

महापत्तन प्रशुल्क प्राधिकरण
TARIFF AUTHORITY FOR MAJOR PORTS

चौथा तल, भण्डार भवन, एम.पी.रोड, माझगाँव, मुम्बई - 400 010.

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No.A-12012/2/2012/539-TAMP

Date: 14.10.2020

VACANCY CIRCULAR

Subject: Filling up of one post of Administrative Officer on deputation only, 2 (Two) posts of Assistant on deputation only and 1 (One) post of Stenographer Grade 'D' on deputation/ contract basis in the Tariff Authority for Major Ports

The Tariff Authority for Major Ports, (TAMP), is a Statutory Body under the administrative control of the Ministry of Shipping, Government of India. TAMP was set up under the MPT Act, 1963, to regulate tariffs in Major Port Trusts and private terminal operators thereat.

2. TAMP invites applications for filling up 1 (one) post of "Administrative Officer" on deputation basis only, 2 (Two) posts of "Assistant" on deputation basis only and one (1) post of Steno Grade 'D' on deputation/contract basis. The details are given below:-

| Sl. No. | Name & Number of vacancies | Pay Band & Grade Pay | Method of Recruitment | Eligibility criteria |
|---------|----------------------------------|--|---------------------------|--|
| 1. | Administrative Officer – 1 (One) | ₹ 15,600 – 39,100/- + Grade Pay ₹ 5400/- (PB-3) (pre-revised) Revised Pay Matrix as per 7 th CPC Level 10 (₹ 56,100/- to ₹ 1,77,500/-) | On deputation basis only. | Deputation:- Deputation from amongst the employees under the Central Govt. / State Govt. / Public Sector Undertaking / Port Trust / Autonomous body or statutory organization: (a) Holding analogous posts on regular basis in parent cadre / department; or (b) With 5 (five) years regular service in the parent cadre/ department in the PB-2 Pay Band of ₹ 9300-34800+Grade Pay of ₹ 4600/- (pre-revised) or equivalent and having experience in administration, establishment and accounts matters; and, or (c) With 8 (Eight) years regular service in the parent cadre / department in the PB-2 Pay Band of Rs. 9300-34800+Grade Pay of ₹ 4200/- (pre-revised) or equivalent and |

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| | | | | <p>having experience in administration, establishment and accounts matters.</p> <p><u>Educational and other qualification:</u></p> <p><u>(i) Essential :</u></p> <p>(a) Degree of a recognized University or equivalent.</p> <p>(b) 5 (Five) years experiences in Accounts, Administrative and Establishment work in a supervisory capacity in Central Government / State Government / Public Sector Undertakings / Autonomous Body or Statutory Body.</p> <p><u>(ii) Desirable:</u></p> <p>Knowledge of Government Rules and Regulations and should be well versed in the operation of computer.</p> |
| 2. | Assistant- 2 (Two) | <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> | On deputation basis only. | <p><u>Deputation:-</u></p> <p>From amongst the employees of the Central Govt./ State Govt. organisations/ Autonomous Body/ Public Sector Undertaking/ Major Ports holding analogous posts; or with 5 (five) years service in the immediate lower grade.</p> <p><u>Educational and other qualification:</u></p> <p><u>(i) Essential :</u></p> <p>(a) Bachelor Degree from a recognized University;</p> <p>(b) Atleast 5 (five) years service in the immediate lower grade in the Central/ State Govt./ Autonomous body/ Public Sector undertaking/ Major Ports.</p> <p>(c) Should have good knowledge of office procedure, Rules and Regulations relating to Establishment and General Administration work and the capacity to examine the cases thoroughly with good qualities of noting and drafting.</p> <p><u>(ii) Desirable :-</u></p> <p>Should have proficiency in typing on electronic typewriter/ working on</p> |

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| | | | | computer/ personal computer. |
| 3. | Stenographer Grade 'D' – 1 (One) | ₹ 5,200 – ₹ 20,200 + Grade Pay – ₹ 2,400/- in PB-2 (pre-revised) Revised pay matrix as per 7 th CPC Level 4 (₹ 25,500/- - ₹ 81,100/-) | On deputation basis failing which on contract basis through Contractor. | <p>(a) <u>Deputation:-</u> 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 + Grad pay of ₹ 1900 (Pre-revised).</p> <p><u>Educational and other qualification:</u></p> <p>(i) <u>Essential :</u> (a) Matriculation or equivalent ; (b) Speed of 80 words per minutes in Stenography (English or Hindi) and 40 words per minutes in typewriting.</p> <p>(ii) <u>Desirable :-</u> Should be well versed in the operation of Computer / Personal Computer / familiarity with wordstar / word processing and similar software programmes.</p> <p>(b) <u>Contract Basis:-</u></p> <p>(i) <u>Essential :</u> (a) Matriculation or equivalent ; (b) Speed of 80 words per minutes in Stenography (English or Hindi) and 40 words per minutes in typewriting and (c) at least 5 years of experience in the scale of Pay Band of ₹ 5200-20200 + Grad pay of ₹ 1900 (Pre-revised) in the Central Govt./ State Govt. organisations/ Autonomous Body/ Public Sector Undertaking/ Major Ports or in reputed firms.</p> <p>(ii) <u>Desirable :-</u> Should be well versed in the operation of Computer / Personal Computer / familiarity with wordstar / word processing and similar software programmes.</p> |

3.1. The post of Administrative Officer and Assistant 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 three years 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.**

3.2. The Post of Stenographer Grade 'D' will be filled up on deputation basis on usual terms and conditions applicable in such cases. If no application is received from the Govt. Servant, the post will be filled on Contract basis through Contractor. The period of deputation will be initially for a period of three years which may be extended depending on the requirement of the Authority. **The maximum age limit for deputation / Contract basis shall be 56 years on the last date of receipt of application. Private Candidate may not apply for Deputation.** The details of the post, eligibility conditions thereof are given above.

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 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 30 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) Pay indicated against the posts are pre-revised scale. 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 of the private candidate shall not be considered for Administrative Officer and Assistant which is on Deputation basis only.**

Encl: As above.

(D.S. Bhople)
Consultant (Admin)

To,

All Central Govt. Offices located in Mumbai and all the Major Ports.

APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER / ASSISTANT
ON DEPUTATION BASIS - PROFORMA

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. |
|--------|---------------------|-----------|------|----|-------------------------------|----------------------|
| | | | | | | |
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(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)

**APPLICATION FOR THE POST OF STENO GRADE D
ON DEPUTATION / CONTRACT BASIS - PROFORMA**



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)