

Advertisement VACANCY

Applications are invited against the following contractual positions in Procurement Management for Directorate General of Shipping, 9th Floor Beta Building, i-Think Techno Campus, Kanjurmarg (East), Mumbai - 400 042 (India). Eligible candidates may submit their CVs in the desired format along with self-attested documents of Educational Qualification, Work Experience, proof of birth certificate and coloured passport-size photograph to the office of the DGS via email dgship-dgs@nic.in, latest by 5:00 P.M. on 26.06.2024.

- Only shortlisted candidates shall be called for the interview, intimating the date of interview via email.
- Detailed TOR & Application Procedure can be seen in the website www.dgshipping.gov.in
- All the corrigendum/addendum/announcement etc. shall be published in the website only.
- Officials to be contacted

| Sr No. | Name | Roles | Email Id |
|--------|-----------------|-----------------------|--|
| 1. | Ravi Kumar Moka | Supervisory Custodian | ravi.k43@gov.in |
| 2. | Jitendra Jadhav | Secondary Custodian | j.jadhav@gov.in |
| 3. | Harshad Gupta | Primary Custodian | harshadgupta-dgs@gov.in |

1. Senior e-procurement Consultant: 01 position(Offsite/Onsite)

Eligibility Criteria: Full-time B.E./B.Tech from a recognized University or AICTE affiliated Institution.Or, Full-time Master Degree in Computer Application from a recognized University or AICTE affiliated Institution.

Minimum 11 years of experience in procurement and contract management is desired. Candidates having experience in procurement and contract management in any externally aided project shall be given preference. Age limit 50 years.

Remuneration range: Rs 50,000 per month.

2. Procurement Advisor for IT & E-Governance Consultancy: 01 position(Offsite/Onsite)

Eligibility Criteria: Full-time Master's Degree in Science & Technology from a UGC or Central Government recognized University or AICTE affiliated Institution and Certified in IT and Project Management, Lean Six Sigma, GIS Services and procurement norms from agencies like Council for Six Sigma Certification, IIRS, State IT Mission, Google etc.

A minimum of 5 years of experience in IT procurement, Project and contract management is desired. Candidates having experience in procurement and contract management in any government project. Age limit of 40 years.

Remuneration range: Rs 50,000 per month.

3. Procurement Advisor for IT & E-Governance Consultancy: 02 position(Onsite at DG Shipping Office)

Eligibility Criteria: Must have experience in delivering similar nature of works in Central/State Government/PSU. At least B.E. / B. Tech or Masters from any UGC or Central Government recognized University with an overall experience of 3-5 years in the specific thematic area with recommended leadership positions; in case of graduates, at least 7 years of experience is required. Experience in offline and online applications using and working with advanced computer tools.

Remuneration range: Rs 80,000 per month.

Terms of Reference (TOR)

FOR THE POST OF SENIOR E-PROCUREMENT CONSULTANT

(INDIVIDUAL)

1. Brief about DGS:

The Directorate General of Shipping is an attached office of the Ministry of Ports, Shipping and Waterways, Govt. of India and deals with all executive matters, relating to merchant shipping. Indian shipping remained a deferred subject till independence. It was only thereafter, the development of shipping attracted the state policy. The subject of Shipping was, in the beginning, dealt with by the Ministry of Commerce, till 1949 and subsequently, in 1951, it was shifted to the Ministry of Transport and Shipping. In 1947, the Government of India announced the National Policy on Shipping, aiming at the total development of the industry. To accelerate the developmental efforts, the necessity for a centralized administrative organization was felt and accordingly, it was in September 1949, the Directorate General of Shipping with its Headquarters at Bombay was established. This Directorate deals with all matters concerning the Maritime Administration, Maritime Education and Training, development of Shipping Industry and other related subjects.

2. No. of Positions: 01(One)

DGS intends to recruit and fill the vacant position of one Senior e-procurement Consultant.

3. Nature of Work: Hybrid (Offsite + Visit - Once every three months for 3 working days or on call to the office site).

4. Age, Qualification, Experience & Skills:

I. **Age:** Applicants should not be more than 50 years.

II. **Educational Qualification:** Full-time B.E./B.Tech from a recognized University or AICTE affiliated Institution.

Or, Full-time Master Degree in Computer Application from a recognized University or AICTE

affiliated Institution.

