

Government of India  
Ministry of Shipping  
(Estt. Section)

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

No. A-12033/8/2017-Estt.

Dated, the 17<sup>th</sup> January, 2018

**VACANCY CIRCULAR**

Applications are invited for appointment of upto 20 (Twenty) Consultants on contract basis in Ministry of Shipping 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:-
- 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.
  - The applicant should have the knowledge/work experience in any of the following fields/subjects:-

**a. Shipping Sector/Industry :-**

- The applicant should have the knowledge and understanding of Shipping Sector, especially Ship Building, Ship Repair, Ship Breaking, etc, including framing and implementation of Shipping Policies and Regulations.
- He/She should have the knowledge and understanding of the tasks in the Shipping Wing such as Preparation of Tax Memorandum of the Ministry, Preparation of Annual plan relating to Shipping & Shipbuilding sector, Preparation of Annual Budget, Outcome Budget of shipping sector, etc.
- He/she should also have basic understanding of Budget preparation, outcome budget, Expenditure monitoring, Preparation and monitoring of MoUs etc. in the Shipping Sector as well as framing/interpretation of Rules & regulation of the Shipping Sector.

**b. Marine Administration:-**

- The applicant should have the knowledge and understanding of fields such as Marine Administration, Marine General, including the Legislative work relating to Shipping Acts, Repeal of Laws & rules of Shipping, ratification of IMO Conventions, Coastal Shipping, Cruise Shipping, etc. The applicant should also have knowledge and understanding of framing & implementation of Policies in Marine Administration.

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**c. Inland Water Transportation:-**

- The applicant should have understanding of matters pertaining to Inland Water Transportation (IWT) and various related matters such as National Waterways, Jal Marg Vikas Project, Agreement/SOP on use of Mongla/Chittagong Ports of Bangladesh, work related to Kaladan Multi Modal Transit Transport Project at Myanmar and other such projects and framing and implementation of policies of IWT etc.

**d. Ports Sector:-**

- The applicant should have the knowledge and understanding of Ports Sector especially the works relating to Port Development such as Modernization of Port Institutions, Port Security and safety issues, Coordination issues relating to Coal/Power, Renewable Energy Development and Green initiatives, Ease of Doing Business(Ports), Transshipment Hubs, Land Policy, Customs Grievance Redressal.
- He/she should also have basic understanding of Budget preparations, outcome budget, Expenditure monitoring, Preparation and monitoring of MoUs etc. in the Ports Sector as well as framing/interpretation of Rules & regulation of Ports Sector.
- The applicant should have the knowledge and understanding of works related to Rail Road Connectivity to Ports, Ports Railway System, Indian Port Railway Corporation Ltd.

**e. Sagarmala:-**

- The applicant should have the knowledge and understanding of works related to Sagarmala Initiatives and Skill development, Coordination with Central Ministries/ Organizations and State Governments and issues relating to Coal/ Power/ Steel/ Fertilizers, Oil Pollution, Oil Cess & Coastal Berth Scheme, Environmental areas etc.

**f. Official language:-**

- The applicant should have the knowledge of the Official Language and various policies, rules & regulations regarding the use and promotion of Official Language Hindi.
- iii. The age of the applicants should not be more than 65 years on the last date of submission of applications. In deserving cases, however, relaxation of upto 3 years can be considered.
- iv. The initial period of engagement of any Consultant would depend upon the specific project / task assigned to him/her. This period may be extended, if required.
- v. The remuneration/ Consultancy fees of the Consultants would be a fixed/lumpsum amount from the range indicated in one of the following slabs, depending on the qualification, experience and the specific task assigned:-

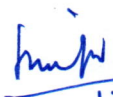
- d) Rs. 35,000/- to Rs. 45,000/-.
- e) Rs. 45,000/- to Rs. 55,000/-.
- f) Rs. 55,000/- to Rs. 70,000/-.

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- vi. Consultants shall be allowed to avail leave upto 12 days in a calendar year.
- vii. 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.
- viii. The appointment of Consultants is of temporary nature and can be terminated at any time without assigning any reason.
- ix. The applicant should have knowledge of computer and typing skill is a must;
- x. The applicant should not have been retired as a matter of punishment;
- xi. 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.
- xii. Consultants shall be required to maintain discipline and absolute integrity in accordance with the CCS(Conduct) Rules, 1964.
- xiii. 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 Section Officer (Estt.), Ministry of Shipping, Room No. 425, Transport Bhawan, 1, Parliament Street, New Delhi-110001, **latest by 9<sup>th</sup> February, 2018.** The interview of the eligible/short listed candidates will be held in coming weeks after the closing date.

  
(Sunil Kumar Jain)  
Under Secretary (Admn.)  
Ph.23710363

Copy to:-

1. NIC for uploading on the website of Ministry at the link 'vacancy' under the link 'Announcements'.
2. E-office portal.
3. All the Ministries/Departments of Government of India with a request to circulate this vacancy circular within the Ministry/Department.

### PROFORMA

#### PROFORMA OF APPLICATION FOR THE POST OF CONSULTANT ON CONTRACT BASIS IN THE MINISTRY OF SHIPPING

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:.....