



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

F. No: 22-38/4/2020-PER-DGS

dated 21st April, 2021

CIRCULAR

Subject: Engagement of Officers retired from Central Government as Consultant in Helpdesk Cell of the Directorate General of Shipping, Mumbai and Consultant PS to the Chairperson, National Shipping Board, on contract basis

The Directorate General of Shipping invites applications from retired Central Government officials, for engagement on contract basis, as,

- (i) One Consultant in Helpdesk Cell of the Directorate General of Shipping
- (ii) One Consultant PS to Chairperson, National Shipping Board, Mumbai

2. The duties of the Consultant in Helpdesk of the Directorate are as briefed below:

- i) Handling of Online Concurrent Feedback Grievance Redressal Mechanism.
- ii) Attending the emails received from Seafarers, Individuals and other stakeholders.
- iii) Attending the feedbacks /queries from the Seafarers, Individuals and stakeholders and making replies in coordination with the concerned officers /branches of the Directorate and its allied offices.
- iv) Assisting in handling the Twitter Handle of the Directorate General of Shipping.
- v) Any other related matter, as and when entrusted by the superiors.

3. The duties of the Consultant PS to Chairperson, National Shipping Board, Mumbai are as briefed below:

- i) Co-ordinate with the Chairperson, National Shipping Board [NSB] & the Secretary, NSB for fixing meetings of the NSB.
- ii) Sending /checking mail, doing relevant correspondence on behalf of the Chairperson, NSB regarding meetings and other related matters, etc.
- iii) Preparing draft agenda and draft minutes of NSB meetings.
- iv) Co-ordinate with the members of the NSB regarding meetings, etc.

- v) Coordinate with the concerned offices/stakeholders/etc. for the follow up action on the minutes of the NSB meetings
- vi) Attending any other work assigned by the Chairperson, NSB or the Secretary, NSB from time to time.

4. The officers should have experience in handling the above matters and also in general working of the Government. The Knowledge of computers is essential. Experience in Shipping matters will be an added qualification.

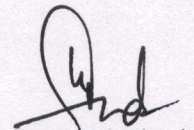
5. Method of selection: Shortlisted candidates will be called for interview by the selection committee. A selection committee will list out the candidates, as per the merit, who qualify the Interview and would be engaged as consultant as per the requirement of this Directorate.

6. The terms and conditions of the appointment will be as follows:

- i. The term of contract shall be for the period of one year which can be extended further as per the requirement of the office, based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond the consultant attaining the age of 65 years.
- ii. Age of Candidate should not be more than **63 & ½ years** on closing date of application.
- iii. The remuneration payable to the Consultant will be a fix amount, arrived at the amount by deducting the basic pension from the pay drawn at the time of retirement.
- iv. The remuneration thus fixed shall remain unchanged throughout the term of the contract and there will be no annual increment /percentage increase during the contract period.
- v. The consultant will be entitled for the Transport Allowance of Rs.4000/- per month or the Transport Allowance applicable to the appointee at the time of retirement, whichever is less.
- vi. The Consultant shall not be entitled for any allowances, such as DA, HRA, CCA residential accommodation etc.
- vii. The consultant shall be entitled for TA /DA on official tour, if any, as per his entitlement at the time of retirement.
- viii. No TA/DA would be admissible to him for joining the assignment or on its completion.
- ix. The consultant shall not claim any benefit /compensation under provisions of any Act /Rules.
- x. This appointment is on full time basis and the consultant shall not be permitted to take up any other assignment during the period of consultancy with the Directorate General of Shipping

- xi. During the period of consultancy, the Officer would be required to attend all the work as assigned to by his/her superiors, from time to time.
- xii. Consultant shall be eligible for the paid leave of absence at the rate of 1.5 days for each completed month of contract.
- xiii. Consultant may be called on gazette holidays, if required. In such case, he/she will be eligible for compensatory leave.
- xiv. Consultant shall be required to sit late in evening after the office hours, if required.
- xv. During the period of the assignment and also thereafter, it is likely that the consultant come across certain information of important/confidential nature. He/She will not divulge any information gathered during the period of the assignment to anyone who is not authorized to know /have the same.
- xvi. This appointment of Consultant is of temporary nature and can be cancelled at any time without assigning any reason.
- xvii. The consultant shall be required to maintain discipline and absolute integrity in accordance with the rules containing under the CCS [Conduct] Rules, 1964.

5. Willing retired Officers are requested to send their detailed Bio-data and contact details specially mentioning the areas of experience to the undersigned with the enclosed proforma within 15 days through e-mail id maheshyadav-dgs@nic.in & honmukheleela@gmail.com from the date of publication of this circular on the website of this Directorate.



(Mahesh Yadav)

Asstt. Director General of Shipping (PB)

Encl: Proforma

Copy to:

1. Computer Cell for uploading on website of DGS.
2. Guard file for record.

PROFORMA**APPLICATION FOR ENGAGEMENT AS CONSULTANT IN HELPDESK CELL,
DIRECTORATE GENERAL OF SHIPPING, MUMBAI ON CONTRACT BASIS**

1. Name of the applicant :
2. Date of Birth :
3. Contact No. (Landline & Mobile No.) :
5. E-mail Id :
6. Address of Communication :
7. Date of joining in Government Service :
8. Date of Superannuation :
9. Name of Ministry/Department from :
Which retired
(Attach copy of PPO &
Pay slip of the month of retirement)
10. Educational Qualification :
11. Details of knowledge of Computer :
12. Brief particulars of Experience :

Sr. No.	Period		Post held on regular basis (Scale of Pay)	Ministry/ Department	Brief description of duties
	From	To			

13. Any other information :

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement.

Dated:

Signature of the applicant

Place:

PROFORMA**APPLICATION FOR ENGAGEMENT AS CONSULTANT PS TO CHAIRPERSON, NATIONAL SHIPPING BOARD, DIRECTORATE GENERAL OF SHIPPING, MUMBAI ON CONTRACT BASIS**

1. Name of the applicant :
2. Date of Birth :
3. Contact No. (Landline & Mobile No.) :
5. E-mail Id :
6. Address of Communication :
7. Date of joining in Government Service :
8. Date of Superannuation :
9. Name of Ministry/Department from :
Which retired
(Attach copy of PPO &
Pay slip of the month of retirement)
10. Educational Qualification :
11. Details of knowledge of Computer :
12. Brief particulars of Experience :

Sr. No.	Period		Post held on regular basis (Scale of Pay)	Ministry/ Department	Brief description of duties
	From	To			

13. Any other information :

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement.

Dated:

Signature of the applicant

Place: