



संख्या : A-1212/2/2006-TAMP-465-Vol.-II/9102

महापत्तन प्रशुल्क प्राधिकरण
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
भारत सरकार
चतुर्थ तल, भंडार भवन, मुजावर पाखाडी रोड,
माझगांव, मुंबई-400010.

Tariff Authority for Major Ports
Ministry of Ports, Shipping and Waterways
Government of India
4th Floor, Bhandar Bhavan, M.P. Road,
Mazgaon, Mumbai-400010.

Tel: 022-23792008, Fax: 022-23757879, E-mail: tariff@tariffauthority.gov.in Website: <http://tariffauthority.gov.in>

Date : 12.11.2024

VACANCY CIRCULAR

Subject: Filling up of One (01) post of Deputy Director (Cost), One (01) post of Assistant Director (IT), One (01) post of Stenographer Gr. 'C' and Two(02) posts of Stenographer Grade 'D' on deputation /contract basis in Tariff Authority for Major Ports, Mumbai.

The Tariff Authority for Major Ports is an Autonomous Body under the aegis of Ministry of Ports, Shipping and Waterways, Government of India, situated at Mazgaon, Mumbai.

2. It is proposed to invite applications for following posts from Central/ State Governments/ Universities/ Recognized Research Institutes/ Public Sector Undertakings/ Statutory/ Autonomous organizations/ Major Ports Authority/ Courts/ Tribunals/ Higher Judicial Service etc. on deputation /contract basis in Tariff Authority for Major Ports, Mumbai.

No.	Name of the Post	Pay Matrix Level	Post (s)
1.	Deputy Director (Cost)	Level - 11 [₹ 67,700 – 2,08,700 (as per 7 th CPC)]	01
2.	Assistant Director (IT)	Level – 10 [₹ 56,100 – 1,77,500 (as per 7 th CPC)]	01
3.	Stenographer Grade – C	Level – 6 [₹ 35,400 – 1,12,400 (as per 7 th CPC)]	01
4.	Stenographer Grade – D	Level – 4 [₹ 25,500 – 81,100 (as per 7 th CPC)]	02

3. The details are given below :-

1) Deputy Director (Cost)

Pay Matrix Level – 11 [₹ 67,700 – 2,08,700 (as per 7th CPC)]

Eligibility Criteria –

A. Deputation :

(i) From amongst the employees of the Central/ State Governments/ Universities/ Recognized Research Institutes/ Public Sector Undertakings/ Statutory/ Autonomous organizations/ Major Ports Authority/ Courts/ Tribunals/ Higher Judicial Service etc.

(a) holding analogous posts in parent cadre/ department on regular basis ; or

(b) With 5 (five) years of regular service in the parent cadre/ department having Pay Matrix Level – 10 [₹ 56,100 – 1,77,500 (as per 7th CPC)] or equivalent;

(ii) Possess educational and other qualification as given below:

Educational and other qualification:

(i) Essential:

(a) Members of the Institute of Chartered Accountants of India or the Institute of Cost & Works Accountants of India or the Institute of Company Secretaries of India or Graduate/Post Graduate in commerce with MBA in Finance.

(b) 5 (Five) years' experience in cost/ accounting work/ tariff fixation preferably in Ports or other Regulatory Authorities.

(ii) Desirable :

Degree of a recognized University or equivalent preferably in Commerce and Accounts.

B. Contract :

- i. **Eligibility** – It is proposed to engage **retired personnel** who served in Central/ State Governments/ Universities/ Recognized Research Institutes/ Public Sector Undertakings/ Statutory/ Autonomous organizations/ Major Ports Authority/ Courts/ Tribunals/ Higher Judicial Service etc. and held a post at **Pay level – 11** or equivalent to render their services as Deputy Director (Cost) in Tariff Authority for Major Ports, Mumbai on contractual basis for an initial period of one year, which may be extended at the discretion of the Competent Authority subject to functional requirement, performance appraisal, fitness of individual etc.
- ii. **Experience –**
 - (i) **Essential:**
 - (a) Members of the Institute of Chartered Accountants of India or of the Institute of Cost & Work Accountants of India or the Institute of Company Secretaries of India or Graduate/Post Graduate in commerce with MBA in Finance.
 - (b) 5 (Five) years' experience in cost/ accounting work/ tariff fixation preferably in Ports or other Regulatory Authorities.
 - (ii) **Desirable :**

Degree of a recognized University or equivalent preferably in Commerce and Accounts.
- iii. **Age Limit** – Candidate should not be more than 64 years of age as on the last date of receipt of applications. The maximum period of engagement will be for a period of three years or upto 65 years of age, whichever is earlier.
- iv. **Remuneration** – The monthly remuneration payable to the retired persons engaged shall be in accordance with the Department of Expenditure OM F.No. 3-25/2020-E.III A dated 09.12.2020 and shall be arrived at by deducting the basic pension from the pay drawn at the time of retirement i.e. @ (Last Basic Pay drawn - Basic Pension), along with Transport Allowance as applicable.
- v. **TA/DA** – No TA/DA is admissible for joining the assignment or on its completion. However, retired government servants who are engaged will be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in the Central Government whenever they are required to travel outside Mumbai in connection with the official work.

