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मेरिनहाऊस / Marine House
हेस्टिंग्स / Hastings, कोलकाता / Kolkata- 700022



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय / MINISTRY OF PORTS, SHIPPING AND WATERWAYS
नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING
समुद्री वाणिज्यविभाग / MERCANTILE MARINE DEPARTMENT
कोलकाता जिला / KOLKATA DISTRICT

पत्रांक- 22-30/1/2026-MMD-KOLKATA

दि-02/09/2026.

रिक्ति सूचना

सेवा में,

1. भारत सरकार के सभी मंत्रालय/विभाग।
2. भारत सरकार के अंतर्गत सभी संलग्न और अधीनस्थ कार्यालय।
3. समुद्री प्रशासन महानिदेशालय, मुंबई।
4. समुद्री वाणिज्य विभागों के सभी प्रधान अधिकारी।
5. समुद्री वाणिज्य विभागों के सभी प्रभारी सर्वेक्षक।
6. सरकारी नौवहन कार्यालय, कोलकाता, मुंबई और चेन्नई।
7. नाविक रोजगार कार्यालय, कोलकाता, मुंबई और चेन्नई।

विषय: समुद्री प्रशासन महानिदेशालय के अंतर्गत समुद्री वाणिज्य विभाग, कोलकाता और श्री विजया पुरम (पूर्ववर्ती पोर्ट ब्लेयर) में प्रतिनियुक्ति के आधार पर वेतन मैट्रिक्स (7वां सीपीसी, 2016) के वेतन लेवल-6 में सहायक, समूह 'ख' (अराजपत्रित, गैर-मंत्रालयी) के दो (02) पदों को भरने के संबंध में।

महोदय/महोदया,

मुझे यह कहने का निर्देश हुआ है कि समुद्री प्रशासन महानिदेशालय, पत्तन, पोत परिवहन और जलमार्ग मंत्रालय के अंतर्गत समुद्री वाणिज्य विभाग, कोलकाता और श्री विजया पुरम (पूर्ववर्ती पोर्ट ब्लेयर) में 7वें सीपीसी (2016) के वेतन मैट्रिक्स के वेतन लेवल-6 में सहायक, समूह 'ख', अराजपत्रित, गैर-मंत्रालयी दो (02) पदों को प्रतिनियुक्ति के आधार पर भरने का प्रस्ताव है।

2. प्रतिनियुक्ति की अवधि, जिसमें केंद्र सरकार के उसी या किसी अन्य संगठन/विभाग में इस नियुक्ति से ठीक पहले किए गए किसी अन्य कैडर-बाहर (ex-cadre) पद पर प्रतिनियुक्ति की अवधि शामिल है, सामान्यतः तीन वर्ष से अधिक नहीं होगी, या 23 नवंबर 1992 के जी.एस.आर. 578 के तहत लागू भर्ती नियमों के तहत निर्धारित अवधि के अनुसार होगी।

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3. पद पर नियुक्ति की पात्रता शर्तें, कर्तव्य और जिम्मेदारियां, योग्यताएं, अनुभव और अन्य नियम व शर्तें अनुलग्नक-1 में दर्शाई गई हैं।

4. प्रतिनियुक्ति पर नियुक्ति के लिए विचार किए जाने के इच्छुक पात्र अधिकारियों के आवेदन उचित माध्यम से अधोहस्ताक्षरी को भेजे जा सकते हैं, जिसके साथ बायोडेटा/करिकुलम वीटो (अनुबंध-II) की दो प्रतियां संलग्न होनी चाहिए, जो आवेदक द्वारा विधिवत हस्ताक्षरित और कार्यालय प्रमुख/नियोक्ता द्वारा प्रमाणित हों। जो उम्मीदवार पद के लिए आवेदन करते हैं, उन्हें आवेदन जमा करने के बाद अपनी उम्मीदवारी वापस लेने की अनुमति नहीं दी जाएगी। आवेदनों को अग्रेषित करते समय, कैडर नियंत्रण प्राधिकारियों से अनुरोध किया जाता है कि वे निम्नलिखित दस्तावेज संलग्न करें:

