

F.No.42-461/98-TR
अण्डमान तथा निकोबार प्रशासन
ANDAMAN & NICOBAR ADMINISTRATION
सचिवालय / SECRETARIAT

Port Blair, dated the 13th September, 2013

To

1. The Secretary to Government of India, Ministry of Shipping, Transport Bhawan, 1, Parliament Street, New Delhi.
2. The Secretary to the Government of India, Ministry of Home Affairs, North Block, New Delhi - 110 001.
3. The Secretary to Government of India, Ministry of Personnel, Public Grievances, Pension (Department of Personnel & Training), New Delhi.
4. All other Ministries to the Government of India.
5. Chief Secretaries of all States/UTs (except A&N Island).
6. All Central Government Department functioning in A&N Islands. '
7. The Bureau of Public Enterprises, New Delhi.
8. The Chairman of all Major Ports Trust (Chennai, Kolkata, Visakhapatnam, Tuticorin, Ennore, Mangalore, Goa, Cochin, Paradeep and Kandla).
9. The Chairman & Managing Director of all Public Sector Undertakings/Semi-Government Organizations.
10. The Managing Director, Dredging Corporation of India Ltd., Visakhapatnam.
11. The Chairman & Managing Director, SCI Ltd., 245 Madame Cama Road, Mumbai.
12. The Director General (Shipping), Jahaz Bhawan, Walchand Hirachand Marg, Mumbai.

Sub:- Filling up of the post of Manager (ISM) in the Directorate of Shipping Services under the Andaman and Nicobar Administration - Regarding.

Sir,

I am directed to say that one Group 'B' Gazetted post of Manager (ISM) in the pay scale of PB-2: ₹ 9300-34800 with Grade Pay of ₹ 4600/- in the

Directorate of Shipping Services under the A&N Administration is proposed to be filled up by Deputation (ISTC)/Absorption from amongst the eligible officers working under the Central/State Governments/UTs/Universities/Recognized Research Institutes/ Public Sector Undertakings/Semi-Government/ Statutory or Autonomous Organizations;

- (a)(i) holding analogous posts on regular basis in the parent cadre/department ; or
(ii) with five (5) years service in the grade rendered after appointment thereto on a regular basis in Pay Band-2 of ₹ 9300-34800 with Grade Pay of ₹ 4200 or equivalent in parent cadre/department; and
- (b) Possessing the following qualification and experience prescribed for direct recruits under para 7.

Note 1: Officers of only Central/State Governments and UTs shall be eligible for absorption.

Note 2: Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by Deputation (ISTC) shall not be exceeding 56 years, as on the closing date of receipt of applications.

Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006 /the date from which the Revised Pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay/Pay Scale, and where this benefit will extend only for the post(s) for which that Grade Pay/Pay Scale is the normal replacement grade without any up-gradation.

Educational and other qualifications prescribed for direct recruits under para 7 of the Recruitment Rules.

Essential:

- (i) Bachelor's Degree in Mechanical/Electrical Engineer from a recognized University
OR
Passed in Associate Membership Examination of the Institution of Engineers India in Mechanical/Electrical Engineering.
- (ii) Short term course in ISM/ISPS Code from the Institution approved by Director General of Shipping.

Desirable:

One year experience in dealing with ISM Code in Marine Vessels.

Note 1: Qualification(s) are relaxable at the discretion of the U.P.S.C, for reasons to be recorded in writing, in case of candidate otherwise well qualified.

Note 2: Qualifications are relaxable at the discretion of the U.P.S.C, for reasons to be recorded in writing, in case of candidate belonging to Scheduled Castes, Scheduled Tribes, if at any stage of selection the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

The terms and conditions of appointment are as follows:-

- (a) In addition to the pay, the selected officer will be entitled to Dearness Allowance admissible to Government servants of his category.
- (b) Special Compensatory Allowance as admissible under the rules.
- (c) Rent free unfurnished accommodation (for mainland candidates) subject to general review from time to time or House Rent Allowance in lieu thereof.
- (d) Free Sea Passage as admissible under the rules.
- (e) Leave Travel Concession as admissible under the rules.
- (f) Deputation Allowance as admissible under the rules.
- (g) Tenure - maximum three years.
- (h) In respect of matters not specified above, the selected officer shall be governed by rules and orders in force from time to time in respect of Government servants of his category serving under the A&N Administration.

