

**VACANCY CIRCULAR**

Sub: Filling up of the post of Executive Engineer (Mechanical) in Level-11 of Pay Matrix (pre-revised Rs.15600-39100 + 6600(GP)) in the Port Department, Puducherry on deputation basis – Reg.

\*X\*X\*X\*

Port Department, Puducherry invites applications to fill up one post of Executive Engineer (Mechanical) - Group A Gazetted - Non-Ministerial in the Level -11 of the Pay Matrix (pre-revised Rs.15600-39100 + 6600(GP)) on deputation basis, from the eligible officers of the Central Government or State Government or Union Territories or Autonomous or Statutory Organizations or Public Sector Undertakings or University or Recognized Research Institution who are possessing the educational qualifications and experience prescribed for direct recruits as mentioned in the Recruitment Rules for the post of Executive Engineer (Mechanical). A copy of the Recruitment Rules for the said post is enclosed as **Annexure – II.**

2. Interested and eligible officers, who satisfy the provisions of Recruitment Rules for the above mentioned post may download the vacancy circular from the Port Department website (<https://port.py.gov.in>) and apply in the prescribed application format enclosed as **Annexure – I** through proper channel along with the following documents within 45 days from the date of publication of this advertisement in the Employment News. No application will be accepted in this Department after 45 days of the publication of this advertisement in the Employment News.

3. Duly filled applications along with all requisite documents should reach the **Secretary to Govt. (Ports), Chief Secretariat, Beach Road, Puducherry – 605 001.**

4. **Period and other terms and conditions of deputation:** The period of deputation will be upto 4 years. The terms and conditions of deputation will be Governed by the D.P.&A.R.(PW) O.M. No.A.35011/1/2002/DPAR/CCD(2) dated 05-11-2019 and Government's instructions issued from time to time on the subject.

**Age Limit:-** The maximum age limit for appointment on deputation shall not exceed 56 years as on closing date of receipt of application.

5. Cadre Controlling Authorities / Heads of Departments are requested to forward applications of eligible and willing officers whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:-

- i) Application in the prescribed proforma ( **Annexure – I.**)
- ii) Cadre Clearance Certificate from the Cadre Controlling Authority (**Annexure – III**)
- iii) Copies of ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the rank of Dy. HoD. (**Annexure – III.**)

- iv) Statement giving details of Major / Minor penalties, imposed upon the officer, if any, during the last ten (10) years (**Annexure – III**).
- v) Vigilance Clearance / Integrity Certificate (**Annexure – IV**).
- vi) Attested photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.
- vii) No objection Certificate from the respective organization.
- viii) Undertaking of the applicants to the effect that candidature will not be withdrawn, if selected.
- ix) The veracity of the University Certificates and the recognition of the degree obtained by the applicant may be ensured and certified.
- x) Two passport size photographs.

6. The crucial date for determining the qualification, experience, age etc. shall be the last date prescribed for receipt of the applications.

7. The Selection is by Merit for which the bench mark in overall grading in the Annual Confidential Reports will not be below “Very Good”

8. Port Department reserves the right to select or reject the candidature.

9. The applications of willing and eligible officers complete in all respect, in the prescribed format (**Annexure – I**), along with documents listed in Para 5 above may be forwarded to the **Secretary to Govt. (Ports), Chief Secretariat, Beach Road, Puducherry – 605 001 within 45 days from the date of publication of this advertisement in the Employment News.**

10. Incomplete application or application received after the due date will not be considered.

11. The officer once selected has to join this department immediately. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

12. The detailed advertisement along with application form is also available on the website of this department, viz. (**https://port.py.gov.in**)

(RAVI DEEP SINGH CHAHAR)  
DIRECTOR OF PORTS

20/22

**Distribution:-**

1. All Ministries / Departments (through DOPT's website).
2. The Secretary, Union Public Service Commission, New Delhi.
3. The Technical Director , NIC, Computer Cell, DOP&T, North Block, New Delhi -  
**with the request to upload on their website.**
4. All Secretaries to Central Government / State Government / Union Territories
5. All Chairman of all Major Ports Trusts University /Recognized Research Institution/  
Public Sector Undertakings / Autonomous Bodies/ Statutory Organizations (list enclosed).
6. The Director, Directorate of Information Technology, Puducherry – **with a request to upload in the official website of the Government of Puducherry.**



**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1.Name and Address (in Block Letters)		
2.Date of Birth (in Christian era)		
3.i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4.Educational Qualifications		
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/ experience possessed by the officer
<b>Essential</b>		<b>Essential</b>
A) Qualification		A) Qualification
B) Experience		B) Experience
<b>Desirable</b>		<b>Desirable</b>
A) Qualification		A) Qualification
B) Experience		B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.		
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.		

7. 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 on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

**11. 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) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. 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

14. Total emoluments per month now drawn

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

**16.A Additional information**, if any, relevant to the post you applied for in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualifications (ii)

<p>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>	
<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. 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)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_

Date \_\_\_\_\_

# **RECRUITMENT RULES**

**Supplement to the Gazette No. 53  
of the 31st December 2019**

Published by Authority of Government of Puducherry

Price : ₹ 4.00

GOVERNMENT OF PUDUCHERRY  
CHIEF SECRETARIAT (PORTS)

(G.O. Ms. No. 08, Puducherry, dated 13th December 2019)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No. F.5/4/65-GP., dated 11th January, 1965 of the Government of India, Ministry of Home Affairs, New Delhi and in supersession of the Chief Secretariat (Ports) Notification issued in G.O. Ms. No. 23, dated 12th March 1986 and published as a Supplement to the Official Gazette No. 26, dated 1st July 1986, save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry, hereby makes the following rules, regulating the method of recruitment to Group 'A' post of Executive Engineer (Mechanical) in the Port Department, Puducherry, namely:—

1. *Short title and commencement.*— (i) These rules may be called the Government of Puducherry, Port Department, Group 'A' post of Executive Engineer (Mechanical), Recruitment Rules, 2019.

