Designation : **Assistant Engineer (Elec.)**  
 Section : **Electrical**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (Elec.)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To carry out the work of Distribution licensee business, GERC regulatory work, metering &amp; billing of distribution license.</li> <li>• Planning of Non-Plan works for improvement of Port and Execution of the same.</li> <li>• O&amp;M 66/11KV Power Supply</li> <li>• Maintenance of illumination outside Port Area</li> <li>• Maintenance of 11/0.433KV Power Supply outside Port Area</li> <li>• Reduction in % Down time of equipment</li> <li>• To attain targets set by the Management</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitoring the work of Metering &amp; Billing of Distribution Licensee, time to time compliance of statutory requirement, GERC requirement.</li> <li>• To liaison with statutory Authorities and with other departments.</li> <li>• To review progress of tendered work and exercise budgetary control over expenditure.</li> <li>• O&amp;M 66/11KV Power Supply</li> <li>• Maintenance of illumination outside Port Area</li> <li>• Maintenance of 11/0.433KV Power Supply outside Port Area</li> <li>• Reduction in % Down time of equipment</li> <li>• Planning of Non-Plan works for improvement of Port and Execution of</li> </ul>

	<p>the same.</p> <ul style="list-style-type: none"> <li>• To take the O&amp;M works from Contractors &amp; DPT Staff available</li> <li>• To review progress of tendered work from time to time and control over budget expenditure</li> <li>• To carry out other works entrusted by superiors time to time.</li> <li>• To report Executive Engineer (Electrical)</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree/Diploma or equivalent in Electrical Engineering from a recognised university/ institution.</li> <li>• Experience: Promotion from Jr. Engineer Gr-I (Elec.) with 3 years Service.</li> </ul> <p>For direct recruitment : Two years experience in relevant discipline in executive cadre (desirable).</p> <ul style="list-style-type: none"> <li>• Competency : Knowledge of Equipment Standards/skill.</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Budget provision.</li> <li>• Technical Codes and Standards.</li> <li>• Drawings.</li> <li>• Office equipment.</li> <li>• Man power.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Maintaining minimum of 0.98 power factor at Substations.</li> <li>• Maintaining availability and monitoring of effect utilization of Port equipment.</li> <li>• Monitoring of projects/works.</li> <li>• Completion of projects in schedule</li> </ul>

	<ul style="list-style-type: none"><li>• Physical and Financial progress of Projects</li><li>• Finalization of projects</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>

Name : **Shri Anil Rautiya,**  
 Designation : **Assistant Engineer (Elec.)**  
 Section : **Electrical**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (Elec.)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To carry out the work of Distribution licensee business, GERC regulatory work, metering &amp; billing of distribution licensee.</li> <li>• Plan &amp; Non Plan works.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitoring the work of Metering &amp; Billing of Distribution Licensee, time to time compliance of statutory requirement, GERC requirement.</li> <li>• Operation &amp; maintenance of Wind Power Project, Monitoring &amp; execution of Non Plan works, Preparation, evaluation &amp; execution of Project work.</li> <li>• To liaison with statutory Authorities and with other departments.</li> <li>• To review progress of tendered work and exercise budgetary control over expenditure.</li> <li>• To assist XEN (E) for day to day section activities / works in addition to above.</li> <li>• To carry out any other works assigned by superiors, XEN (E).</li> <li>• To report to XEN (E).</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree/Diploma or equivalent in Electrical Engineering from a recognised university/ institution.</li> <li>• Experience : Promotion from Jr. Engineer Gr-I (Elec.)</li> </ul>

	<p>with 3 years Service.</p> <p>For direct recruitment : Two years experience in relevant discipline in executive cadre (desirable).</p> <ul style="list-style-type: none"> <li>• Competency : Knowledge of Equipment Standards/skill</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Budget provision.</li> <li>• Technical Codes and Standards.</li> <li>• Drawings.</li> <li>• Office equipment.</li> <li>• Man power.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Monitoring of projects/works.</li> <li>• Completion of projects in schedule</li> <li>• Physical and Financial progress of Projects</li> <li>• Finalization of projects</li> </ul>
<b>Date of review</b>	<ul style="list-style-type: none"> <li>• Review of works monthly.</li> <li>Review of retention of files yearly.</li> </ul>



