

दीनदयाल पत्तन प्राधिकरण

DEENDAYAL PORT AUTHORITY

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सामान्य प्रशासन विभाग / General Administration Deptt

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गांधीधाम(कच्छ)/Gandhidham (Kutch),

गुजरात / Gujarat – 370201

No. GA/PS/Sr. Dy.Sec./2025/759

Dated, the 29th April, 2025

To

The Secretary,

All Major Port Authorities

Sub: Filling up of the anticipated vacancy for the post of Sr. Deputy Secretary (Class-I) (Dy.HoD) in Deendayal Port Authority by Absorption through composite method – reg.

Sir / Madam,

Applications are invited for filling up of the anticipated vacancy for the post of Sr. Deputy Secretary, in Deendayal Port Authority, in the scale of pay of Rs.80,000-2,20,000 (pre to pre-revised Rs.16000-20800), by absorption through composite method from the eligible and willing Officers of Major Port Authorities, fulfilling the eligibility criteria prescribed in the Recruitment Rule for the said post. The copy of the Recruitment Rule is enclosed as **Annexure – I**. The last date of submission of online application at Online Application Portal of MoPSW website is **28.05.2025**. The crucial date for determining the eligibility will be last date of online submission of applications i.e. **28.05.2025**.

2. In terms of Ministry's letter dated 09.07.2020, the appointing authority as well as Disciplinary Authority for all Dy.HoD level posts will be the Central Government i.e. Secretary (Ports, Shipping & Waterways). In this connection, all Major Ports are directed to carry out amendments in their service regulations viz. Recruitment Rules (RRs) Seniority and Promotion (RS & P), Classification, Control and Appeal and other relevant Regulations (wherever required) as per the laid down procedure.

3. Subsequently, the Ministry, by letter dated 29.12.2020 has conveyed that "till amendments in the Service Regulations viz Recruitment Rules (RRs), Seniority and Promotion (RS & P), Classification, Control and Appeal and other relevant Regulations are notified, Dy. HoD level posts in Major Ports Authorities may be filled up only by absorption through Composite method at Port level. Advertisement for filling up the posts, DPC etc may be held at Port level. However, recommendations of the DPCs may be conveyed by the Major Port Authorities to this Ministry and obtain approval of the Ministry before issuing appointment orders."

4. The eligible and willing officers, who satisfy the provisions of recruitment rule for the above mentioned post, have to submit their application at the 'Online Application Portal' (OAP) of the Ministry of Ports, Shipping and Waterways followed by submission of print out of application to the port as under:

How to apply :

- a) The applicants are requested to register and apply in the 'Online Application Portal' of the Ministry of Ports, Shipping and Waterways. (<http://onlinevacancy.shipmin.nic.in>).
- b) A printout of the filled in application along with recent passport size photograph affixed on the right hand corner of the printout should be attached with self-attested copies of the education/ experience/ age certificate(s) and the documents as under:
 - i) Attested copies of APARs/ACRs of the applicants for the last 5 years duly attested by officer not below the rank of Dy.HoD on each page. If APARs / ACRs for a particular year during the last 5 years is not available, "No Report Certificate" may be furnished along with APARs / ACRs of the preceding years.
 - ii) Attested copies of certificates and proof of educational qualification present and past work experience in the respective post and pay scale.
 - iii) No-objection certificate of respective port.
 - iv) An undertaking of the applicant not to withdraw, if selected.
 - v) Certificate to be given by Head of Office of the applicant (**Annexure – II**).
 - vi) Vigilance / Administrative clearance of the concerned port in the proforma prescribed by the Ministry (**Annexure – III**)
- c) The above online application along with testimonials in hard copy shall be sent to the address as under so as to reach the same on or before **09.06.2025**

The Secretary,
Deendayal Port Authority,
Administrative Office Building,
Gandhidham – Kutch, Gujarat - 370201

5. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application.
6. Incomplete application or application received after the due date or otherwise application received not through proper channel, will not be considered.
7. The management reserves the right to make any changes if need arises, without assigning any reason thereof.
8. The officer withdrawing his candidature after he got selected, shall be liable for debarment from future selection to any posts in this Port Authority, for a period of two (02) years.

