



File No. A-12024/1/2023/TAMP (695)/ 7789

भारत सरकार Government of India  
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय Ministry of Ports, Shipping and  
महापत्तन प्रशुल्क प्राधिकरण Waterways  
चतुर्थ तल, भंडार भवन, मुजावर पाखाडी रोड, Tariff Authority for Major Ports  
माझगांव, मुंबई-400010. 4<sup>th</sup> Floor, Bhandar Bhavan, M.P. Road,  
Mazgaon, Mumbai-400010.

Tel: 022-23792008, Fax: 022-23757879, E-mail: [tariff@tariffauthority.gov.in](mailto:tariff@tariffauthority.gov.in) Website: <http://tariffauthority.gov.in>

26<sup>th</sup> May, 2023

### VACANCY CIRCULAR

**Subject :** Engagement of retired Officers/Officials ("Sr. Principal Private Secretary (Sr.PPS), "Principal Private Secretary (PPS)", "Private Secretary (PS)" and "Personal Assistant (PA)") on contract basis as Consultant in Tariff Authority for Major Ports (TAMP) on contract basis – reg.

The undersigned is directed to circulate herewith vacancy circular inviting applications from retired Officers/Officials from Central/ State Governments/ Universities/ Recognized Research Institutes/ Public Sector Undertakings/ Semi Government Statutory/ Autonomous organizations/ Major Ports Authority/ Courts/ Tribunals/ Higher Judicial Service for engagement as Consultant in the Office of TAMP on contract basis.

2. The Terms & Conditions including application form, criteria, selection modalities etc. are enclosed and also available on the Website < <https://tariffauthority.gov.in/> >.

3. The last date for receipt of application is **15.06.2023**. Application received after due date will not be considered. The applications of the candidate working in private organization/company will not be entertained.

4. Interested candidates, who fulfil the eligibility criteria may submit their application in the prescribed proforma in sealed cover **super-scribed "Application for engagement as Consultant (Sr.PPS/PPS/PS/PA Level) on contract basis in TAMP"**. The applications duly filled and completed in all respect should reach this office by or before 15.06.2023 at the address - **Administrative Officer, Tariff Authority for Major Ports, Ministry of Ports, Shipping and Waterways, Government of India, 4<sup>th</sup> Floor, Bhandar Bhavan, Mazgaon, Mumbai – 40010.**

*Randhir*  
26/05/2023  
(Randhir Kumar)  
Administrative Officer

Encl. : As above.

To –

- 1) All the Central Government offices located in Mumbai and Major Ports Authority;
- 2) Assistant Director (IT), TAMP for hosting on the website of TAMP and uploading the same on e-office Notice Board;
- 3) Jr. Hindi Translator – for Hindi Version
- 4) PA to Member (F);
- 5) Notice Board;
- 6) Guard File

**Proforma**  
**Application form for engagement as Consultation in**  
**Tariff Authority for Major Ports**

Self-attested  
 passport size  
 photo

**Post applied for :** \_\_\_\_\_

1.	Name (in BLOCK LETTERS)					
2.	Father's/ Husband's Name					
3.	Nationality					
4.	Sex					
5.	Date of Birth					
6.	Address					
7.	Mobile no.					
8.	E-mail ID					
9.	Date of Superannuation from Government Service					
10.	Office's address and Telephone number (at the time of retirement/at present)					
11.	Educational and Professional Qualification					
	Exam Passed	Name of University	Year of passing	Subject	Division	Percentage of Marks
12.	Experience details of all previous and present employment :					
	Name of the Employer	Name of the post	Pay Scale/Salary	Period From                      To		Nature of Duties
13.	Any other relevant information					

**Declaration :** I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidate is liable to be rejected and I shall be bound by the decision of the Tariff Authority for Major Ports.

Signature  
 (Full name of the applicant)

Place :  
 Date :

## Terms and Conditions

Tariff Authority for Major Ports (TAMP) invites applications in the prescribed format (Annexure-A) from retired Officers/Officials from Central/ State Governments/ Universities/ Recognized Research Institutes/ Public Sector Undertakings/ Semi Government Statutory/ Autonomous organizations/ Major Ports Authority/ Courts/ Tribunals/ Higher Judicial Service for engagement as Consultant in the Office of TAMP on contract basis.

### 1. Name/Number of Posts –

Consultants equivalent to the following Posts :

1.	Sr. Principal Private Secretary (Sr.PPS)	01
2.	Principal Private Secretary(PPS)	02
3.	Private Secretary(PS)	03
4.	Personal Assistant(PA)	05

### 1. Eligibility –

- a) Should be an Indian citizen and should have retired or retire by 31.05.2023 from the level of **Sr. PPS (Pay Level-12/11), PPS (Pay Level-11/10), PS (Pay Level-8/9), and PA (Pay Level-7)** or equivalent level from any Central/ State Governments/ Universities/ Recognized Research Institutes/ Public Sector Undertakings/ Semi Government Statutory/ Autonomous organizations/ Major Ports Authority/ Courts/ Tribunals/ Higher Judicial Service.
- b) Equivalence of posts decided by TAMP will be final and binding.
- c) Should have sound knowledge and experience in stenography and establishment and office procedure rules/regulations of Central Government, Noting & Drafting.
- d) Applicant must have very good knowledge of working on computers and IT platforms, such as MS Office software / E-Office etc.