Name : **Shri S. K. Pandey,**  
 Designation : **Assistant Engineer (F/C)(DD)**  
 Section : **Dry Dock**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (F/C) (DD)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Monitoring &amp; ensure proper maintenance &amp; repairs of mechanical equipment at sections such as Dry Dock, SNA, port owned vehicles at Auto garage &amp; VHF section at DPT.</li> <li>• Monitoring of Contracts in respect of Dry Dock, SNA Section.</li> <li>• Monitoring the performance equipment of Dry dock, SNA .</li> <li>• Reduction in percentage of equipment downtime and increase in availability of Dry Dock and SNA thereby enhancing the port performance.</li> <li>• To attain the targets set by the Management.</li> <li>• Monitoring of tendering works pertain to Dry Dock, SNA section.</li> <li>• To attain targets and objectives set by Management.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitoring and review of tendering works Dry Dock and SNA.</li> <li>• To assure the availability of channel round the clock 24 X 7 for uninterrupted shipping operation in day/night.</li> <li>• To attain targets set by the Management.</li> <li>• To assist XEN(DD) for day-to- day sectional activities/works in addition to above.</li> <li>• To carry out any other works assigned</li> </ul>

	<p>by his superiors.</p> <ul style="list-style-type: none"> <li>• To report to XEN(DD)/Dy.CME/CME</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree/Diploma or equivalent in Mechanical Engineering from a recognised university/ institution.</li> <li>• Experience: Promotion from Jr. Engineer Gr-I (Mech.)with 3 years Service.</li> </ul> <p>For direct recruitment : Two years experience in relevant discipline in executive cadre (desirable).</p> <ul style="list-style-type: none"> <li>• Competency : Knowledge of Equipment Standards/skill</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Budget provision.</li> <li>• Technical Codes and Standards.</li> <li>• Drawings.</li> <li>• Office equipment.</li> <li>• Man power.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Monitoring &amp; ensure proper maintenance &amp; repairs of mechanical equipment.</li> <li>• Monitoring of projects/works.</li> <li>• Completion of projects in schedule.</li> <li>• Physical and Financial progress of Projects.</li> <li>• Finalization of projects.</li> </ul>
<b>Date of review</b>	<ul style="list-style-type: none"> <li>• Review of works monthly.</li> <li>• Review of retention of files yearly.</li> </ul>

Name : **Shri H. G. Makwana,**  
 Designation : **Assistant Engineer (Mech.)**  
 Section : **Mechanical**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (Mech.)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To carry out operation and Maintenance of Mechanical Equipment's such as Cargo handling equipment i.e. Fork lifts, Pay loader, Tractor Trailer, DG set, Workshop, weighbridges, SNA, Time office in efficient manner.</li> <li>• Reduction in Percentage of equipment downtime and increase in availability of equipment, thereby enhancing Port productivity.</li> <li>• To attain targets set by the Management.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To Look after the operation &amp; Maintenance of Mechanical Equipment's such as Cargo handling equipment i.e. Fork lifts, Pay loader, Tractor Trailer, DG set, Workshop, weighbridges, SNA, Time office in efficient manner.</li> <li>• Reduction in percentage of equipment downtime and increase in availability of equipment.</li> <li>• To oversee the activities of Junior Engineers.</li> <li>• To attain targets set by the Management.</li> <li>• To assist SE(M) and XEN(D/D) for day to day sectional activities and any other works assigned to him.</li> </ul>

