

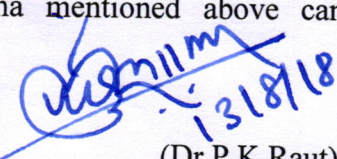
GOVT. OF INDIA
MINISTRY OF SHIPPING,
DIRECTORATE GENERAL OF SHIPPING,
BETA BUILDING, 9TH FLOOR,
Kanjur Marg (East)
Mumbai-400 042
VACANCY CIRCULAR

F.No. PB-15(6)/2000 Part-I

Dated 03-08-2018

Sub: Release of advertisement in the Employment News/Rojgar Samachar for filling up the post of Seamen's Provident Fund Commissioner on deputation (including short term contract) plus promotion in Seamen's Provident Fund Organization, Mumbai.

1. It is proposed to fill up the post of Seamen's Provident Fund Commissioner, Mumbai, through deputation (including short term contract) plus promotion. The essential qualifications, experience etc. required for the post is given in the enclosed Annexure-I (pages 1 & 2). The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment, in the same organization /department, shall not ordinarily exceed (four) 4 years.
2. Applications in triplicate, in the given enclosed proforma Annexure-II (pages 1 & 2), alongwith the complete and up-to-date 'APAR' dossiers (or photocopies of APARs for the last five years, duly attested by a Group 'A' Gazetted Officer) of the officer, who can be spared in the event of his/her selection may be sent to this Directorate General of Shipping, Mumbai within 45 days from the date of publication of this advertisement in the Employment News/Rozgar Samachar. Applications received after the last date or without the ACRs/APARs (or attested photocopies of the APARs) or otherwise found incomplete will not be considered. While forwarding the application, it may be certified that no disciplinary proceedings are being contemplated/are pending against the officer. The following particulars shall also be furnished;
(i) Complete particulars in the proforma (Annexure-II)
(ii) Vigilance clearance
(iii) Integrity certificate
(iv) Statement of major/minor penalty, imposed, if any during the last ten years.
3. Applications received through proper channel only will be entertained. If any candidate fails to join the post or withdraw the nomination on finalization of his name either on personal grounds or the refusal of the cadre to relieve him will be debarred for five years for further deputation to this office and also the same will be informed to DOPT for further necessary action at their end.
4. The detailed advertisement alongwith all the proforma mentioned above can be downloaded from this office website- www.dgshipping.gov.in


13/8/18

(Dr.P.K.Raut)

Dy. Director General of Shipping (Personnel)

Tele No. - 022-25752014

Fax No. -022-25752059 / 35

Qualification, experience and other detail required for the post of Seamen's Provident Fund Commissioner in the Seamen's Provident Fund Organization, Mumbai

1	Name of the post	Seamen's Provident Fund Commissioner	
2	Number of posts	1	
3	Classification	Group 'A'	
4	Scale of Pay	Level -12 (Rs.78800-209200)	
5	Period of deputation	4 (four) years	
6	Duties and Responsibilities	(i)	Secretary of the Board of Trustees SPFO, Convening Board meeting and implementation of decision / directives of the Board.
		(ii)	Inquiry Officer with judicial, quasi judicial and other functions vested under section 9,10 and 18 of the Seamen's Provident Fund Act, 1966.
		(iii)	To manage and maintain Provident Fund accounts and claims for settlement of provident Fund dues, complaints grievances etc. of all the seamen members.
		(vi)	Chief Executive officer of SPFO.
7	Experience and Eligibility for the post.	<p>Officers under the Central Government or State Governments or Union Territory Administration or Public Sector Undertaking or Universities or recognized research institution or Semi-Government or Autonomous or Statutory Organizations.-</p> <p>a)</p> <p>(i) Holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five year's service in the grade rendered after appointment thereto on a regular basis in the post in level-11 (Rs. 67,700-2,08,700) in pay matrix or equivalent.</p> <p style="text-align: center;">And</p> <p>(b) Possessing the following educational qualification and experience, namely:-</p> <p>Essential:</p> <p>(i) Degree from a recognized University or institute;</p> <p>(ii) Ten years experience in Establishment, Administration and Accounts matters in a Government Department.</p>	

		<p>Desirable:</p> <p>Post graduate diploma in Management (Finance) or Master of Business Administration (Finance) or Degree in Law or integrated five years Degree in Law or Company Secretary or Chartered Accountant or Cost and Management Accountant from recognized University or Institute.</p> <p>Note 1: The departmental administrative-cum-accounts officer in level 10 (Rs. 56,100-1,77,500) in the pay matrix with ten years of regular service in the grade shall also be considered along with deputationists and if such person is selected, the post shall be deemed to have been filled up by promotion.</p> <p>Note 2: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 3: Period of deputation (including period of deputation) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the central government shall ordinarily not to exceed four years.</p> <p>Note 4: The maximum age limit for appointment by deputation (including sort term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>
8	Place of duty	Seamen's Provident Fund Organization, Mumbai..

Application for the Post of Seamen's Provident Fund Commissioner, in the Seamen's Provident Fund Organization, Mumbai

BIO-DATA PROFORMA:

1	Name and address in block letters				
2	Date of birth (in Christian era)				
3	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.)				
	Qualification /Experience required		Qualification /Experience possessed by the officer		
Essential :	(i)				
	(ii)				
	(iii)				
Desirable:	(i)				
	(ii)				
6.	Please state clearly whether, in the light of entries made by you above, you meet the requirements of the post.				
7.	Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient				
Office/Institution/ Organisation	Post held	Period		Scale of Pay and grade pay [*] therein	Nature of duties
		From	To		
* Basic pay in the post being held on regular basis.					
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 you belong :			

10	Additional details about present employment. Please state whether working under :	
	(a)	Central Government :
	(b)	State Government :
	(c)	Autonomous Organizations :
	(d)	Government Undertakings :
	(e)	Universities :
11	Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale :	
12	Total emoluments per month now drawn :	
13	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient :	
14	Whether belong to SC/ST:	
15	Remarks.	

Date:

Name & Signature of the candidate

Address-----

CERTIFICATE TO BE GIVEN BY HEAD OF DEPARTMENT/ OFFICE OF THE APPLICANT:

1. It is certified that the particulars furnished by the official are correct.
2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from the Vigilance angle.
3. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
4. It is certified that no major/minor penalty imposed on the Officer during last ten years.
5. All requisite documents including ACR/APAR dossiers are enclosed.

OFFICIAL SEAL

Date:

Place:

Countersigned
(Employer)