III. Working Experience: At least 14 plus years of overall experience.

- At least 11 years of experience in Government (Central/State/Public Sectors) online Procurement Implementation.
- Thorough knowledge of the eProcurement platform, developed by NIC (GePNIC) for any State or, Central Public Procurement Portal and customization required for tenders to be published according to the portal.
- Thorough knowledge of BOQ preparation according to the GePNIC platform including CPPP is preferred.
- Experience in capacity-building programs related to GePNIC is preferred.
- Experience in managing different kind of Government procurements with ADB and World Bank is preferred.
- Experience in eGP project management activities as Manager is preferred.
- Knowledge of enhancement in internal flow for betterment of overall public procurement activity is preferred.

IV. Working Skills:

- Good Knowledge of Contract management and Procurement and CVC/FIDIC guidelines/State Procurement along with other relevant guidelines related to the externally aided projects is a must.
- Knowledge of e-procurement is a must.
- Knowledge of bidding procedures and preparation of tender documents/contract documents for the hiring of consultancy services including selection of contractors/vendors etc. for externally aided projects.
- Knowledge of preparation of contract documents for different types of procurement, knowledge of preparation of project's cost estimate & DPR.
- Knowledge of contract termination, dispute resolution procedures, raising and resisting claims and issues beyond contract.
- Knowledge of escalation/inflation and updating of BOQ as a part of the bid document.

- Knowledge of efficient reporting and drafting.
- Proficiency with working in advanced word processing/spreadsheet including MS Word, MS Excel and MS PowerPoint and other related applications.

5. Major Responsibilities of the position:

- Responsible for overall Contract management and procurement matters of DGS.
- Manage procurements of DGS through the e-procurement system of the state.
- Provide administrative support to the DGS in procurement management and contract administration, disbursement and contract closure.
- Preparation of Procurement plan as per funding agency's Procurement Guidelines and Guidance in drafting and Issuance of various documents required at different stages of Procurement cycle EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts and various internal processing documents required to facilitate decision making.
- Identify risks in different procurement activities and suggest appropriate mitigating measures.
- Guide in preparing Short-list, Technical and Financial/Bid evaluation reports and related contract agreements.
- Guide in preparing the necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) for distribution to evaluation panel members for smooth organization of the bid evaluation meetings.
- Draft replies to the queries from the bidders/consultants, minutes of pre-proposal / pre-bid Conference and issue amendment/s to the procurement documents.
- Resolve procurement issues with agencies and handle queries from senior officials and contractors on bidding and award issues.
- Draft communication/replies to contractors/Govt. officials/funding agency related to contract management.
- Participate during contract negotiation meetings with consultancy firms with relevant data/information.
- Review and handle technical, commercial and legal aspects of procurement activities.
- Monitor the progress of Procurement activities.
- Monitor progress of contracts implementation to ensure that it abides by the stipulated Standards, procedures and planned timetable
- Liaison with funding agency for key procurement related issues.
- Maintain systematically all the procurement-related records and documentation for audit by AG/CA and review by funding agency.

- Prepare procurement-related reports/ updates, contract details to funding agency as and when required.
- Any other duties as signed by the DGS.

6. Conditions of Contract:

I. **Duration of contract:** The tenure of Senior e-procurement Consultant is intended for entire duration of the project and co-terminus with the project period of DGS. However, the duration of the contract of this post will be initially for a period of eleven (11) months from the date of signing of the contract agreement. Continuity of the employee in this post is subject to his performance appraisal. The decision of the DGS is final and binding in this regard.

II. Remuneration and Payment terms:

- The employee will be entitled to a remuneration of Rs. 50,000 (Fifty thousand only/-) per month in respect of his services. Taxes as applicable will be dealt with as per applicable law.
- Travelling, Boarding & Lodging expenses for approved official tours will be reimbursed as per the Government policy.
- The provision of leave would be as per the Government policy.

III. **Termination of Contract:** The employer may terminate the agreement at any time due to any misconduct, misreporting, unsatisfactory performance or negligence in duty, by giving a 30 days' notice period or by giving one month's remuneration in advance. The employee may also resign with prior notice of one month.

IV. How to apply

Candidates are requested to apply in the application format provided with this ToR within 21 days of the advertisement. Scanned copy of the application form along with other relevant documents should be mailed to dgship-dgs@nic.in No hard copies will be accepted.