<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree/Diploma or equivalent in Mechanical Engineering from a recognised university/ institution.</li> <li>• Experience: Promotion from Jr. Engineer Gr-I (Mech.) with 3 years Service.</li> </ul> <p>For direct recruitment : Two years experience in relevant discipline in executive cadre (desirable).</p> <ul style="list-style-type: none"> <li>• Competency : Knowledge of Equipment Standards/skill</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Budget provision.</li> <li>• Technical Codes and Standards.</li> <li>• Drawings.</li> <li>• Office equipment.</li> <li>• Man power.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Monitoring &amp; ensure proper maintenance &amp; repairs of cargo handling equipment.</li> <li>• Monitoring of works.</li> <li>• Completion of works in schedule.</li> <li>• Physical and Financial progress of Projects.</li> </ul>
<b>Date of review</b>	<ul style="list-style-type: none"> <li>• Review of works monthly.</li> <li>Review of retention of files yearly.</li> </ul>

Name : **Shri Aman Imran A. B.,**  
 Designation : **Assistant Engineer (Mech.)**  
 Section : **Mechanical**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (Mech.)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• In charge of Mechanical &amp; Marine Tenders.</li> <li>• In charge of dealing with Ministry related works.</li> <li>• To attain targets set by the Management.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To deal with all the tenders pertaining to Mechanical/Marine related works.</li> <li>• Deal with the operation of Bagging &amp; Rack loading plant.</li> <li>• To oversee the activities of Junior Engineers.</li> <li>• To attain targets set by the Management.</li> <li>• To assist XEN(M) for day to day sectional activities and any other works assigned to him by Superior Officers</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree/Diploma or equivalent in Mechanical Engineering from a recognised university/ institution.</li> <li>• Experience: Promotion from Jr. Engineer Gr-I (Mech.) with 3 years Service.</li> </ul> <p>For direct recruitment : Two years experience in relevant discipline in executive cadre (desirable).</p> <ul style="list-style-type: none"> <li>• Competency : Knowledge of Equipment Standards/skill</li> </ul>

<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Budget provision.</li> <li>• Technical Codes and Standards.</li> <li>• Office equipment.</li> <li>• Man power.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Monitoring &amp; ensure proper maintenance &amp; repairs of port vehicles and port equipment.</li> <li>• Monitoring of projects/works.</li> <li>• Completion of projects in schedule</li> <li>• Physical and Financial progress of Projects</li> <li>• Finalization of projects</li> </ul>
<b>Date of review</b>	<ul style="list-style-type: none"> <li>• Review of works monthly.</li> <li>Review of retention of files yearly.</li> </ul>

Name : **Shri Narendra Karkoti,**  
Designation : **Assistant Engineer (Mech.)**  
Section : **Mechanical**  
Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (Mech.)</b>
<b>Objectives</b>	<ul style="list-style-type: none"><li>• To carry out the maintenance &amp; repairs of mechanical equipment such as port owned fire fighting pumps &amp; its associated facilities installed at various locations and port owned vehicles at DPT.</li><li>• Execution of Contracts in respect of Fire fighting equipment. Monitoring the performance of fire fighting equipment.</li><li>• Monitoring the performance of the port owned vehicles.</li><li>• Reduction in percentage of equipment downtime and increase in availability of fire fighting pumps thereby enhancing the safety aspect of port.</li><li>• Reduction in percentage of port owned vehicle's downtime and increase in availability of vehicles thereby enhancing the port performance.</li><li>• Monitoring the performances of equipment &amp; vehicles and plan the maintenance activity concerning with other user Departments.</li><li>• Monitoring of tendering works pertain to maintenance of fire fighting systems.</li><li>• To attain targets and objectives set by Management.</li></ul>

