

Government of India  
Ministry of Ports, Shipping & Waterways  
(Estt. Section)

425, Transport Bhavan,  
1, Parliament Street,  
New Delhi - 110001.

No. A-43015/31/2020-Estt.I

Dated, the 6 January, 2021

**VACANCY CIRCULAR**

To,

The Secretary, Department of Personnel & Training, GOI, New Delhi.

Applications are invited for appointment of one (1) Consultant on contract basis in Ministry of Ports, Shipping & Waterways from applicants well acquainted with the functioning of central/state government. The selected candidates shall be appointed for specific tasks and duration and shall be assigned clear output related goals.


2. The terms and conditions for appointment of the Consultants are as under:-
  - iii. It is desirable that the applicant should have minimum 05 (five) years of working experience with Government Ministry/ Department/ Subordinate Office/ PSUs/ Autonomous bodies etc. preferably as Section Officer (retd.).
  - iv. The applicant should have the knowledge/work experience in the following field/subject:-

**Ports Sector/Industry :-**

- The applicant should have the knowledge and understanding of Ports Sector especially the works relating to Port Development such as **Ease of Doing Business** from Major Ports and Data collection in this regard. The applicant should also have knowledge of National Committee on Trade Facilitation
- xiv. The age of the applicants should not be more than 65 years on the last date of submission of applications.
  - xv. The initial period of engagement of the Consultant would be one year from the date of joining. This period may be extended, if required.
  - xvi. The monthly remuneration/ Consultancy fees of the Consultants would be a fixed/lumpsum amount of Rs. 45,000/-. In no case, the total of monthly remuneration and the pension shall exceed the last pay drawn.
  - xvii. Consultants shall be allowed to avail leave upto 12 days in a calendar year.
  - xviii. An agreement of Consultancy will be signed by the selected Consultant. Specific deliverables against time limit will be conveyed to the selected Consultants at the time of signing of agreement.
  - xix. The appointment of Consultants is of temporary nature and can be terminated at any time without assigning any reason.

- xx. The applicant should have knowledge of computer and typing skill is a must;
- xxi. The applicant should not have been retired as a matter of punishment;
- xxii. The appointment would be on full time basis and the selected consultants would not be permitted to take up any other assignment during the period of consultancy with the Ministry of Shipping.
- xxiii. Consultants shall be required to maintain discipline and absolute integrity in accordance with the CCS(Conduct) Rules, 1964.
- xxiv. Consultants shall not be eligible for any benefit/ compensation/ allowances under provisions of any Act/Rules, in addition to what is mentioned above.

3. The eligible persons are requested to submit their **Resume** in the prescribed proforma (attached) to the undersigned **latest by 22<sup>nd</sup> January, 2020.** The interview of the eligible/short listed candidates will be held in coming weeks after the closing date.

  
(Sanjay Kumar Sinha)  
Deputy Secretary (Admn.)  
Ph.23717731

Copy to :-

1. Shri Pravin Srivastava, Dir (NIC) is requested to upload the above vacancy circular on the website of the Ministry of Ports, Shipping & Waterways.

## PROFORMA

### PROFORMA OF APPLICATION FOR THE POST OF CONSULTANT ON CONTRACT BASIS IN THE MINISTRY OF PORTS, SHIPPING & WATERWAYS

1. Name (in Block Letters) :-
2. Date of Birth(attach copy of Aadhar card/PAN card) :-
3. Correspondence Address :-
4. Permanent Address :-
5. Contact Number & Email ID :-
6. Date of Entry into service :-
7. Date of Entry into Govt service/PSU/Autonomous Org (if applicable) :-
8. Date of Retirement :-
9. Name of Ministry/Deptt./Organisation from where Retired :-
10. Educational Qualification/Additional Qualifications, if any :-
11. Brief Particulars of the service with nature of duties performed (if required in separate sheet in chronological order) :-
12. Post held at the time of retirement with scale of pay :-
13. Additional information, if any :-

I hereby declare that all the statement made in the application are true and complete to the best of my knowledge and belief. I agree with the terms and condition for the appointment in case of my selection.

Date:

Signature of Candidate.....

Name:.....