2) Assistant Director (IT)

Pay Matrix Level – 10 [₹ 56,100 – 1,77,500 (as per 7th CPC)]

A. Deputation :

- i). Deputation from amongst the employees under the Central/ State Governments/ Universities/ Recognized Research Institutes/ Public Sector Undertakings/ Statutory/ Autonomous organizations/ Major Ports Authority/ Courts/ Tribunals/ Higher Judicial Service etc.-
 - (a) holding analogous posts on regular basis in parent cadre/department; or
 - (b) with 5 (five) years regular service in the parent cadre / department in Pay Matrix Level – 7 [₹ 44,900 – 1,42,400 (as per 7th CPC)] or equivalent;
- ii). Possessing the educational qualifications and experience as given below:

Educational & other qualifications:

(i) Essential:

- (a) MCA / Master's degree in computer science or M.Tech (with specialization in computer application) or B.E./ B.Tech in computer technology from a recognized university Or DOEACC B level.
- (b) 3 (Three) years experience in electronic data processing work including experience of actual programming.

(ii). Desirable:

- a) Knowledge of cyber laws
- b) Knowledge of implementation of ISO 27001

B. Contract :

Educational & other qualifications:

(i) Essential:

- (c) MCA / Master's degree in computer science or M.Tech (with specialization in computer application) or B.E./ B.Tech in computer technology from a recognized university Or DOEACC B level.
- (d) 3 (Three) years experience in electronic data processing work including experience of actual programming.

(ii). Desirable:

- b) Knowledge of cyber laws
- b) Knowledge of implementation of ISO 27001

3) Stenographer Grade -C

Pay Matrix Level – 6 [₹ 35,400 – 1,12,400 (as per 7th CPC)]

A. Deputation :

- (i) Employees of the Central/ State Governments/ Universities/ Recognized Research Institutes/ Public Sector Undertakings/ Statutory/ Autonomous organizations/ Major Ports Authority/ Courts/ Tribunals/ Higher Judicial Service etc. holding analogous posts; or with 05 (Five) years' service in Stenographer Grade 'D';
- (ii) Possessing the educational qualifications and experience as given below.

Educational and other qualification:

(A) Essential:

- (i) Bachelor Degree from a recognized University.
- (ii) Should be possessing a speed in English -100 to 120 words per minute in short-hand; and 40 words per minute in typing.

(B) Desirable :

Should be well versed in the operation of a Computer/Personnel Computer/ familiarity with Word Star/ Word processing and similar software programmes.

B. Contract :

Educational and other qualification:

(A) Essential:

- (i) Bachelor Degree from a recognized University.
- (ii) Should be possessing a speed in English -100 to 120 words per minute in short-hand; and 40 words per minute in typing.
- (iii) Atleast five years of experience in the post of Stenographer in the Central/ State Governments/ Universities/ Recognized Research Institutes/ Public Sector Undertakings/ Statutory/ Autonomous organizations/ Major Ports Authority/ Courts/ Tribunals/ Higher Judicial Service or in reputed firms etc.

(B) Desirable :

Should be well versed in the operation of a Computer/Personnel Computer/ familiarity with Word Star/ Word processing and similar software programmes.

4) Stenographer - D

Pay Matrix Level – 4 [₹ 25,500 – 81,100 (as per 7th CPC)]

A. Deputation :

- (i) Employees of the Central/ State Governments/ Universities/ Recognized Research Institutes/ Public Sector Undertakings/ Statutory/ Autonomous organizations/ Major Ports Authority/ Courts/ Tribunals/ Higher Judicial Service etc. holding analogous posts or with 5 years service in the Pay Matrix Level - 2 [₹19,900 - 63,200 (as per 7th CPC)] or equivalent and possessing the educational qualification as under:
- (ii) Possess the educational qualifications and experience as given below;

Educational and other qualification:

(i) Essential :

- (a) Matriculation or equivalent ;
(b) Speed of 80 words per minutes in Stenography (English or Hindi) and 40 words per minutes in typewriting.

(ii) Desirable :-

Should be well versed in the operation of Computer / Personal Computer / familiarity with wordstar / word processing and similar software programmes.

B. Contract :

Educational and other qualification:

(i) Essential :

- (a) Matriculation or equivalent ;
(b) Speed of 80 words per minutes in Stenography (English or Hindi) and 40 words per minutes in typewriting.
(c) Atleast five years of experience in the Central/ State Governments/ Universities/ Recognized Research Institutes/ Public Sector Undertakings/ Statutory/ Autonomous organizations/ Major Ports Authority/ Courts/ Tribunals/ Higher Judicial Service or in reputed firms etc.

(ii) Desirable :-

Should be well versed in the operation of Computer / Personal Computer / familiarity with wordstar / word processing and similar software programmes.

4.1. All the above posts will be filled up on deputation / Contract basis on usual terms and conditions applicable in such cases.