<p><b>Role and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Planning, Execution and Overall monitoring, preventive, breakdown &amp; running maintenance of fire fighting systems.</li> <li>• Planning, Execution and Overall monitoring preventive, breakdown &amp; running maintenance of port owned vehicles</li> <li>• Reduction in percentage of equipment downtime and increase in availability of equipment.</li> <li>• Work order preparation, Tender preparation , Documentation etc. pertain to fire fighting Section &amp; Auto garage section.</li> <li>• Monitoring and review of tendering works of Fire fighting systems.</li> <li>• To attain targets set by the Management.</li> <li>• To assist SE(M) , XEN (M) &amp; AXEN(M), for day-to- day sectional activities/works in addition to above.</li> <li>• To carry out any other works assigned by his superiors.</li> <li>• To report to XEN(M) &amp; SE(M).</li> </ul>
<p><b>Job specification and attributes</b></p>	<ul style="list-style-type: none"> <li>• Qualification : Degree/Diploma or equivalent in Mechanical Engineering from a recognised university/ institution.</li> <li>• Experience: Promotion from Jr. Engineer Gr-I (Mech.) with 3 years Service. For direct recruitment : Two years experience in relevant discipline in executive cadre (desirable).</li> <li>• Competency : Knowledge of Equipment Standards/skill</li> </ul>



<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Budget provision.</li> <li>• Technical Codes and Standards.</li> <li>• Drawings.</li> <li>• Office equipment.</li> <li>• Man power.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• Monitoring &amp; ensure proper maintenance &amp; repairs of port equipment.</li> <li>• Monitoring of projects/works.</li> <li>• Completion of projects in schedule</li> <li>• Physical and Financial progress of Projects</li> <li>• Finalization of projects</li> </ul>
<b>Date of review</b>	<ul style="list-style-type: none"> <li>• Review of works monthly.</li> <li>Review of retention of files yearly.</li> </ul>

Name : **Smt. Rachel Alexander,**  
 Designation : **Personal Assistant to CME**  
 Section :  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Personal Assistant to CME</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Secretarial Assistance</li> <li>• To assist CME &amp; Dy.CME and to supervise and control the work of the staff working under Circle Office and guide them in their functions and ensure timely action.</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintenance of ACRs of Class I-II Officers &amp; Class III-IV employees and forwarding CRs of Officers to Dy. Chairman for onward transmission to Chairman</li> <li>• Maintaining of important/essential/confidential/secret/important documents</li> <li>• Handling of CME's personal correspondence.</li> <li>• Timely communication of CME's instructions to the HoDs/Officers</li> <li>• Sending letters/emails, including confidential correspondence to various organizations such as State Govt., Central Govt. Ministry of Shipping etc.</li> <li>• Fixing up/cancelling of appointments, meetings and drawing up of tour programs.</li> <li>• Rendering stenographic assistance to CME as and when required.</li> <li>• Keep a track of various meeting to be attended by CME and collect all the relevant information, files, papers well in advance for reference during the meeting.</li> <li>• Dealing with disciplinary cases pertaining to the Department</li> <li>• Timely submission of APRs of all the officers</li> </ul>

	<p>of the Department</p> <ul style="list-style-type: none"> <li>• Carrying out any other duties and responsibilities assigned by CME, from time to time.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Degree or equivalent in Mechanical/ Electrical/ Electronics &amp; Communication Engineering/ Naval Architecture from a recognised university/ institution or MOT 1<sup>st</sup> Class Motor Certificate issued under Merchant Shipping Act, 1956</li> <li>• Experience: 2 years' experience as CME in Category II ports or 2 years' experience as Dy. CME or 2 years' experience as equivalent post to Dy. CME in Mechanical &amp; Electrical Engineering Department.</li> <li>• Competency : Knowledge on Equipment, Management &amp; Standards/skill Maintenance.</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Human resource with adequate skill and qualification.</li> <li>• Adequate budget/funds.</li> <li>• Required machines &amp; tools.</li> <li>• Office aids such as Computer, fax machines scan machines, etc .</li> <li>• Vehicle for transportation of goods &amp; manpower.</li> </ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"> <li>• Setting of bench marks to measure output.</li> <li>• 90% availability of ALBA HMC</li> <li>• 95% availability of Italgru HMC</li> <li>• 90% availability of Loco</li> <li>• 82% availability of Port vehicles</li> </ul>
<b>Date of review</b>	<ul style="list-style-type: none"> <li>• Review of works monthly.</li> <li>• Review of retention of files yearly.</li> </ul>