V. Selection Criteria:

Interview- In all cases interview shall be held to test the following:

- Knowledge of the candidate in the e-procurement domain and idea about the functioning of the Governmental office procedures including GFR norms etc.
- Communication Skills including writing skills.
- Attitude and aptitude towards work at hand.

APPLICATION FORM FOR THE POSITION OF SENIOR E- PROCUREMENT CONSULTANT

1. **Full Name of the candidate** (In Block Letters):
2. **Father's/Husband's Name:**
3. **Mother's Name:**
4. **Gender:**
5. **Marital Status:**
6. **Nationality:**
7. **Permanent Postal Address**(attach a copy of evidence):
8. **Police Station:**
9. **Current Address:**
10. **Mobile No.:**
11. **Mobile No.**(WhatsApp messenger):
12. **Email ID:**
13. **Passport No.** (If available):
14. **Date of Birth** (attach a copy of evidence) (dd/mm/yyyy):
15. **Age** (As on 1st January 2023): _____ Years ____ month(s)
16. **Current Designation:**
17. **Current Employer's Full Address with contact email and phone number:**
18. **Educational Qualification** (attach copies of certificates):

Paste Recent
Passport
Photo

| Sl. | Examination | Subject | Year of Passing | Name of College | Name Board/University | Class/Percentage of marks obtained |
|-----|-----------------|---------|-----------------|-----------------|-----------------------|------------------------------------|
| 1. | Graduation | | | | | |
| 2. | Post graduation | | | | | |
| 3. | Others (if any) | | | | | |
| | | | | | | |

19. Training details relevant to the position applied(attach copies of certificates):

| Sl. | Title of the Training program | Duration of Training | Training organized by |
|-----|-------------------------------|----------------------|-----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| | | | |
| | | | |

20. Total Professional Experience:_____Years____month(s)

21. Details of Professional Experience(Starting from latest **)(attach copies of experience certificates):

| Sl. | Designation | Organization | From (MM/YYY Y) | To (MM/YYY Y) | Last net salary drawn (per annum) | Summary of Services provided |
|-----|-------------|--------------|-----------------|---------------|-----------------------------------|------------------------------|
| | | | | | | |
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22. Write a brief note describing why would like to be associated with us:(Maximum250words)

23. Languages proficiency:(please tick√)

| Sl. | Language | Read | Write | Speak |
|-----|----------|------|-------|-------|
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24. Computer proficiency:

| Sl. | Program/Software/Applications | Excellent | Good | Average |
|-----|-------------------------------|-----------|------|---------|
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| | | | | |

25. Names and Addresses of two persons from whom we may seek reference about you

| Sl. | Name of the person & designation (if any) | Address | Phone no | E-mail id |
|-----|---|---------|----------|-----------|
| 1. | | | | |
| 2. | | | | |

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

26. Have you ever been discharged or forced to resign from any position? (If yes furnish details)

Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the DG Shipping to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by DG Shipping to would render dismissal and termination of my candidature/service/contract apart from other penal action as per the law.

Date:
Place:

Signature of the Candidate

IMPORTANT Notes:

1. Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. ***The complete application (only in PDF format) along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.***
2. **While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application (only in PDF format).**
3. **Candidates are to note that applications without self-attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.**

TERMS OF REFERENCE (TOR)

FOR THE POST OF PROCUREMENT ADVISOR FOR IT & E-GOVERNANCE

CONSULTANCY (INDIVIDUAL)

1. Brief about DGS:

The Directorate General of Shipping is an attached office of the Ministry of Ports, Shipping and Waterways, Govt. of India and deals with all executive matters, relating to merchant shipping. Indian shipping remained a deferred subject till independence. It was only thereafter; the development of shipping attracted the state policy. The subject of Shipping was, in the beginning, dealt with by the Ministry of Commerce, till 1949 and subsequently, in 1951, it was shifted to the Ministry of Transport and Shipping. In 1947, the Government of India announced the National Policy on Shipping, aiming at the total development of the industry. To accelerate the developmental efforts, the necessity for a centralized administrative organization was felt and accordingly, it was in September 1949, the Directorate General of Shipping with its Headquarters at Bombay was established. This Directorate deals with all matters concerning the Maritime Administration, Maritime Education and Training, development of Shipping Industry and other related subjects.

2. No. of Positions: 01 (One)

DGS intends to recruit and fill the vacant position of one Procurement Advisor for IT & E-Governance.