4.2 The **period of deputation** will be initially for a **period of three years**, which may be extended depending on the requirement of the Authority. **The maximum age limit for deputation shall be 56 years on the last date of receipt of the application.**

4.3. In case of appointment on contract basis to the post of Assistant Director (IT), Stenographer Grade 'C' and Stenographer Grade 'D', the contract will be initially for a **period of One year**, which may be extended depending on the requirement of the Authority. The maximum age limit for contract basis for the above said posts shall be 35 years on the last date of receipt of the application.

5. Terms & conditions :

- a) The person engaged on contract basis shall have to perform duties/services as assigned to him/her by the controlling officer with all necessary skills, diligence, efficiency and economy.
- b) He/She shall maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the Contract employee will be liable for suitable action.
- c) The normal working hours shall be from 9.30 am to 6.00 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours.

- d) He/She will have to mark his/her attendance in Aadhar enabled Biometric Attendance System.
- e) The Contract Employee will be entitled to 08 days of leave in one year on pro-rata basis.
- f) He/She shall not be entitled to any TA/DA for joining the appointment.
- g) The Contract employee appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. The Contract employee would not be permitted to take up any other assignment during the period of Engagement.
- h) The engagement will be terminated at any time by the office without assigning reasons whatsoever after serving a notice of one month or on payment of one month's remuneration in lieu of such notice. In the event any Contract employee is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

6. Applicants employed in Government Department/ Undertakings etc., should submit their applications **through proper channel** with a certificate from the Competent Authority that the particulars furnished by the official are correct, no disciplinary/ vigilance case is pending or contemplated against the applicant and he/she is clear from vigilance angle along with integrity certificate and attested copies of the ACRs/APAR for the last 5 years.


7. The pay of the official selected for appointment to the above posts will be regulated as per the Rules followed by this Authority. Suitable accommodation will be provided in the quarters provided by the Mumbai Port Authority on terms and conditions applicable to government servants, subject to availability. The service conditions of the selected candidate shall be regulated in accordance with the Tariff Authority for Major Ports Regulations and applicable rules in force from time to time.

8. Interested candidates may forward their applications **through proper channel** (only for deputation basis) indicating clearly the name of the post applied for affixing a recent passport size photograph furnishing- Name in block letters, Father's/ Husband's Name, Address for correspondence along with contact telephone number & Email-Id, Age & Date of Birth, Educational Qualification- Essential & Desirable, category to which they belong, Work experience with details of pay & duties and any other relevant information along with attested copies of certificates, proof of educational qualifications, date of birth and Caste certificate etc., to **the Administrative Officer, Tariff Authority for Major Ports, 4th floor, Bhandar Bhawan, Muzawar Pakhadi Road, Mazgaon, Mumbai- 400 010 within 30 days from the date of publication of this advertisement in Employment News.**

- Note:-**
- (i) Incomplete applications will not be considered.
 - (ii) The Authority reserves the right to cancel the above vacancy wholly or partially.
 - (iii) The Authority reserves the right to relax any of the educational qualification/ experience criteria for the above posts in case of deserving candidates.
 - (iv) The pay in respect of the candidates selected on deputation basis shall be fixed as per the recommendation made by the 7th Central Pay Commission.
 - (v) Candidates selected on contract basis shall be paid consolidated pay on the basis of his educational qualification, experience etc.
 - (vi) No TA/DA will be paid to the candidates if called for interview.

9. This issues with the approval of the Competent Authority.

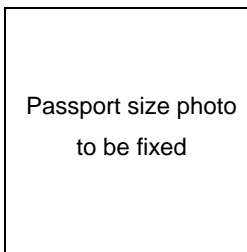
Encl.: As above


(Randhir Kumar)
Administrative Officer

APPLICATION

Post applied for : _____

Applied for method of recruitment (Deputation/Contract) : _____



1.	Name (in BLOCK LETTERS)					
2.	Father's/ Husband's Name					
3.	Nationality					
4.	Sex					
5.	Date of Birth					
6.	Address					
7.	Mobile no.					
8.	E-mail ID					
9.	Date of Superannuation from Government Service (for retired persons)					
10.	Office's address and Telephone number (at the time of retirement/at present)					
11.	Educational and Professional Qualification					
	Exam Passed	Name of University	Year of passing	Subject	Division	Percentage of Marks

(Attach separate sheet if space not sufficient)

12.	Experience details of all previous and present employment :				
Name of the Employer	Name of the post	Pay Scale/Salary	Period		Nature of Duties
			From	To	
13.	Any other relevant information				

9. Any other information :

Date:-

Place:-

(Signature of the Applicant)

10. **Application for Deputation** - In case applicants who are employed in Government Departments/ Undertakings, the following certificate is to be given by the Head of the office of the applicant:

- (a) It is certified that particulars furnished by the officer are correct.
- (b) It is certified that no disciplinary/ vigilance case is pending or contemplated against the applicant and he/ she is clear from the vigilance angle.
- (c) His/ Her integrity is certified.
- (d) Attested copies of ACRs/ APAR for the last five years are attached.

(Signature of the Competent Authority with seal)