(2) They shall come into force on and from the date of their publication in the Official Gazette.

2. *Number of post, its classification and Level in the Pay Matrix.*— The number of the said post, its classification and Level in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said post, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

4. *Disqualification.*— No person,—

(a) who has entered into or contracted a marriage with a person, having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post;

Provided that the Lieutenant-Governor may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where, the Lieutenant-Governor of Puducherry is of the opinion that it is necessary or expedient so to do, she may, by order and for reasons to be recorded in writing, relax any of the provision of these rules with respect to any class or category of persons.

6. *Savings.*— Nothing in these rules shall affect the reservations, relaxations in upper age-limit and other concessions required to be provided for the Scheduled Castes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.



## SCHEDULE

**RECRUITMENT RULES FOR THE POST OF EXECUTIVE ENGINEER (MECHANICAL)**

- 
1. Name of the post : Executive Engineer (Mechanical)
2. Number of post : 1 (One) [2019] Subject to variation dependent on workload.
3. Classification : General Central Services – Group 'A' – Gazetted – Non-Ministerial.
4. Level in the Pay Matrix : Level-11
5. Whether selection post or non-selection post : selection
6. Age-limit for direct recruits : Not applicable
7. Educational and other qualifications required for direct recruits. : Not applicable
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable
9. Period of probation, if any : 2 (Two) Years
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. : By promotion failing which by deputation including short term contract.
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. : **Promotion**  
Assistant Engineer (Mechanical)/Assistant Engineer (Mechanical/Marine) possessing Degree in Mechanical or Marine Engineering in Level 7 in the Pay Matrix with 7 years service in the grade rendered after appointment thereto on a regular basis and successfully completed the Management training for a period of one week in any Port having direct ship berthing facility.

*Note* : Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

**Deputation (Including Short-Term Contract)**

Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory Organizations or Public Sector Undertakings or University or Recognized Research Institution—

- (A) (i) holding analogous post on regular basis in the Parent cadre/Department; or
- (ii) with 5 (Five) years service in the grade rendered after appointment thereto on a regular basis in posts in Level 10 (₹ 56,100 – 1,77,500) in the Pay Matrix or equivalent; and
- (B) possessing the following educational qualifications and experience:-

**Essential**

- (i) Degree in Mechanical/Marine Engineering from a recognized University.
- (ii) 5 (Five) Years experience in a Marine or Mechanical Workshop.

*Note 1:* The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

*Note 2:* Period of deputation including period of deputation 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 4 years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

12. If, a Departmental Promotion Committee exists, : *Group 'A' Departmental Promotion Committee (for considering Promotion):—*  
what is its composition?

- (1) Chairman/Member, . . . Chairman  
Union Public Service Commission.
- (2) Chief Secretary to Government of . . . Member  
Puducherry.
- (3) Secretary to Government (Ports), . . . Member  
Puducherry.

*Group 'A' Departmental Confirmation Committee (for considering Confirmation):—*

- (1) Chief Secretary to Government of Puducherry. . . Chairman
- (2) Secretary to Government (Ports), Puducherry. . . Member
- (3) Director of Ports, Puducherry. . . Member

13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Consultation with Union Public Service Commission is necessary for filling up of post.
- 

(By order of the Lieutenant-Governor)

**CHAURE RATNAGHOSH KISHOR,**  
Under Secretary to Government (Ports).

\_\_\_\_\_

**TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY**

Shri / Smt. ....  
Designation .....  
Office of .....  
F. No. ....

- 1) The officer, if selected, will be relieved immediately.
- 2) Certified that the particulars furnished by the Officer have been checked from available records and found correct .
- 3) Certified that the officer is eligible for the post applied as per conditions mentioned in the Vacancy Circular /advertisement.
- 4) Integrity of the officer is certified as ‘ Beyond Doubt’.
- 5) Certified that no disciplinary / vigilance case is pending or contemplated against the applicant and that he/she is clear from the Vigilance and Administrative angle.
- 6) Certified that no Major / Minor penalty has been imposed on the Officer during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
- 7) Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of HoD.

Date

Signature of the forwarding authority  
along with office seal.

**ANNEXURE – IV**

**Particulars of the officer for whom Vigilance Comments / clearance is being sought**

**(To be furnished and signed by the CVO or HOD)**

1.	Name of Officer (in full)	:	
2.	Father's name	:	
3.	Date of Birth	:	
4.	Date of Retirement	:	
5.	Date of entry into service	:	
6.	Service to which the officer belongs including batch / year cadre etc. wherever applicable	:	

7.	Positions held (during the ten preceding years)
----	---

Sl. No.	Designation & Place of Posting	From	To
8.	Whether the officer has been placed on the "Agreed List" or "List of officers of Doubtful Integrity" (If yes, details to be given.)	:	
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 (*)	:	
11.	Is any disciplinary / criminal proceedings or charge sheet pending against the Officer ad 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) (*)	:	

Date:

(Name & Signature)

**(\*) if Vigilance clearance had been obtained from the Ministry / CVC in the past, the information may be provided for the period thereafter.**