Name : **Shri Abdul Ahad**  
 Designation : **Assistant Engineer (D/T)**  
 Section : **Tugs**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (D/T)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Technical and personnel management for Engine side of Tug Section.</li> <li>• Defect analysis and rectification, routine maintenance of engines.</li> <li>• Supervision of routine maintenance and repairs of all tugs.</li> <li>• Controlling and Guiding the subordinate staff members of Tug Section.</li> <li>• To Assist Engineer-In-Charge &amp; ME-Gr-I for technical matters of Tugs.</li> <li>• Other assignments given by EIC/ME.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Engineer's Certificate of Competency issued under the ISV Act, 1917.</li> <li>• Experience: 4 years regular apprenticeship in Marine Engineering workshop recognised by the Ministry of Transport or 4 years experience as Engine Room Artificer in the Indian Navy with 2 years experience as watch keeping engineering in ocean going vessels.</li> <li>• Competency : Knowledge of Vessels Standards/skill</li> </ul>

<b>Resource requirement.</b>	<ul style="list-style-type: none"><li>• Technical Codes and Standards.</li><li>• Man power.</li></ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"><li>• Setting of bench marks to measure output.</li><li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>

Name : **Shri Suresh Kumar**  
 Designation : **Assistant Engineer (D/T)**  
 Section : **Tugs**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (D/T)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Technical and personnel management for Engine side of Tug Section.</li> <li>• Defect analysis and rectification, routine maintenance of engines.</li> <li>• Supervision of routine maintenance and repairs of all tugs.</li> <li>• Controlling and Guiding the subordinate staff members of Tug Section.</li> <li>• To Assist Engineer-In-Charge &amp; ME-Gr-I for technical matters of Tugs.</li> <li>• Other assignments given by EIC/ME.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Engineer's Certificate of Competency issued under the ISV Act, 1917.</li> <li>• Experience: 4 years regular apprenticeship in Marine Engineering workshop recognised by the Ministry of Transport or 4 years experience as Engine Room Artificer in the Indian Navy with 2 years experience as watch keeping engineering in ocean going vessels.</li> <li>• Competency : Knowledge of Vessels Standards/skill</li> </ul>

<b>Resource requirement.</b>	<ul style="list-style-type: none"><li>• Technical Codes and Standards.</li><li>• Man power.</li></ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"><li>• Setting of bench marks to measure output.</li><li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>

Name : **Shri Raghuvir Singh**  
 Designation : **Assistant Engineer (D/T)**  
 Section : **Tugs**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (D/T)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Technical and personnel management for Engine side of Tug Section.</li> <li>• Defect analysis and rectification, routine maintenance of engines.</li> <li>• Supervision of routine maintenance and repairs of all tugs.</li> <li>• Controlling and Guiding the subordinate staff members of Tug Section.</li> <li>• To Assist Engineer-In-Charge &amp; ME-Gr-I for technical matters of Tugs.</li> <li>• Other assignments given by EIC/ME.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Engineer's Certificate of Competency issued under the ISV Act, 1917.</li> <li>• Experience: 4 years regular apprenticeship in Marine Engineering workshop recognised by the Ministry of Transport or 4 years experience as Engine Room Artificer in the Indian Navy with 2 years experience as watch keeping engineering in ocean going vessels.</li> <li>• Competency : Knowledge of Vessels Standards/skill</li> </ul>



<b>Resource requirement.</b>	<ul style="list-style-type: none"><li>• Technical Codes and Standards.</li><li>• Man power.</li></ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"><li>• Setting of bench marks to measure output.</li><li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>