The brief duties and responsibilities attached to the post are as under:-

Manager(ISM) will be overall In-Charge of ISM Cell. He will be responsible for implementation of ISM Code in all vessels plying in Andaman & Nicobar Islands under the Directorate of Shipping services. He will be responsible for ensuring of providing resources for supporting health, safety and pollution prevention in vessels. The Manager(ISM) will also be responsible for:-

- (i) To formulate procedures for safety of life on board, safety of vessels and protection of environment.
- (ii) To periodically amend and update Safety Procedures.
- (iii) To interact between vessel's Master and DSS on safety and emergency procedure.
- (iv) To control documents and maintenance of safety management system.
- (v) To prepare analysis for accidents, incidents and non-conformities.
- (vi) To monitor and verify all nonconformities until they are close.
- (vii) To establish shore based resources for promot and quick line of action in safety exigencies.
- (viii) To update exigencies plans.
- (ix) Monitor safety and pollution prevention aspects and verification of effectiveness of safety management system.

It is requested that the post may be circulated amongst the eligible officers working under your control and all such organizations with whom you are concerned and the applications, alongwith the Curriculum Vitae (CV), in the enclosed proforma, of those Officers who could be spared in the event of their selection, duly countersigned by the present employer, alongwith the APAR dossier containing the APAR for the last five (05) years duly attested by a Group 'A' officer in case of Xerox copies, Vigilance Clearance, Integrity Certificate and major/minor penalty statement may please be forwarded to the Commissioner-cum-Secretary (Shipping), A&N Administration, Secretariat, Port Blair - 744 101 within sixty (60) days from the date of publication of the vacancy notice in the Employment News. Applications of those officers against whom disciplinary/vigilance cases are pending or contemplated need not be forwarded. Incomplete applications, applications received after the due date and the applications not accompanied by the above documents will not be

entertained. It may also be noted that that the candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Yours faithfully,



(PNR Pillai)

Deputy Secretary (Shipping)

Copy forwarded to:-

01. The General Manager-cum-Chief Editor, Employment News, East Block-IV, Level-7, R.K. Puram, New Delhi - 110 016 with the request that the above vacancy may please be published in the next edition of Employment News and forward a copy of the same to the Administration. The bill, in triplicate, towards the advertisement charges may be raised on the Commissioner-cum-Secretary (Shipping), A&N Administration, Port Blair - 744 101 for arranging payment.
02. The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi - 110 0069.
03. The Director of Shipping Services, A&N Islands, Port Blair with reference to the Directorate's letter No. 5-63(M)/2002/1809 dated 12.07.2013.
04. The Director(IP&T), A&N Islands, Port Blair with the request that the above vacancy may please be got published in the Daily Telegram/local dailies for two consecutive days.
05. The Manager, Government Press, Port Blair for necessary action.



Deputy Secretary (Shipping)

CURRICULAM VITAE PROFORMA

01	Name and Address (in Block letters)		
02	Date of Birth (in Christian era)		
03	Date of retirement under Central/State Government Rules		
04	Educational Qualifications		
05	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to one prescribed in the Rules, state the authority for the same)	Qualifications/ Experience required	Qualifications/ experience possessed by the officer
	Essential	(1) (2) (3)	
	Desired	(1) (2)	
06	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post		
07	Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.		

Office/ institution	Post held	From	To	Scale of pay and Basic pay	Nature of duties (in detail)
08	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent				
09	In case the present employment is held on deputation/contract basis, please state:- (g) The date of initial appointment (h) Period of appointment on deputation/contract (i) Name of the parent office/organization to which you belong				
10	Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Govt. Undertaking e) Universities f) Others				

11.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade	
12.	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
13.	Total emoluments per month now drawn	
14.	<p>Additional information, if any, which you would like to mention in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/ advertisement).</p> <p>(Note: Enclose a separate sheet if the space is insufficient).</p>	
15.	Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment basis. (Officers under Central/State Governments are only eligible for "Absorption".	

	Candidates of non-Government Organizations are eligible only for Short Term Contract)	
16.	Whether belongs to SC/ST	
17.	Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Award/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information). (Note: Enclose a separate sheet if the space is insufficient)	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date:

Signature of the Candidate
Address.....

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Countersigned
(Employer with Seal)