



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: 22-38/15/2022-PER-DGS

dated 18th July, 2022

CIRCULAR

Subject: Engagement of Consultant in the DG's Secretariat from among the officers retired from Central Government, on contract basis

The Directorate General of Shipping invites applications from retired Central Government officials, for engagement of Consultant in the DG's Secretariat from among the officers retired from Central Government, on contract basis

2. The duties of the Consultant in DG's Secretariat of the Directorate are as briefed below :
 - i) Taking dictation from DG and typing it fair, as per the requirements.
 - ii) Drafting letters /notices for meetings, preparing folders for the meetings
 - iii) Scheduling the appointments, making list of engagements, meetings, etc on daily basis.
 - iv) Receiving, making and attending the telephone calls for DG
 - v) Booking of air tickets, making travel arrangements, as and when undertaken for tours of DG, and preparing TA Bills of tours for settlements.
 - vi) Maintaining various records in the files.
 - vii) Making protocol arrangements of the officer.
 - viii) Maintaining the records of APARs submitted to DG for review.
 - ix) Issuance of meeting links for virtual meetings and other related work.
 - x) Any other related matter, as and when entrusted by the superiors.
3. The officer 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.

P.T.O...

9वीं मंजिल, बीटा बिल्डिंग, आई थिंक टेक्नो कैंम्पस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042

फोन/Tel No.: +91-22-2575 2040/1/2/3 फैक्स/Fax.: +91-22-2575 2029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov.in

- 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 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.