Name : **Shri Ram Parvesh**  
 Designation : **Assistant Engineer (D/T)**  
 Section : **Tugs**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (D/T)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Technical and personnel management for Engine side of Tug Section.</li> <li>• Defect analysis and rectification, routine maintenance of engines.</li> <li>• Supervision of routine maintenance and repairs of all tugs.</li> <li>• Controlling and Guiding the subordinate staff members of Tug Section.</li> <li>• To Assist Engineer-In-Charge &amp; ME-Gr-I for technical matters of Tugs.</li> <li>• Other assignments given by EIC/ME.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Engineer's Certificate of Competency issued under the ISV Act, 1917.</li> <li>• Experience: 4 years regular apprenticeship in Marine Engineering workshop recognised by the Ministry of Transport or 4 years experience as Engine Room Artificer in the Indian Navy with 2 years experience as watch keeping engineering in ocean going vessels.</li> <li>• Competency : Knowledge of Vessels Standards/skill</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Technical Codes and Standards.</li> <li>• Man power.</li> </ul>

<b>Measureable Outcome</b>	<ul style="list-style-type: none"><li>• Setting of bench marks to measure output.</li><li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>

Name : **Shri Senthil Kumar**  
 Designation : **Assistant Engineer (D/T)**  
 Section : **Tugs**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (D/T)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Technical and personnel management for Engine side of Tug Section.</li> <li>• Defect analysis and rectification, routine maintenance of engines.</li> <li>• Supervision of routine maintenance and repairs of all tugs.</li> <li>• Controlling and Guiding the subordinate staff members of Tug Section.</li> <li>• To Assist Engineer-In-Charge &amp; ME-Gr-I for technical matters of Tugs.</li> <li>• Other assignments given by EIC/ME.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Engineer's Certificate of Competency issued under the ISV Act, 1917.</li> <li>• Experience: 4 years regular apprenticeship in Marine Engineering workshop recognised by the Ministry of Transport or 4 years experience as Engine Room Artificer in the Indian Navy with 2 years experience as watch keeping engineering in ocean going vessels.</li> <li>• Competency : Knowledge of Vessels Standards/skill</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Technical Codes and Standards.</li> <li>• Man power.</li> </ul>

<b>Measureable Outcome</b>	<ul style="list-style-type: none"><li>• Setting of bench marks to measure output.</li><li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>

Name : **Shri Chandrakant Singh,**  
 Designation : **Assistant Engineer (F/C)**  
 Section : **Tugs**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (F/C)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Monitoring &amp; Overall up-keeping of tugs (electrical side).</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Technical and personnel management for Engine side of Tug Section.</li> <li>• Carry out repairs of various electrical machines and mechanized equipment of tugs</li> <li>• Attend electrical works while the tugs are in operation.</li> <li>• Supervision of routine maintenance and repairs of tugs (Electrical side).</li> <li>• Controlling staff posted in Tug Section.</li> <li>• To Assist Engineer-In-Charge &amp; ME-Gr-II for technical matters of Tugs.</li> <li>• Other assignments given by EIC/ME.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Engineer's Certificate of Competency issued under the ISV Act, 1917.</li> <li>• Experience: 4 years regular apprenticeship in Marine Engineering workshop recognised by the Ministry of Transport or 4 years experience as Engine Room Artificer in the Indian Navy with 2 years experience as watch keeping engineering in ocean going vessels.</li> <li>• Competency : Knowledge of Vessels Standards/skill</li> </ul>

<b>Resource requirement.</b>	<ul style="list-style-type: none"><li>• Technical Codes and Standards.</li><li>• Man power.</li></ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"><li>• Setting of bench marks to measure output.</li><li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>

Name : **Shri Ashokkumar Singh,**  
 Designation : **Assistant Engineer (F/C)**  
 Section : **Tugs**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (F/C)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Monitoring &amp; Overall up-keeping of tugs (electrical side).</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Technical and personnel management for Engine side of Tug Section.</li> <li>• Carry out repairs of various electrical machines and mechanized equipment of tugs</li> <li>• Attend electrical works while the tugs are in operation.</li> <li>• Supervision of routine maintenance and repairs of tugs (Electrical side).</li> <li>• Controlling staff posted in Tug Section.</li> <li>• To Assist Engineer-In-Charge &amp; ME-Gr-II for technical matters of Tugs.</li> <li>• Other assignments given by EIC/ME.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Engineer's Certificate of Competency issued under the ISV Act, 1917.</li> <li>• Experience: 4 years regular apprenticeship in Marine Engineering workshop recognised by the Ministry of Transport or 4 years experience as Engine Room Artificer in the Indian Navy with 2 years experience as watch keeping engineering in ocean going vessels.</li> <li>• Competency : Knowledge of Vessels Standards/skill</li> </ul>