3. Nature of Work: Hybrid (Offsite + Visit - Once every three months for 3 working days or on call to the office site).

4. Age, Qualification, Experience &Skills:

I. **Age:** Applicants should not be more than 40years.

II. **Educational Qualification:** Full-time Master's Degree in Science & Technology from a UGC or Central Government recognized University or AICTE affiliated Institution and Certified in IT and Project Management, Lean Six Sigma, GIS Services and procurement norms from agencies like Council for Six Sigma Certification, IIRS, State IT Mission, Google etc.

III. Working Experience: At least 7 plus years of overall experience.

- At least 5 years of experience in Government (Central/State/Public Sectors) online IT and E-Procurement Implementation.
- Thorough knowledge of the eProcurement platform, GeM or other developed applications by NIC (GePNIC) for any State or, Central Public Procurement Portal and customization required for tenders to be published according to the portal.
- Experience in managing different kinds of Government procurements and working with the desired committee.
- Experience in IT project management activities.
- Knowledge of enhancement in internal flow for the betterment of overall IT public procurement activity is preferred.

IV. Working Skills:

- Good Knowledge of IT Contract management and IT Procurement and CVC/FIDIC guidelines/State Procurement along with other relevant guidelines related to the externally aided projects is a must.
- Knowledge of IT e-procurement and e-governance is a must.
- Knowledge of bidding procedures and preparation of tender documents/contract documents for the hiring of consultancy services including selection of contractors/vendors etc. for externally aided projects.
- Knowledge of preparation of contract documents for different types of procurement, knowledge of preparation of project's cost estimate & DPR.
- Knowledge of contract termination, dispute resolution procedures, raising and resisting claims and issues beyond contract.
- Knowledge of escalation/inflation and updation of BOQ as a part of the bid document.
- Knowledge of efficient reporting and drafting.
- Proficiency with working in advanced software including SQL, HTML, PHP, PowerBI, MS Word, MS Excel and MS PowerPoint and other related applications.

5. Major Responsibilities of the position:

- Provide strategic advice on E-Governance, Information Communication Technology (ICT) and related issues, and lead the coordination of programme initiatives on E-Governance and IT.
- Responsible for overall Contract management and procurement matters of DGS.
- Provide backstopping support to the Information Technology and E-Governance team to develop the necessary monitoring system for quality reporting.
- Guide to development and roll-out of computer software.
- Technical inputs: Advising on the preparation and implementation of project documents and activities.
- Knowledge building: Participating in training for operations and project staff.
- Project development: Supporting the project analyst and governance and responsive institutions team leader.
- Project management frameworks: Assisting in preparing project management frameworks and templates.
- Training: Providing assistance and expertise for E-Governance related training
- Awareness programs: Supporting the department in the rolling out awareness program and ensuring proper communication.
- Provide administrative support to the DGS in IT procurement management and contract administration, disbursement and contract closure.
- Preparation of IT Procurement plan as per funding agency's Procurement Guidelines and Guidance in drafting and Issuance of various documents required at different stages of Procurement cycle EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts and various internal processing documents required to facilitate decision making.
- Identify risks in different procurement activities and suggest appropriate mitigating measures.
- Guide in preparing Short-list, Technical and Financial/Bid evaluation reports and related contract agreements.
- Guide in preparing the necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) for distribution to evaluation panel members for smooth organization of the bid evaluation meetings.
- Draft replies to the queries from the bidders/consultants, minutes of pre-proposal / pre-bid Conference and issue amendment/s to the procurement documents.
- Resolve E - procurement issues with agencies and handle queries from senior officials and contractors on bidding and award issues.
- Draft communication/replies to contractors/Govt. officials/funding agency related to contract management.
- Participate during contract negotiation meetings with consultancy firms with relevant data/information.

- Review and handle technical, commercial and legal aspects of procurement activities.
- Any other duties assigned by the DGS.

6. Conditions of Contract:

I. **Duration of contract:** The tenure of Procurement Advisor for IT & E-Governance is intended for the entire duration of the project and co-terminus with the project period of DGS. However, the duration of the contract of this post will be initially for a period of eleven (11) months from the date of signing of the contract agreement. Continuity of the employee in this post is subject to his performance appraisal. The decision of the DGS is final and binding in this regard.

