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भारत सरकार Government of India

पत्तन, पोत परिवहन और जलमार्ग मंत्रालय Ministry of Ports, Shipping and Waterways

महापत्तन प्रशुल्क प्राधिकरण Tariff Authority for Major Ports

चतुर्थ तल, भंडार भवन, मुजावर पाखाडी रोड, 4th Floor, Bhandar Bhavan, M.P. Road,

माझगांव, मुंबई -400010. Mazgaon, Mumbai-400010.

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Date:- 01.03.2023

VACANCY CIRCULAR

Subject: Filling up of one post each of 'Assistant Director', Stenographer Grade-'C', Stenographer Grade - 'D' and 'Cashier' on deputation basis initially for one year.

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. TAMP invites applications for filling up of one post each of 'Assistant Director', 'Stenographer Grade - C', 'Stenographer - D' and 'Cashier' on deputation basis initially for a period of one year which may be extended depending on requirement of the Authority. The details are given below:-

Sl. No	Name & Number of vacancies	Pay Band & Grade Pay	Method of Recruitment	Eligibility criteria
1.	Assistant Director One(01) Post	₹15,600-39,100+ Grade Pay-₹5,400/- in PB-3 (Pre-revised) Revised pay matrix as per 7th CPC Level-10 (₹56,100-1,77,500)	on deputation basis for one year	Employees under the Central Govt./ State Govt./ PSUs/ Major Ports / Autonomous Body or Statutory organization- (a) holding analogous posts on regular basis in parent cadre/department; or (b) With 3 (three) years regular service in the posts in the parent cadre / department in the PB-2 Pay Band of ₹9300-34,800/- + Grade Pay ₹4,600/- or equivalent; and/or (c) With 8 (eight) years regular service in the parent cadre/ department in the PB-2 Pay Band of ₹9300-34,800/-+ Grade pay ₹4,200/- or equivalent. Possessing the educational qualifications and experience as given below;

				<p><u>Educational & other qualifications</u></p> <p><u>(i) Essential:</u></p> <p>(a). Members of the Institute of Chartered Accountants of India or of the Institute of Cost and Works Accountants of India or the Institute of Company Secretaries of India or Graduate/Post Graduate in commerce with MBA in Finance.</p> <p>(b) 3 (Three) years experience in costing/finance /tariff fixation matters relating preferably to ports or other Regulatory Authorities.</p> <p><u>(ii) Desirable :</u></p> <p>Degree of a recognized University or equivalent preferably in Commerce and Accounts.</p> <p>Note:</p> <p>(i). The tenure of deputation shall be initially for one year, which may be extended depending on the requirement of the Authority.</p> <p>(ii). Maximum age limit for deputation/absorption shall be 56 years on the last date of receipt of application.</p>
2.	<p>Stenographer -Grade-C One(01) Post</p>	<p>₹ 9300-34,800 + Grade Pay - 4200/- in PB-2 (pre-revised)</p> <p>Revised pay matrix as per 7th CPC Level 6 (₹ 35,400 - 1,12,400)</p>	<p>on deputation basis for one year</p>	<p>From:</p> <p>“(i) Employees of the Central / State Government / Autonomous Body /Public Sector Undertakings / Major Ports holding analogous posts; or with 10 (Ten) years’ service in the Grade ‘D’ Stenographer; (ii) Possessing the following educational qualifications.</p> <p>(A) Essential:</p> <p>(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.</p> <p>(B) Desirable :</p> <p>Should be well versed in the operation of a Computer/Personnel Computer / familiarity with Word Star / Word processing and similar software programmes.</p> <p>Note:</p> <p>1. The period of deputation shall be initially for one year which may be extended depending on the requirement of the Authority. 2.The maximum age limit for deputation/absorption shall be 56 years on the last date of receipt of application.</p>