- (i) पिछले पांच वर्षों की पूर्ण और अद्यतन वार्षिक गोपनीयता रिपोर्ट /एपीएआर, जिसके प्रत्येक पृष्ठ को भारत सरकार के अवर सचिव या समकक्ष स्तर के अधिकारी द्वारा विधिवत सत्यापित किया गया हो।
- (ii) सतर्कता निवारण प्रमाणपत्र।
- (iii) कैडर क्लियरेंस और इस आशय का प्रमाण पत्र कि यदि अनुशंसित अधिकारी का चयन हो जाता है, तो उसे पद ग्रहण करने के लिए तुरंत कार्यमुक्त कर दिया जाएगा।
- (iv) दंड न लगाए जाने संबंधी प्रमाणपत्र, जिसमें यह उल्लेख हो कि पिछले दस वर्षों के दौरान अधिकारी पर कोई छोटा/बड़ा दंड नहीं लगाया गया है।
- (v) सत्यनिष्ठा प्रमाणपत्र।

5. सभी प्रकार से पूर्ण आवेदन 'एम्प्लॉयमेंट न्यूज/रोजगार समाचार' में इस रिक्ति परिपत्र के प्रकाशन की तिथि से साठ (60) दिनों के भीतर दिए गए पते पर "उचित माध्यम से" अधोहस्ताक्षरी को भेजा जा सकता है: "प्रिंसिपल ऑफिसर, मर्केंटाइल मरीन डिपार्टमेंट, मरीन हाउस, नेपियर रोड, हेस्टिंग्स, कोलकाता - 700022"

रिक्ति परिपत्र सभी संलग्नों के साथ डीजीएमए की वेबसाइट <https://dgma.gov.in/> से भी डाउनलोड किया जा सकता है। अपूर्ण आवेदनों, या आवेदन प्राप्त करने की अंतिम तिथि के बाद प्राप्त आवेदनों, या "उचित माध्यम से" प्राप्त न होने वाले आवेदनों पर विचार नहीं किया जाएगा।

6. प्रतिनियुक्ति के लिए आवेदन करने वाले उम्मीदवारों की पात्रता निर्धारित करने की अंतिम तिथि मंत्रालय में नामांकन प्राप्त करने की अंतिम तिथि होगी, यानी रोजगार समाचार में इस विज्ञापन के प्रकाशन की तिथि से 60वां दिन।

7. सभी मंत्रालयों/विभागों से अनुरोध है कि वे इस रिक्ति को अपने संलग्न/अधीनस्थ कार्यालयों/स्वायत्त निकायों/शैक्षणिक और अन्य अनुसंधान संस्थानों/विश्वविद्यालयों में प्रसारित करें।

8. व्यापक प्रचार-प्रसार के लिए रिक्ति परिपत्र को समुद्री प्रशासन महानिदेशालय की आधिकारिक वेबसाइट और डीओपीटी इ-एच आर एम एस पोर्टल पर भी अपलोड किया जा सकता है।

कायन्तव्य प्रधान / Head of Office
समुद्री वाणिज्य विभाग / Mercantile Marine Dept.
कोलकाता / Kolkata

सजेंद्र उरांव

उप मुख्य सर्वेक्षक-सह-वरिष्ठ उप महानिदेशक (तकनीकी)
कार्यालय प्रमुख

मेरिन हाउस / Marine House, हेस्टिंग्स /Hastings,
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भारत सरकार / Government of India
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
Ministry of Ports, Shipping and Waterways
नौवहन महानिदेशालय
Directorate General of Shipping
समुद्री वाणिज्य विभाग / Mercantile Marine Department
कोलकाता/ Kolkata - 700 022

सं/ No. : 22-30/1/2026-MMD-KOLKATA

दिनांक/ Date: 03.09.2026

VACANCY CIRCULAR

To

1. All Ministries/Departments of Government of India.
2. All Attached and Subordinate Offices under Government of India.
3. Directorate General of Maritime Administration, Mumbai.
4. All Principal Officers, Mercantile Marine Departments.
5. All Surveyors-in-Charge, Mercantile Marine Departments.
6. Government Shipping Offices, Kolkata, Mumbai and Chennai.
7. Seamen Employment Offices, Kolkata, Mumbai and Chennai.