II. Remuneration and Payment terms:

- The employee will be entitled to a remuneration of Rs50,000 (Five Thousand Only/-) per month in respect of his services. Taxes as applicable will be dealt with as per applicable law.
- Travelling, Boarding & Lodging expenses for approved official tours will be reimbursed as per the Government policy.
- The provision of leave would be as per the Government policy.

III. **Termination of Contract:** The employer may terminate the agreement at any time due to any misconduct, misreporting, unsatisfactory performance or negligence in duty, by giving a 30 days' notice period or by giving one month's remuneration in advance. The employee may also resign with prior notice of one month.

IV. How to apply

Candidates are requested to apply in the application format provided with this ToR within 21 days of the advertisement. Scanned copy of the application form along with other relevant documents should be mailed to dgship-dgs@nic.in No hard copies will be accepted.

V. Selection Criteria:

Interview- In all cases interview shall be held to test the following:

- Knowledge of the candidate in the IT e-procurement domain and idea about the functioning of the Governmental office procedures including GFR norms etc.
- Communication Skills including writing skills.
- Attitude and aptitude towards work at hand.

APPLICATION FORM FOR THE POSITION OF PROCUREMENT ADVISOR

1. **Full Name of the candidate** (In Block Letters):
2. **Father's/Husband's Name:**
3. **Mother's Name:**
4. **Gender:**
5. **Marital Status :**
6. **Nationality:**
7. **Permanent Postal Address**(attach a copy of evidence):
8. **Police Station:**
9. **Current Address:**
10. **Mobile No.:**
11. **Mobile No.**(WhatsApp messenger):
12. **Email ID:**
13. **Passport No.** (If available):
14. **Date of Birth** (attach a copy of evidence) (dd/mm/yyyy):
15. **Age** (Ason 1st January 2023): _____ Years ____ month(s)
16. **Current Designation:**
17. **Current Employer's Full Address with contact email and phone number:**
18. **Educational Qualification** (attach copies of certificates):

Paste Recent
Passport
Photo

| Sl. | Examination | Subject | Year of Passing | Name of College | Name Board/University | Class/ Percentage of marks obtained |
|-----|-----------------|---------|-----------------|-----------------|-----------------------|-------------------------------------|
| 1. | Graduation | | | | | |
| 2. | Post graduation | | | | | |
| 3. | Others (if any) | | | | | |
| | | | | | | |

19. **Training details relevant to the position applied**(attach copies of certificates):

| Sl. | Title of the Training program | Duration of Training | Training organized by |
|-----|-------------------------------|----------------------|-----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| | | | |

20. Total Professional Experience: _____ Years _____ month(s)

21. Details of Professional Experience (Starting from latest **) (attach copies of experience certificates):

| Sl. | Designation | Organization | From (MM/YYY Y) | To (MM/YYY Y) | Last net salary drawn (per annum) | Summary of Services provided |
|-----|-------------|--------------|-----------------------|---------------------|---|------------------------------------|
| | | | | | | |
| | | | | | | |

22. Write a brief note describing why would like to be associated with us: (Maximum 250 words)

23. Languages proficiency: (please tick✓)

| Sl. | Language | Read | Write | Speak |
|-----|----------|------|-------|-------|
| | | | | |
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| | | | | |

24. Computer proficiency:

| Sl. | Program/Software/Application s | Excellent | Good | Average |
|-----|-----------------------------------|-----------|------|---------|
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25. Names and Addresses of two persons from whom we may seek reference about you

| Sl. | Name of the person & designation (if any) | Address | Phone no | E-mail id |
|-----|--|---------|----------|-----------|
| 1. | | | | |
| 2. | | | | |

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

26. Have you ever been discharged or forced to resign from any position? (If yes furnish details)

Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the DG Shipping Official to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by DG Shipping Official would render dismissal and termination of my candidature/service/contract apart from other penal action as

Date:
Place:

Signature of the Candidate

IMPORTANT Notes:

1. Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing the he/she is qualified to perform the services. ***The complete application (only in PDF format) along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.***
2. While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application (only in PDF format).
3. Candidates are to note that **applications without self attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.**

DIRECTORATE GENERAL OF SHIPPING, MUMBAI

TERM OF REFERENCE (TOR) FOR HIRING TWO (2) JUNIOR SUPPORT FOR GEM & CPPP

Office Introduction:

