

**GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (PORTS)**

No.160724/Port/Estt/A2/2024-25/2365

Puducherry, Dt 13 JAN 2025

To

- 1) All Secretaries to Central Government / State Government / Union Territories.
- 2) All Chairman of all Major Ports Trusts.

Sub: Filling up of the post of Assistant Engineer (Mechanical / Marine) – Group-B Gazetted, Non-Ministerial in Level-7 of Pay Matrix in the Port Department, Puducherry on deputation basis – Reg.

Sir/Madam,

Applications are invited for filling up of the post of Assistant Engineer (Mechanical / Marine) – Group-B Gazetted, Non Ministerial in Level-7 of the Pay Matrix (pre-revised pay scale of Rs.9300-34500 + 4600 (GP) on deputation basis, from the eligible officers of the Central Government or State Government or Union Territories. The applicant fulfilling the eligibility criteria may apply for the post:

(i) Educational Qualification:

Essential: (i) Degree in Mechanical or Marine Engineering from a recognized University or equivalent or Part 'A' of MOT Certificate of Competency as 2nd Class Engineer (Motor).

(ii) 3 years experience in a large Mechanical or Marine Engineering Workshop/ Organization, or an equivalent experience for 3 years as an Engineer on Merchant Navy Ships.

(ii) Transfer on deputation (including short term contract)

Officers of the Central / State Governments / Union Territories / Port Trusts/other Departments of Pondicherry -

- (a) (i) holding analogous posts on regular basis ; or
(ii) with 3 years' regular service in the posts in Level 6 of Pay Matrix of 7th CPC
or
(iii) with 8 years' regular service in the posts in Level 5 of Pay Matrix of 7th CPC
and
- (b) The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputations in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed 3 years.

2. Eligible and willing officers, who satisfy the provisions of Recruitment Rules for the above mentioned post may apply in the prescribed application format enclosed as **Annexure-A** through proper channel along with the following documents and address to the **Director, Port Department, Puducherry-605001** so as to reach the same to the above address on or before 30-01-2025.

- i) Copies of APARS for the last 5 years attested by the officer not below the rank of Head of Department. If APAR for a particular year is not available, last available APAR may be furnished with a non-availability certificate.
 - ii) Attested photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.
 - iii) No objection Certificate from the respective organization.
 - iv) Administrative clearance of the concerned organization, as per enclosed proforma **Annexure – B**
 - v) Vigilance report is to be furnished in the format prescribed **Annexure –C**
 - vi) Undertaking of the applicants to the effect that candidature will not be withdrawn, if selected.
 - vii) Two passport size photographs.
 - viii) A certificate to the effect that no major/minor penalty has been imposed upon the applicant during the last 10 years.
 - ix) Certificate to the effect that in case, if the officer so recommended is selected he/she will be relieved to join the new post immediately or within a maximum period of 30 days.
3. The Selection is by Merit for which the bench mark in overall grading in the Annual Confidential Reports will not be below "Very Good"
4. Port Department reserves the right to select or reject the candidature.
5. Period of deputation is for 2 years with effect from the date of relief from his parent Office/Dept. or till the necessity therefor ceases, whichever is earlier. The Deputation (Duty) Allowance is admissible as per rules.
6. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
7. Incomplete application or application received after the due date will not be considered.

Yours faithfully,



(L. MOHAMED MANSOOR)
DIRECTOR

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Encl. As stated

ANNEXURE – A

Application for the post of Assistant Engineer (Mechanical / Marine)

PROFORMA
(to be submitted in duplicate)

Affix duly attested
passport size recent
photograph here

1.	Name (in BLOCK LETTERS)	:	
2.	Father's / Husband Name	:	
3.	Date of Birth & Present age	:	
4.	Whether belongs to SC/ST/OBC/UR	:	
5.	Address for communication with Telephone / Mobile No.	:	
6.	Academic and Professional Qualifications Whether Educational and other qualifications required for the post are satisfied (in any qualification has been treated as equivalent to the one prescribed in rules, state the authority for the same) Qualifications/experience possessed by the applicant. (Self attested copies of the document to be enclosed)	:	
	Essential	:	(1) (2) (3)

7.	Employment History and Experience in chronological order. Enclose a separate sheet, duly authenticated by your signature if space below is insufficient.	
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Sl. No.	Name of the Ministry/Dept./ Govt. Organization/ Autonomous Body / Company / Corporation	Designation	Period		Scale of Pay and Basic Pay	Nature of duties
			From	To		

8.	Please mention details of appreciation / Outstanding work done, if any, which was duly recognized by the higher authority	
9.	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.	
10.	Remarks	

I, hereby, solemnly declare that all the statements made in the above proforma are true and correct to the best of my knowledge.

(Signature of the Applicant)

Address:

Date:
Countersigned:
Employer

ANNEXURE – B

Certificate to be given by the Head of Office of

Thiru./Tmt.

Designation

1. It is certified that the particulars furnished by the Officer are correct and he /she is fulfilling the eligibility criteria.
2. It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and that he/she is clear from the Vigilance and Administrative angle.
3. His / her integrity is certified.
4. It is certified that no Major / Minor penalty has been imposed on the Officer during the last 10 years.
5. Copies of APARs for the last 5 years from 2019-20 to 2023-24 are enclosed.

Date :

Signature of the forwarding authority
along with office seal.

ANNEXURE – C

Particulars of the officer for whom Vigilance Comments / Clearance is being sought
(To be furnished and signed by the CVO or HOD)

1.	Name of Officer (in full)	:	
2.	Father's name	:	
3.	Date of Birth	:	
4.	Date of Retirement	:	
5.	Date of entry into service	:	
6.	Service to which the officer belongs including batch / year cadre etc. wherever applicable	:	
7.	Positions held (during the ten preceding years)		
Sl. No.	Designation & Place of Posting	From	To

8.	Whether the officer has been placed on the "Agreed List" or "List of officers of Doubtful Integrity" (If yes, details to be given.)	:	
9.	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, with what result. (*)	:	
10.	Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and details of the penalty (*)	:	
11.	Is any disciplinary / criminal proceedings or charge sheet pending against the Officer as on date. (If so, details to be furnished including reference no., if any, of the Commission)	:	
12.	Is any action contemplated against the Officer as on date (if so, details to be furnished) (*)	:	

Date:

(Name & Signature)

(*) if Vigilance clearance had been obtained from the Ministry / CVC in the past, the information may be provided for the period thereafter.