Subject: Filling up of two (02) posts of Assistant, Group 'B', Non-Gazetted, Non-Ministerial in Pay Level-6 of the Pay Matrix (7th CPC,2016) on Deputation Basis in the Mercantile Marine Department, Kolkata and Sri Vijaya Puram (erstwhile Port Blair) under the Directorate General of Maritime Administration.

Sir/Madam,

I am directed to say that **two (02) posts of Assistant, Group 'B', Non-Gazetted, Non-Ministerial in Pay Level-6 of the Pay Matrix 7th CPC,2016** are proposed to be filled on **Deputation Basis** in the Mercantile Marine Department, Kolkata and Sri Vijaya Puram (erstwhile Port Blair) under the Directorate General of Maritime Administration, Ministry of Ports, Shipping and Waterways.

2. The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or any other Organisation/Department of the Central Government, shall ordinarily **not exceed three years**, or as prescribed under the applicable Recruitment Rules vide GSR 578 dated 23rd November 1992.
3. The eligibility conditions, duties and responsibilities, qualifications, experience and other terms and conditions governing appointment to the post are indicated in **Annexure-I**.

सं. 22-30/1/2026

4. Applications of eligible officers who are willing to be considered for appointment on deputation may be forwarded through proper channel to the undersigned along with two copies of Bio-data/Curriculum Vitae (**Annexure-II**) duly signed by the applicant and certified by the Head of Office/Employer. Candidates who apply for the post shall not be permitted to withdraw their candidature after submission of the application. While forwarding the applications, the Cadre Controlling Authorities are requested to enclose the following documents:

(i) Complete and up-to-date ACRs/APARs for the last five years, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent;

(ii) Vigilance Clearance Certificate;

(iii) Cadre Clearance and Certificate to the effect that in case the Official so recommended is selected, he/she will be immediately relieved to join the post;

(iv) Certificate regarding imposition of penalties stating that no minor/major penalties have been imposed upon the official during the last ten years,

(v) Integrity Certificate.

5. Applications complete in all respects may be sent to the undersigned "Through the Proper Channel" to the given address: "The **Principal Officer**, Mercantile Marine Department, Marine House, Napier Road, Hastings, Kolkata – 700022" **within sixty (60) days from the date of publication of this Vacancy Circular in the Employment News/Rozgar Samachar**. The Vacancy circular along with enclosures can also be downloaded from DGMA website <https://dgma.gov.in/>. Incomplete applications, or those applications received after the closing date of receipt of application, or applications not received "Through proper channel" **shall not be entertained**.
6. The cut-off date for determining eligibility for candidates applying for deputation would be the last date for receipt of nominations in the Ministry, i.e, 60th day from the date of publication of this advertisement in Employment News/Rozgar Samachar.
7. All the Ministries / Departments are requested to circulate the vacancy in their Attached / Subordinate Offices / Autonomous Bodies / Educational and other Research Institutions / Universities.
8. The Vacancy Circular may also be uploaded on the official website of the Directorate General of Maritime Administration and the DoPT e-HRMS portal for wider circulate on.

Sajendra Oraon

Sajendra Oraon
Dy. CS -cum- Sr. DDG (Tech)
Head of Office
Mercantile Marine Department,
Kolkata

कायन्त्रय प्रधान / Head of Office
समुद्री वाणिज्य विभाग / Mercantile Marine Dept.
कोलकाता / Kolkata

Copy for information and wide circulation to:

1. Directorate General of Maritime Administration, Mumbai.
2. All Principal Officers, Mercantile Marine Departments.
3. All Surveyors-in-Charge, Mercantile Marine Departments.
4. Government Shipping Offices, Kolkata, Mumbai and Chennai.
5. Seamen Employment Offices, Kolkata, Mumbai and Chennai.
6. Computer Cell, Directorate General of Maritime Administration – for uploading on the official website.
7. Department of Personnel & Training – e-HRMS Portal.
8. Employment News/Rozgar Samachar.
9. Office Notice Board.