The Directorate General of Shipping is an attached office of the Ministry of Ports, Shipping and Waterways, Govt. of India and deals with all executive matters, relating to merchant shipping. Indian shipping remained a deferred subject till independence. It was only thereafter, the development of shipping attracted the state policy. The subject of Shipping was, in the beginning, dealt with by the Ministry of Commerce, till 1949 and subsequently, in 1951, it was shifted to the Ministry of Transport and Shipping. In 1947, the Government of India announced the National Policy on Shipping, aiming at the total development of the industry. In order to accelerate the developmental efforts, the necessity for a centralized administrative organization was felt and accordingly, it was in September 1949, the Directorate General of Shipping with its Headquarters at Bombay was established. This Directorate deals with all matters concerning the Maritime Administration, Maritime Education and Training, development of Shipping Industry and other related subjects.

1. Objectives and Scope of the Assignment

The Key tasks and responsibilities of the Junior Support for GeM and CPPP will be the following: -

- Assist in the inclusion of new procurement methods like Reverse Auction etc and e-procurement portal.
- Drive with Procurement rules and frameworks governed by Government of India Acts and Rules.
- Study current procurement and payment procedures in various departments and assist the officials in migrating to electronic platforms.
- Convenes take holder meetings periodically understand the bottlenecks & practical difficulties in using the electronic platforms.
- Design and customize - bidding formats for various departments to suit their specific requirements.
- Provide troubleshooting support to departments in preparation of procurement plans.

- Assist in on boarding a consulting partner for e-procurement Training Needs Assessment and Content Development.
- Preparation of Analytical reports at regular intervals, based on Key Performance Indicators.
- Implementation of one sustainable e-procurement system with intense capacity-building programs and easy-to-get support
- Responsible for New implementation and Integration on the e-procurement portal if needed.
- Should be available Online for any office procurement-related works for at least 3 days.

2. Reporting and Review

Thee-procurement Consultant will report to the DGS or any other officer assigned for the purpose.

3. Qualification and Experience

This position requires a dynamic, experienced and analytical professional with demonstrated experience in handling similar activities in Societies, especially driving externally aided projects.

3.1 Essential Qualifications and Experience:

- Must have experience in delivering similar nature of works in Central/State Government/PSU.
- At least B.E. / B. Tech or Masters from any UGC and Central Government recognized University with an overall experience of 3-5 years in the specific thematic area with recommended leadership positions; incase of graduates, at least 7 years of experience is required.
- Experience in offline and online applications using and working with advanced computer tools.

3.2 Desirable Qualifications, Experience and Skill-set:

- Strong analytical skills and the ability to synthesize complex concepts and to communicate them effectively.
- Ability to work effectively in teams as well as independently.
- Good communication and social skills.
- Demonstrated initiative, synthesis, and personal dynamism and self-motivated.
- Good documentation and drafting skills.

4. How to apply

Candidates are requested to apply in the application format provided with this ToR within 21 days of the advertisement. Scanned copy of the application form along with other relevant documents should be mailed to dgship-dgs@nic.in No hard copies will be accepted.

5. Selection Criteria:

The following steps will be taken to select candidates in the most transparent and fair manner

Step I: Shortlisting of applications based on those fulfilling essential and desirable qualifications.

Step II: Written test (if the project decides so in case of a higher number of candidates) - **100 marks**

The written test will be held to test knowledge in the domain of e. Procurement at the Directorate General of Shipping, Kanjurmarg (E).

Minimum **60 marks** to be achieved to qualify for the interview.

Step III: Final Interview-In all cases interview shall be held in online mode to test the following – **100 Marks**:

- i) Knowledge of the candidate in the e-procurement domain and idea about the functioning of the Governmental office procedures etc.
- ii) Communication Skills including writing skills.
- iii) Attitude and aptitude towards work at hand.

6. Period of the Assignment/Services:

The assignment will be for a period of one year and may be extended, if necessary but strictly based on satisfactory performance on the position. The appointment would be preferred to work onsite with limited turnaround time.

7. Payment Terms and Leave Eligibility:

- The remuneration would be as per Government Policy Manual with a monthly CTP of INR 80,000 per month. Initial base remuneration would be negotiated during the interview based on experience and the last pay is drawn.