3.	Cashier One(01) Post	₹ 9300-34,800 + Grade Pay - 4200/- in PB-2 (pre-revised) Revised pay matrix as per 7 th CPC Level 6 (₹ 35,400 - 1,12,400)	on deputation basis for one year	(i) Employees of the Central Govt./ Autonomous Bodies holding analogous posts; or (ii) Post in the scale of pay of ₹4,000 - 6,000 (pre-revised as per 5 th CPC) (i.e. Pay Level - 4 as per 7 th CPC ₹.25,500/- - ₹.81,100/-) or equivalent with 5 years' service in the grade with Cash and Accounts Training from ISTM or equivalent and possessing 5 years' experience of Cash and Accounts work; Possessing the educational qualification as under: (A)Essential i) Bachelor Degree from a recognized University with two years' experience of Cash and Accounts. Or ii) 10 + 2 pass with Maths and Commerce as subject and having 5 years' experience of Cash and Accounts. Note: (i)The period of deputation shall be initially for one year which may be extended depending on the requirement of the Authority. (ii) The maximum age limit for "absorption" shall be 56 years on the last date of receipt of application.
4.	Stenographer Grade 'D' - One(01) Post	₹ 5200 - 20200 + Grade Pay - ₹ 2,400/- in PB-1 (pre-revised) Revised pay matrix as per 7 th CPC Level 4 (₹25,500/- - 81,100/-)	on deputation basis for one year	Employees of the Central / State Govt./Autonomous Body/ Public Sector Undertaking / Major Ports holding analogous posts or with 5 years service in the scale of ₹ 5200-20200 + Grade pay of ₹ 1900 (Pre-revised). [Revised Pay Matrix as per 7 th CPC Level 2 ₹.19,900/- - ₹.63,200/-] 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. Note: (i)The period of deputation shall be initially for one year which may be extended depending on the requirement of the Authority. (ii) The maximum age limit for "absorption" shall be 56 years on the last date of receipt of application.

3. All the above posts will be filled up on deputation basis only on usual terms and conditions applicable in such cases. The period of deputation 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 deputation shall be 56 years on the last date of receipt of the application.** The details of the post, eligibility conditions thereof are given above. **Private candidate may not send their information**.

4. 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 for the last 5 years.

5. 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 Trust 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.

6. Interested candidates may forward their applications through proper channel 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 20 days from the date of publication of this advertisement in Employment News.

- Note:-**
- (i) Incomplete applications will not be considered.
 - (ii) No TA/DA will be paid to the candidates if called for the Interview.
 - (iii) The Authority reserves the right to cancel the above vacancy wholly or partially.
 - (iv) The Authority reserves the right to relax any of the educational qualification/ experience criteria for the above post in case of deserving candidates.
 - (v) **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.**
 - (vi) Applications (if any) of the candidates working in private organization/company will not be entertained.

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

Encl.: As above

Anuradha
(Anuradha H. Sharma)
Director

To,

- i. All Central Govt. Offices located in Mumbai and all the Major Ports.
- ii. To be uploaded on TAMP's website.

PROFORMA

**APPLICATION FOR THE POST OF ASSISTANT DIRECTOR / STENOGRAPHER GR. (C) /
CASHIER / STENOGRAPHER GR. (D) ON DEPUTATION BASIS – PROFORMA
(Delete / Strike through the posts not applied for)**

Passport size
photo to be fixed

1. Name (in BLOCK LETTERS) :
2. Father's / Husband's Name :
3. Age & Date of Birth :
4. Address for correspondence
with contact no. & E-mail ID, if any. :
5. Educational qualifications :
Essential :
Desirable :
6. Whether belongs to SC/ST/OBC:s
(Attach a certified copy of requisite
Caste Certificate)
7. Work experience, along with
details of pay and duties :

Sr.No.	Office/Instt./Orgn.	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties.

(Attach separate sheet if space not sufficient)

8. Any other information :
- Date:-
Place:-

(Signature of the Applicant)

9. 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 for the last five years are attached.

(Signature of the Competent Authority with seal)

महापत्तन प्रशुल्क प्राधिकरण

TARIFF AUTHORITY FOR MAJOR PORTS

चतुर्थ तल, भंडार भवन, एम.पी.रोड, माझगांव, मुंबई 400 010।

4th Floor, Bhandar Bhavan, M.P.Road, Mazgaon, Mumbai: 400010.