<b>Resource requirement.</b>	<ul style="list-style-type: none"><li>• Technical Codes and Standards.</li><li>• Man power.</li></ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"><li>• Setting of bench marks to measure output.</li><li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>

Name : **Shri Swaminath Singh,**  
 Designation : **Assistant Engineer (F/C)**  
 Section : **Tugs**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (F/C)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Monitoring &amp; Overall up-keeping of tugs (electrical side).</li> <li>•</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Technical and personnel management for Engine side of Tug Section.</li> <li>• Carry out repairs of various electrical machines and mechanized equipment of tugs</li> <li>• Attend electrical works while the tugs are in operation.</li> <li>• Supervision of routine maintenance and repairs of tugs (Electrical side).</li> <li>• Controlling staff posted in Tug Section.</li> <li>• To Assist Engineer-In-Charge &amp; ME-Gr-II for technical matters of Tugs.</li> <li>• Other assignments given by EIC/ME.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Engineer's Certificate of Competency issued under the ISV Act, 1917.</li> <li>• Experience: 4 years regular apprenticeship in Marine Engineering workshop recognised by the Ministry of Transport or 4 years experience as Engine Room Artificer in the Indian Navy with 2 years experience as watch keeping engineering in ocean going vessels.</li> <li>• Competency: Knowledge of Vessels Standards/skill</li> </ul>

<b>Resource requirement.</b>	<ul style="list-style-type: none"><li>• Technical Codes and Standards.</li><li>• Man power.</li></ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"><li>• Setting of bench marks to measure output.</li><li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>

Name : **Shri Umakar Dubey,**  
 Designation : **Assistant Engineer (F/C)**  
 Section : **Tugs**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (F/C)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Monitoring &amp; Overall up-keeping of tugs (electrical side).</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Technical and personnel management for Engine side of Tug Section.</li> <li>• Carry out repairs of various electrical machines and mechanized equipment of tugs</li> <li>• Attend electrical works while the tugs are in operation.</li> <li>• Supervision of routine maintenance and repairs of tugs (Electrical side).</li> <li>• Controlling staff posted in Tug Section.</li> <li>• To Assist Engineer-In-Charge &amp; ME-Gr-II for technical matters of Tugs.</li> <li>• Other assignments given by EIC/ME.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Engineer's Certificate of Competency issued under the ISV Act, 1917.</li> <li>• Experience: 4 years regular apprenticeship in Marine Engineering workshop recognised by the Ministry of Transport or 4 years experience as Engine Room Artificer in the Indian Navy with 2 years experience as watch keeping engineering in ocean going vessels.</li> <li>• Competency : Knowledge of Vessels Standards/skill</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Technical Codes and Standards.</li> <li>• Man power.</li> </ul>

<b>Measureable Outcome</b>	<ul style="list-style-type: none"><li>• Setting of bench marks to measure output.</li><li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>

Name : **Shri Karnail Singh,**  
 Designation : **Assistant Engineer (F/C)**  
 Section : **Tugs**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (F/C)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Monitoring &amp; Overall up-keeping of tugs (electrical side).</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Technical and personnel management for Engine side of Tug Section.</li> <li>• Carry out repairs of various electrical machines and mechanized equipment of tugs</li> <li>• Attend electrical works while the tugs are in operation.</li> <li>• Supervision of routine maintenance and repairs of tugs (Electrical side).</li> <li>• Controlling staff posted in Tug Section.</li> <li>• To Assist Engineer-In-Charge &amp; ME-Gr-II for technical matters of Tugs.</li> <li>• Other assignments given by EIC/ME.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Engineer's Certificate of Competency issued under the ISV Act, 1917.</li> <li>• Experience: 4 years regular apprenticeship in Marine Engineering workshop recognised by the Ministry of Transport or 4 years experience as Engine Room Artificer in the Indian Navy with 2 years experience as watch keeping engineering in ocean going vessels.</li> <li>• Competency: Knowledge of Vessels Standards/skill</li> </ul>
<b>Resource requirement.</b>	<ul style="list-style-type: none"> <li>• Technical Codes and Standards.</li> <li>• Man power.</li> </ul>