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ANNEXURE – I

Qualifications, Eligibility and Other Details required for the post of Assistant in the Mercantile Marine Department under the Directorate General of Maritime Administration

1	Name of the Post	Assistant
2	Number of Posts	02 (Two)
3	Classification	General Central Service, Group 'B', Non-Gazetted, Non-Ministerial
4	Pay Level	Pay Level-6 (Rs.35400-112400) (7th CPC,2016)
5	Period of Deputation	The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government, shall ordinarily not exceed three (03) years
6	Duties and Responsibilities	(i) Maintenance of Service Books and service records. (ii) Processing of pay fixation, MACP, increment, pension and retirement benefits. (iii) Processing of leave, LTC, TA, medical reimbursement and other service matters. (iv) Recruitment, promotion, confirmation and seniority matters. (v) Maintenance of reservation rosters and implementation of Government reservation policy. (vi) Preparation of parliamentary matters, VIP references, court cases and RTI matters. (vii) Establishment matters relating to recruitment rules, vigilance, disciplinary proceedings and personnel administration. (viii) General office administration, record management and coordination with DGMA. (ix) Any other duties assigned by the Principal Officer/Competent Authority from time to time.
7	Qualifications, Eligibility and Experience required for the post	Officials under the Central Government/State Government/Union Territory Administrations: (a) Holding analogous posts on a regular basis in the parent cadre or Department; OR Possessing the eligibility and regular service in the feeder grade as prescribed under the applicable Recruitment Rules (G.S.R. 578 dated 23.11.1992) (b) Possessing adequate experience in establishment, administration, personnel matters, office

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		procedures, Government rules and office management in a Central/State Government office. (c) Higher secondary or its equivalent from recognized board/university.
8	Other Conditions	(i) Departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion during the period of deputation. (ii) Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the central government shall ordinarily not to exceed three years. (iii) The selected official shall have no claim for permanent absorption unless otherwise provided under the applicable Recruitment Rules.
9	Age	The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date prescribed for receipt of applications.

Annexure II

BIO-DATA / CURRICULUM VITAE

1	Name and Address (in Block Letters)	
2	Date of Birth (in Christian Era)	
	(i) Date of entry into Government Service	
3	(ii) Date of retirement under Central/State Government Rules	
4	Educational Qualifications	
5	Whether Educational and other qualifications required for the post are satisfied <i>(If any qualification has been treated as equivalent to the one prescribed in the Recruitment Rules, state the authority for the</i>	

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same.)	
Qualifications / Experience required as mentioned in the Vacancy Circular	Qualifications / Experience possessed by the Official
Essential	Essential
(A) Qualification	(A) Qualification
(B) Experience	(B) Experience
Desirable	Desirable
(A) Qualification	(A) Qualification
(B) Experience	(B) Experience
5.1 Note: This column needs to be amplified to indicate the Essential and Desirable Qualifications as mentioned in the Recruitment Rules by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News. 5.2 In the case of Degree/Post Graduate Qualifications, elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether, in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant essential qualifications/ work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.	

7.Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.)

Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay Band and Grade Pay granted under ACP/MACP is personal to the official and therefore, should not be mentioned. Only Pay Band and Grade Pay /Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below :

Handwritten signature in blue ink.

Office / Institution	Pay, Pay Band and Grade pay drawn under ACP/MACP Scheme	From	To

8. Nature of Present Employment i.e. Ad-hoc Or Temporary Or Quasi-Permanent Or Permanent			
9. If the present employment is held on Deputation / Contract basis, please state:			
(a) The date of initial appointment	(b) Period of appointment on deputation/contract	(c) Name of the parent office/organisation to which the applicant belongs	(d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officials already on deputation, the applications of such officials should be forwarded by the parent cadre/department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate			
9.2 Note: information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details regarding present employment Please state whether working under (Indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government undertaking			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If Yes, give the date from which the revision			

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took place and also indicate the pre-revised scale.		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basis pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc. (with break-up details)	Total emoluments
16A. Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects. (ii) Awards/Scholarships/Official Appreciation. (iii) Affiliation with the professional bodies/institutions /societies and; (iv) Patents registered in own name or achieved official recognition (v) Any research/innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet, if the space is insufficient)		
17. Whether belongs to SC / ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the

24/4/2014

Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address:

Date :

9/11/2019

Certification by the Employer/Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular, if selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years **OR** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned

(Employer/Cadrc controlling Authority with Seal)

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