Tel:022-23792000,Fax: 022- 23757879

Terms and conditions in respect of the official to be appointed on deputation in TAMP

(i). Nature of deputation:

The service in the Authority shall be on Deputation.

(ii). Period of deputation:

The period of deputation shall be initially for One year, which may be extended depending on the requirement of the Authority. In case of non-satisfactory performance, any time during the period of deputation, the Authority will have the right to curtail the deputation period of the officer by giving one month notice.

(iii). The official appointed on deputation in TAMP shall not apply to any organisation for any post till completion of two years of his/her deputation in TAMP.

(iv). In case the official appointed on deputation desires to be repatriated to his/her parent organization prior to completion of initial period of appointment, he/she shall have to serve three month's notice to TAMP.

(v). Pay:

During the period of deputation, the appointee will have the option either to get his/ her pay fixed in the deputation post under the operation of the normal rules or to draw pay of the post held by him/ her in his/her parent department plus a deputation (duty) allowance in accordance with and, subject to the conditions, as modified from time to time and such other general or special orders issued by the Government of India.

(vi). Dearness Allowance:

The official shall be entitled to Dearness allowance at the rates prevailing in the borrowing organization or in the lending organization depending on whether he has opted to draw pay in the scale/ grade pay of the ex-cadre post or the parent grade plus deputation (duty) allowance.

(vii). Accommodation:

The official shall be eligible for Residential Accommodation provided by MbPT, subject to availability, but in lieu thereof shall be entitled to draw HRA at the rate applicable to Government employees from time to time.

(viii). Leave:

The official will be governed by the TAMP Leave Regulation, 2001.

(ix). Children's Educational Allowance/Reimbursement of Tuition Fee:

These allowances shall be paid in accordance with the Rules of the Central Government. The officer will be entitled for reimbursement of the benefits proportionately from the date the official join the post till he repatriated.

(x). Joining Time Pay and Transfer TA:

The official will be entitled to draw TA and joining time while joining the post on foreign service and on reversion to his/her parent department as per TAMP (Joining Time) Regulations, 2001 and TAMP (TA&DA) Regulation, 2001.

(xi). TA for journey on duty during the period of Foreign Service:

The official shall be entitled as per the Rules applicable to TAMP employees.

(xii). Leave Travel Concession:

The official will be governed by the TAMP (Leave Travel Concession) Regulations, 2001. The benefit of the Leave Travel Concession will be extended from the Block year in which the incumbent joins the post on deputation basis. The cost thereof will be borne by this Authority.

(xiii). Medical facilities:

The official will have reimbursement facilities provided under the TAMP (medical Attendance & treatment) regulation.

(xiv). Pension and Leave Salary Contributions:

The Authority will pay to his/her parent organization the pension and leave salary contributions annually within 15 days from the end of each financial year, or at the end of Foreign Service if the deputation period expires before the end of financial year, at the rates prescribed by the parent organization.

(xv)(a) General Provident Fund (GPF):

The official shall continue to subscribe to the Provident Fund of his/her parent organization in accordance with the rules of his/her parent organization and the Authority shall remit the same in to his/her parent organization on a month-to-month basis.

OR

(b) National Pension Scheme (NPS) :

In case official is covered under NPS, the official shall contribute his/her subscription to NPS. The Authority shall make the matching contribution and remit the same to his/ her parent organization on month-to-month basis.

OR

(c) Contributory Provident Fund (CPF):

In case official is covered under CPF, the official shall contribute his/her subscription to CPF. The Authority shall make the matching contribution and remit the same to his/her parent organization on month-to-month basis.

(xvi). Transport Allowance:

The official will be paid Transport Allowance as is applicable to equivalent posts in this Authority.

(xvii) Encashment of Leave

The official will be allowed the benefit of encashment of leave under the rules of his/ her Parent Organization, subject to the expenditure in this regard will be reimbursed by his/her Parent Organization.

(xviii) Residual matters

On all matters which are not mentioned explicitly in (i) to (xvii) above, the official will be governed by the rules applicable to the employees of TAMP.

Anuradha
(Anuradha H. Sharma)
Director