

DEENDAYAL PORT TRUST

(An ISO 9001 : 2008 & ISO 14001 : 2004 Certified Port)

Fax No.(02836)233172 / 239055

Website: www.deendayalport.gov.in
GANDHIDHAM (Kutch).



ADMINISTRATION OFFICE BUILDING,
GANDHIDHAM (Kutch).
GUJARAT STATE. PIN 370 201

No. GA/PS/P.O./2019/ 1823

Date: 26/07/2019

To
The Secretary,
All Major Port Trusts

Sub: Filling up the post of Personnel Officer in Deendayal Port Trust (formerly Kandla Port Trust) by absorption/deputation.

Sir/Madam,

Applications are invited for filling up one post of Personnel Officer, in the scale of pay of Rs.24,900-50,500 (pre-revised Rs. 13,000-18,250), by absorption/deputation from among the officers of Major Port Trusts as per the Recruitment Rules (**Annexure-I**).

2. The names of eligible and willing officers, who satisfy the provisions of recruitment rules for the above mentioned post, may be forwarded together with their applications in the prescribed format (**Annexure-II**), alongwith the following documents to this office on or before **26/08/2019**.

1. Attested copies of ACRs of the applicant for the last 5 years.
2. Attested copies of all certificates.
3. No Objection Certificate of respective Ports.
4. An undertaking of the applicant not to withdraw, if selected.
5. Vigilance / Administrative clearance of the concerned Port in the Proforma prescribed by the Ministry (**Annexure-III**).

3. The applications received through proper channel only will be entertained. The applications received after the last date or without ACRs or otherwise incomplete will not be considered. **The Crucial date for determining the eligibility will be 01/07/2019.**

Encls: As stated above.

Yours sincerely,

Sr. Dy. Secretary
Deendayal Port Trust
Tel: (02836) 220167

Copy to : Sr DD (EDP) – For hosting the vacancy circular on the DPT website.

PROFORMA
B I O - D A T A

Affix recent passport size

Post applied for : **Personnel Officer** on Absorption/Deputation.
(Strike out whichever is unnecessary)

Advertisement No. GA/PS/P.O.2019/1823 dated 26/07/2019

1. Full name (in block letters) :
2. (a) Address for communication :
(b) Telephone No./Mobile No. :
(c) e-mail address :
3. Date of birth :
4. Age as on 01/07/2019 :
5. Whether belongs to SC/ST/OBC:
6. Educational and Professional Qualifications :
7. Details of employment / experience in Chronological order : As on 01/07/19

Name of the organisation	Post held	Scale of Pay	From	To	Nature of Duties

8. Any other relevant information :
9. Suitability for the post :
10. Enclosures :

(Signature of the Applicant)

Date:

Certificate to be given by Head of Office of the applicant :

Shri.....Designation

- 1. The particulars furnished by the applicant are correct and he/ she fulfills the eligibility criteria.**
- 2. No disciplinary / vigilance case is pending or contemplated against the applicant and he /she is clear from vigilance angle.**
- 3. His / Her integrity is certified.**
- 4. No major / Minor penalties have been imposed on the applicant during the last 10 years.**
- 5. Attested copies of ACRs for the last five years (from 01/04/2014 to 31/03/2019) are enclosed.**

**Signature of the Head of Office
with seal**

Particulars of the officer for whom Vigilance Comments / Clearances 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. Position held (during the ten preceding years)

S. No.	Designation & Place of Posting	From	To
1			

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 chargesheet 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.

Annexure – I

Sl. No.	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-Selection	Upper Age limit for direct recruitment (in years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b) educational qualifications (c) experience for direct recruits will apply in the case of promotion/ absorption/ deputation	Period of Probation (in years)	Method of recruitment (whether by direct recruitment or by promotion /absorption /deputation)	In case of promotion/ absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

5	Personnel Officer	1	Class-I	24900-50500	Selection	40	<p>Essential :- (I) Degree from a recognised university/ institution. (ii) Nine years experience in executive cadre in the field of General Administration, personnel, Industrial Relations etc.in an Industrial/commercial/Govt. Undertaking.</p> <p>Desirable :- Post Graduate degree/diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare or allied subjects or degree in Law from a recognised university/institution.</p>	(a) No (b) Yes (c) No	2	By Promotion failing which by absorption/deputation, failing both by direct recruitment.	Promotion from Dy. Personnel Officer /Sr. Welfare Officer in the scale of pay of Rs. 20600- 46500 (pre-revised Rs.10750-16750) with 4 years service in the grade failing which Dy. Personnel Officer/ Sr. Welfare Officer with 2 years service in the grade and a combined service of 9 years in the scales of pay of Rs. 20600-46500 (pre-revised Rs.10750-16750 & Rs. 9100-15100) in the respective discipline of Pers. & IR Div.. Absorption/deputation will be of Officers holding analogous posts or Dy. Personnel Officer / Sr. Welfare Officer or equivalent posts in the respective discipline of Pers. & I.R. Div. In the scale of pay of Rs. 20600-46500 (pre-revised Rs.10750-16750) with 4 years service in the grade in a Major Port Trust.	
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