<b>Measureable Outcome</b>	<ul style="list-style-type: none"><li>• Setting of bench marks to measure output.</li><li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>

Name : **Shri Haridas Nair,**  
 Designation : **Assistant Engineer (F/C)**  
 Section : **Tugs**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (F/C)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>Monitoring &amp; Overall up-keeping of tugs (electrical side).</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>Technical and personnel management for Engine side of Tug Section.</li> <li>Carry out repairs of various electrical machines and mechanized equipment of tugs</li> <li>Attend electrical works while the tugs are in operation.</li> <li>Supervision of routine maintenance and repairs of tugs (Electrical side).</li> <li>Controlling staff posted in Tug Section.</li> <li>To Assist Engineer-In-Charge &amp; ME-Gr-II for technical matters of Tugs.</li> <li>Other assignments given by EIC/ME.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>Qualification : Engineer's Certificate of Competency issued under the ISV Act, 1917.</li> <li>Experience: 4 years regular apprenticeship in Marine Engineering workshop recognised by the Ministry of Transport or 4 years experience as Engine Room Artificer in the Indian Navy with 2 years experience as watch keeping engineering in ocean going vessels.</li> <li>Competency: Knowledge of Vessels Standards/skill</li> </ul>
<b>Resource</b>	<ul style="list-style-type: none"> <li>Technical Codes and Standards.</li> </ul>



<b>requirement.</b>	<ul style="list-style-type: none"><li>• Man power.</li></ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"><li>• Setting of bench marks to measure output.</li><li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>

Name : **Shri Kamlesh Maheshwari,**  
 Designation : **Assistant Engineer (F/C)**  
 Section : **Tugs**  
 Department : **Mechanical Engineering Department**

<b>Title of the Job.</b>	<b>Assistant Engineer (F/C)</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Monitoring &amp; Overall up-keeping of tugs (electrical side).</li> </ul>
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Technical and personnel management for Engine side of Tug Section.</li> <li>• Carry out repairs of various electrical machines and mechanized equipment of tugs</li> <li>• Attend electrical works while the tugs are in operation.</li> <li>• Supervision of routine maintenance and repairs of tugs (Electrical side).</li> <li>• Controlling staff posted in Tug Section.</li> <li>• To Assist Engineer-In-Charge &amp; ME-Gr-II for technical matters of Tugs.</li> <li>• Other assignments given by EIC/ME.</li> </ul>
<b>Job specification and attributes</b>	<ul style="list-style-type: none"> <li>• Qualification : Engineer's Certificate of Competency issued under the ISV Act, 1917.</li> <li>• Experience: 4 years regular apprenticeship in Marine Engineering workshop recognised by the Ministry of Transport or 4 years experience as Engine Room Artificer in the Indian Navy with 2 years experience as watch keeping engineering in ocean going vessels.</li> <li>• Competency : Knowledge of Vessels Standards/skill</li> </ul>

<b>Resource requirement.</b>	<ul style="list-style-type: none"><li>• Technical Codes and Standards.</li><li>• Man power.</li></ul>
<b>Measureable Outcome</b>	<ul style="list-style-type: none"><li>• Setting of bench marks to measure output.</li><li>• Monitoring &amp; Overall up-keeping of tugs (Port &amp; hired).</li></ul>
<b>Date of review</b>	<ul style="list-style-type: none"><li>• Review of works monthly.</li><li>• Review of retention of files yearly.</li></ul>