



Government of India
Ministry of Ports, Shipping and Waterways
Directorate General of Shipping
Mercantile Marine Department, Chennai
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VACANCY CIRCULAR

Subject: Filling up the post of Steno Grade II & Upper Division Clerk at Mercantile Marine Department, Chennai/ Vishakhapatnam under Directorate General of Shipping on deputation basis -Reg


Applications are invited from the interested and eligible officials working in the Central Government Departments for the posts of UDC and Steno Gr.II in Mercantile Marine Department, Chennai District (Visakhapatnam/Chennai/Tuticorin) by transfer on deputation basis. The Deputation will be initially for 03 years or post is filled on regular basis, whichever is earlier.

The eligibility and other details required for the posts are as below:-

Post Name >>>	Stenographer Gr.II	Upper Division Clerk
Number of Posts	02 (one each at MMD, Chennai & MMD, Visakhapatnam)	05 in MMD, Chennai
Classification of post	General Central Service (Group B – non-gazetted non-ministerial)	General Central Service (Group C – non-gazetted non-ministerial)
Scale of Pay	Level -6 (Rs.35,400-Rs.1,12,400) of Pay Matrix as per 7th CPC	Level-4 (Rs.25,500-Rs.81,100) of Pay Matrix as per 7th CPC
Eligibility Conditions	Holding Analogous post on regular basis, OR With minimum of 5 years regular service in the Steno Grade III in Level -4 of pay matrix of 7th CPC / PB-1 with GP 2400 in 6th CPC	Holding Analogous post on regular basis, OR With minimum of 8 years regular service in the post of LDC in Level -2 of pay matrix of 7th CPC / PB-1 with GP 1900 in 6th CPC
Educational Qualifications	Higher Secondary or its equivalent from the recognised Board / University	Higher Secondary or its equivalent from the recognised Board / University
Age limit	Not more than 56 years as on date of notification	Not more than 56 years as on date of notification

The willing officials who fulfil the eligibility criteria may apply to the undersigned through their competent authority within one month of the advertisement in prescribed proforma along with up-to-date ACR/APAR Dossiers for the last five years, Vigilance Clearance Certificate and Integrity Certificate. The pay of the officers selected for deputation will be regulated in terms of relevant rules / orders in force from time to time.

In the event of selection the official will not be allowed to withdraw the candidature and have to be relieved immediately. Departmental candidates who are in line of promotion need not apply.


(Capt. Ravindra Sagar)
Dy. Nautical Advisor cum-Sr.DDG-Tech
& Head of Office

To,

1. The Central Govt. Offices.
2. MMD, Chennai website.
3. Computer Cell, DGS, Mumbai.
4. Notice Board.

APPLICATION FOR THE POST OF STENO GRADE II & UPPER DIVISION CLERK AT MERCANTILE MARINE DEPARTMENT CHENNAI DISTRICT UNDER THE DIRECTORATE GENERAL OF SHIPPING, MUMBAI ON DEPUTATION BASIS

1	Name [in block letter]					
2	Date of birth					
3	Name of the Father/Husband					
4	Address for Communication, Tel /Mob. No					
5	Date of appointment in Govt. Service					
6	Whether Permanent or Temporary					
7	Educational & Other special qualifications.					
8	Whether belongs to SC/ST/OBC					
9	Details of employment. Enclose separate sheet duly authenticated by HoO/HoD					
Sl.no	Office/ Institution	Post Held	From	To	Pay, Scale of pay	Nature of duties (in detail)
1						
2						

Name & Signature of the Applicant
Address:

Place:

Date:

CERTIFICATE TO BE GIVEN BY HEAD OF DEPARTMENT/HEAD 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. In case of selection the official will be relieved immediately.

Signature of Head of Office/Department:

Name:

Designation:

Organisation:

Seal:

Place