8. Selected candidates will be eligible for an annual Casual Leave of 8 (Eight) Working days, excluding 2 (two) days of Restricted holidays. Leave of absence for more than a total of 10 (= 8+2) working days in a year shall be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. Additionally, paid Medical leave of a maximum of 10 days in a year may also be granted subject to the production of medical certificates. However, leave of absence on medical grounds beyond 10 days in a year will be treated as leave without remuneration/ CTP.
- The Consultant will have access to all the required documents, correspondence, and any other information associated with the project assignment and as deemed necessary.
 - The Consultant will be provided office space with a computer for work, printer, computer/office consumables, and internet access, as determined by the Competent Authority.
 - The Consultant will have to arrange his/her own conveyance facility for attending the office whenever necessary. However, for official travel within Mumbai City and for field visits (duly approved by the Competent Authority) Conveyance facility may be provided, whenever available.

9. Other Details

- This is an indicative ToR only. The Competent Authority reserves the right to change, update or modify this ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.
- The contract shall not confer any right or claim of extension/absorption in the department at any point of time whatsoever.
- The date of the interview will be informed via email to the shortlisted candidates. The department reserves the right to cancel/postpone the appointment if so required.
- No TA, DA or expenses of any kind will be paid for attending the interview.
- Canvassing in any form may lead to disqualification of candidature.
- For any clarification, Please contact Harshad Gupta, at email Id: dgship-dgs@nic.in

APPLICATION FORM FOR THE POSITION OF JUNIOR SUPPORT FOR GEM & CPPP

1. **Full Name of the candidate** (In Block Letters):
2. **Father's/Husband's Name:**
3. **Mother's Name:**
4. **Gender:**
5. **Marital Status :**
6. **Nationality:**
7. **Permanent Postal Address** (attach a copy of evidence):
8. **Police Station:**
9. **Current Address:**
10. **Mobile No.:**
11. **Mobile No. (WhatsApp messenger):**
12. **Email ID:**
13. **Passport No. (If available):**
14. **Date of Birth**(attach a copy of evidence)(dd/mm/yyyy):
15. **Age (As on 1st January 2023):** _____Years ____month(s)
16. **Current Designation:**
17. **Current Employer's Full Address with contact email and phone number:**
18. **Educational Qualification** (attach copies of certificates):

Paste Recent
Passport Photo

| Sl. | Examination | Subject | Year of Passing | Name of College | Name Board/University | Class/ Percentage of marks obtained |
|-----|-----------------|---------|-----------------|-----------------|-----------------------|-------------------------------------|
| 1. | Graduation | | | | | |
| 2. | Post graduation | | | | | |
| 3. | Others(if any) | | | | | |
| | | | | | | |

19. **Training details relevant to the position applied**(attach copies of certificates):

| Sl. | Title of the Training program | Duration of Training | Training organized by |
|-----|-------------------------------|----------------------|-----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| | | | |
| | | | |

20. **Total Professional Experience:**_____Years____month(s)

21. **Details of Professional Experience** (Starting from latest **)(attach copies of experience certificates):

| Sl. | Designation | Organization | From (MM/YYYY) | To (MM/YYYY) | Last net salary drawn (per annum) | Summary of Services provided |
|-----|-------------|--------------|-------------------|-----------------|---|---------------------------------|
| | | | | | | |
| | | | | | | |

22. **Write a brief noted a scribing why would like to be associated with us:**(Maximum 250 words)

| |
|--|
| |
|--|

23. **Languages proficiency:**(please tick√)

| Sl. | Language | Read | Write | Speak |
|-----|----------|------|-------|-------|
| | | | | |
| | | | | |
| | | | | |

24. **Computer proficiency:**

| Sl. | Program/Software/Applications | Excellent | Good | Average |
|-----|-------------------------------|-----------|------|---------|
| | | | | |
| | | | | |
| | | | | |

25. **Names and Addresses of two persons from whom we may seek reference about you**

| Sl. | Name of the person & designation(if any) | Address | Phone no | E-mail id |
|-----|---|---------|----------|-----------|
| 1. | | | | |
| 2. | | | | |

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

26. Have you ever been discharged or forced to resign from any position?(If yes furnish details)

Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the DG Shipping to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by DG Shipping would render dismissal and termination of my candidature/service/contract apart from other penal action as per the law.

Date :

Place:

Signature of the Candidate

IMPORTANT Notes:

1. Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. ***The complete application (only in PDF format) along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.***
2. While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application (only in PDF format).
3. Candidates are to note that **applications without self attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.**