### 2. Experience –

- a) Knowledge of Stenography in English.
- b) Minimum Stenography Speed of 80 wpm.
- c) Worked with Senior Officers in Central Government/State Government/ Department etc.
- d) Well conversant in noting/drafting and managing the personal section of the senior officers.
- e) Liaison and coordination in connection with conducting meeting and tasks assigned.

### 3. Period of engagement –

The engagement shall on be contract, initially, for a period of one year from the date of engagement and may be extended at the discretion of the Competent Authority subject to functional requirement, performance appraisal, fitness of individual etc.

#### **4. Age Limit -**

Candidate should not be more than 64 years of age as on the last date of receipt of applications. The maximum period of engagement will be for a period of three years or upto 65 years of age, whichever is earlier.

#### **5. Remuneration -**

The monthly consolidated fee/remuneration payable to the retired persons engaged as consultants shall be in accordance with the Department of Expenditure OM F.No. 3-25/2020-E.III A dated 09.12.2020 and shall be arrived at by deducting the basic pension from the pay drawn at the time of retirement i.e. @ (Last Basic Pay drawn - Basic Pension), along with Transport Allowance for each level of Consultant as applicable.

#### **6. TA/DA -**

No TA/DA is admissible for joining the assignment or on its completion. However, retired government servants who are engaged as Consultants will be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in the Central Government whenever they are required to travel outside Mumbai in connection with the official work.

#### **7. Income Tax -**

Income tax or any other tax liable to be deducted as per prevailing rules will be deducted at source before effecting the payment for which the department will issue TDS certificate Service tax as applicable shall be payable extra at the prevailing rates.

#### **8. Leave -**

The Consultants engaged in TAMP will be entitled for the paid leave at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond calendar year may not be allowed.

In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday/Sunday/Other Public Holidays they may be given compensatory off.

#### **9. Duties -**

- a) The Consultant will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information. Some of the more specific functions are enumerated below:-
  - i. Taking dictation in shorthand and its transcription in the best manner possible;
  - ii. fixing up of appointments and if necessary cancelling them;
  - iii. screening the telephone calls and the visitors in a tactful manner;

- iv. keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up;
  - v. maintaining, in proper order, the papers required to be retained by the Officer;
  - vi. keeping a note of the movement of files, seen by his officer and other officers, if necessary;
  - vii. destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
  - viii. carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer; and
  - ix. assisting the officer in such a manner as she/he may direct.
- b) The Consultant may also be required to assist the office in any activity of general nature, including administrative and/or logistical matters. The Consultant may be attached with the officers of any level and may have to work independently

**10. Office time and working hours –**

The Consultant shall be required to observe the normal office timing between 9:30 AM to 6:00 PM and including half an hour lunch break from 1:30 PM to 2:00 PM. The Consultant will mark his/her attendance in Aadhar Enabled Biometric Attendance System.

**11. Selection Procedure –**

- a) Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. The shortlisted candidates will be called for skill test and or, interview for selection.
- b) The decision of the Competent Authority on selection of candidates will be final and no correspondence on this subject will be entertained.
- c) The TAMP reserves the right to accept or reject any or all the responses/applications without assigning any reasons whatsoever.
- d) A panel shall be maintained, which shall be alive for one year from the date of selection of the Consultants. In case any selected Consultant does not join or left the engagement in mid way, in such circumstances, Consultants from the panel list shall be given the appointment.

**12. Confidentiality of data and documents –**

The data collected as well as other data and deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The consultant shall hand over the entire set of records of assignment, passwords, if any, etc. to the office before the expiry of the contract, and before the final payment is released by the office.

**13. Conflict of interest -**

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No consultant would be permitted to take up any other assignment during the period of Consultancy.

**14. Termination -**

- a) The engagement may be terminated at any time by the office without assigning reasons whatsoever after serving a notice of one month or on payment of one month's remuneration in lieu of such notice. In case, a Consultant is not willing to continue with his engagement in TAMP for whatsoever reasons may be, he/she will have to serve a minimum notice of one month to the office, which can be curtailed/extended depending upon the workload. Decision of TAMP on such notice shall be final and binding in all respects.
- b) In the event any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

**15. General -**

- a) Incomplete applications will not be considered.
- b) No TA/DA will be paid to the candidates if called for the interview.
- c) TAMP shall not be responsible for any loss, accident, damage, injury suffered by the Consultant whatsoever arising in or out of the execution of his work including travel.
- d) The engagement in TAMP shall, further, be subject to all rules, orders, instructions, guidelines, etc., as may be relevant, and as modified from time to time.
- e) The Consultant will not be allowed to take any other assignment during the period of contractual engagement.

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