Yours sincerely,

Encls: As stated above.


Secretary
Deendayal Port Authority.

- Copy to:** 1) Team Leader (ICT) :- With a request to upload the Vacancy Circular on the DPA website and subsequently to remove the same after due date.
- 2) Sr. Asstt. Secretary:- For uploading the Vacancy Circular on the Online Recruitment Portal of MoPSW.

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 Qualification (c) Experience for Direct Recruits will apply in 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
2.	Senior Deputy Secretary	1	Class I	16000-400-20800	Selection	42	Essential:- (i) A degree from a recognised university. (ii) Twelve years' experience in executive cadre in the field of General Administration, Personnel, Industrial Relations, etc. in an Industrial/Commercial/Govt. Undertaking. Desirable:- 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.	(a) No (b) Yes (c) No	N.A.	By absorption through composite method failing which by deputation from other Govt. organisations and failing both by direct recruitment.	Absorption through composite method: Officers holding analogous posts or the post of Dy. Secretary and equivalent posts in the respective discipline of GAD (such as CPRO/Dy. Estate Manager/Dy. Chief Law Officer/Personnel Officer) in the scale of pay of Rs. 13000-18250 with three years' service in the grade in a Major Port Trust or Dy. Secretary and equivalent posts in the respective discipline of GAD with two years' service in the grade and a combined service of seven years in the scales of pay of Rs. 10750-16750 and Rs. 13000-18250 in the respective discipline of GAD in a Major Port Trust will be eligible. For deputation. Officers holding analogous posts or post of Dy. Secretary and equivalent posts in the respective discipline of GAD in the scale of pay of Rs. 13000-18250 in Govt./Semi. Govt./PSUS or Autonomous Bodies with three years' service in the grade will be eligible. The selection is by merit for which the bench mark in overall grading in the Annual Confidential Reports will not be below "Very good"	

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

Shri / Ms.....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 01/04/2019 to 31/03/2024) are enclosed.**

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

Application form for seeking Vigilance Clearance for Passport NOC/Permission for Private travel abroad/ Visa (Appendix to be attached) / Grant of MACP/ Promotion/ Any other, as applicable.

Particulars of the Officer for whom Vigilance comments / clearance being sought

PART-A**to be furnished by the HoD**

Purpose for Vigilance Clearance :

1. Name of Officer & Designation (in full) :
2. Employee No. / Personal No. :
3. Father's Name :
4. Date of Birth :
5. Date of Retirement :
6. Date of entry into service :
7. Service to which the officer belongs
Including batch / year cadre etc,
wherever applicable. :
8. Position held including whether the officer
has functioned as a CVO in part time or
Additional charge capacity
(during the ten preceding years)*

S. No.	Designation & Place of Posting	From	To
1			
2			

(*In case of Visa/Passport/Travel Abroad, this information is not required)

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 :
(copy of entry of punishment in service book
To be submitted)
11. Is any disciplinary/criminal proceedings
OR charge-sheet 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) :
13. Whether the Officer / Official has submitted his / her annual immovable property returns of the previous year as required under Rule 15 (3) of the KPE (Conduct) Regulations, 1964 and amended in 2004

(Name & Signature of HoD)

PART – B

To be furnished by the CVO

14. Whether the Officer has been placed on the "Agreed List" or "List of Officers of Doubtful Integrity".
(If yes, details to be given)
15. Whether any allegation of misconduct involving vigilance angle was examined against the Officer during the last 10 years and if so, with what result (*)
16. Is any action contemplated against the Officer as on date. (If so, details to be furnished)
17. Whether any complaint with vigilance angle is pending against officer (if so, details to be furnished)
18. Remarks by Vigilance Department for Vigilance Clearance being Accorded /Not Accorded under Sr. No, 19.

19. Vigilance Clearance :

Accorded / Not accorded

V.C. Report No.

Date

Signature of C.V.O.