

GOVT. OF INDIA
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
DIRECTOR GENERAL OF MARITIME ADMINISTRATION
BETA BUILDING, 9TH FLOOR,
KANJUR MARG (EAST), MUMBAI – 400042

F.No. 22-51/1/2025-PER - DGS

Dated: 08.08.2026

VACANCY CIRCULAR

Sub: **Release of advertisement in the Employment News/ Rojgar Samachar for filling up the one post of Seamen's Provident Fund Commissioner on deputation (including short term contract) plus promotion in Seamen's Provident Fund Organization, Mumbai.**

It is proposed to fill up the one post of Seamen's Provident Fund Commissioner, Mumbai, through deputation (including short-term contract) plus promotion. The essential qualification experience etc. required for the post is given in the enclosed Annexure-I (pages 1 & 2). The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment, in the same organization /department, shall not ordinarily exceed (four) 4 years.

2. Applications in triplicate, in the given enclosed proforma Annexure-II (pages 1- 5), along with the complete and up-to-date 'APAR' dossiers (or photocopies of APARs for the last five years, duly attested by a Group 'A' Gazetted Officer) of the officer, who can be spared the event of his/her selection may be sent to this Directorate General of Maritime Administration, Mumbai within 60 days from the date of publication of this advertisement in the Employment News Rozgar Samachar. Applications received after the last date or without the ACRS/APARS (or attested photocopies of the APARs) or otherwise found incomplete will not be considered. While forwarding the application, it may be certified that no disciplinary proceedings are being contemplated/are pending against the officer. The following particulars shall also be furnished:

- (i) Complete particulars in the proforma (Annexure-II)
- (ii) Vigilance clearance
- (iii) Integrity certificate
- (iv) Statement of major/minor penalty, imposed, if any during the last ten years.

3. Applications received through proper channel only will be entertained. If any candidate fails to join the post or withdraw the nomination on finalization of his name either on personal grounds or the refusal of the cadre to relieve him will be debarred for five years for further

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deputation this office and also the same will be informed to DOPT for further necessary action at their end.

4. The detailed advertisement along with all the proforma mentioned above can downloaded from this office website-<https://dgma.gov.in>



(Deependra Singh Bisen)
Dy. Director General (Personnel)
Tele No.022-25752015

ANNEXURE-1

Qualification, experience and other detail required for the post of Seamen's Provident Fund Commissioner in the Seamen's Provident Fund Organization, Mumbai

1	Name of the post	Seamen's Provident Fund Commissioner
2	Number of posts	1
3	Classification	Group 'A'
4	Scale of Pay	Level-12 (Rs.78800-209200)
5	Period of deputation	4 (Four) years
6	Duties and Responsibilities	1. Secretary of the Board of Trustees SPFO, Convening Board meeting and implementation of decision/directives of the Board. 2. Inquiry Officer with judicial, quasi judicial and other functions vested under section 9.10 and 18 of the Seamen's Provident Fund Act, 1966. 3. To manage and maintain Provident Fund accounts and claims for settlement of provident Fund dues, complaints grievances etc. of all the seamen members. 4. Chief Executive officer of SPFO.
7	Experience and Eligibility for the post.	Officers under the Central Government or State Governments or Union Territory Administration or Public Sector Undertaking or Universities or recognized research institution or Semi-Government or Autonomous or Statutory Organizations.- a) (i) Holding analogous post on regular basis in the parent cadre or department; or ii) with five year's service in the grade rendered after appointment thereto on a regular basis in the post in level-11(Rs. 67,700-2,08,700) in pay matrix or equivalent. and (b) Possessing the following educational qualification and experience, namely:- Essential: (i) Degree from a recognized University or institute. (ii) Ten years experience in Establishment, Administration and Accounts matters in a Government Department. Desirable:

		Post graduate diploma in Management (Finance) or Master of Business Administration (Finance) or Degree in Law or integrated five years Degree in Law or Company Secretary or Chartered Accountant or Cost and Management Accountant from recognized University or Institute. Note 1: The departmental administrative-cum-accounts officer in level 10 (Rs. 56,100-1,77,500) in the pay matrix with ten years of regular service in the grade shall also be considered along with deputationists and if such person is selected, the post shall be deemed to have been filled up by promotion. Note 2: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 3: Period of deputation (including period of deputation) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the central government shall ordinarily not to exceed four years. Note 4: The maximum age limit for appointment by deputation (including sort term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.
8	Place of duty	Seamen's Provident Fund Organization, Mumbai

ANNEXURE-II**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1.	Name and Address (in Block letters)	
2.	Date of Birth	
3.	(i) Date of entry into service	
	(ii) Date of retirement	
4.	Educational Qualifications	
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications / Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/ experience possessed by the officer
Essential (A) Qualification (B) Experience		Essential (A) Qualification (B) Experience
Qualifications / Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/ experience possessed by the officer
Desirable (A) Qualification (B) Experience		Desirable (A) Qualification (B) Experience
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	

7. Details of Employment, in chronological order. **Enclose 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 are personal to the officer 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:

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	In case 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 organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization	

Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

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 about 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 e. Universities f. Others		
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 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 Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief /other Allowances etc., (with break-up details)	Total Emoluments
16	A. 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) B. Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects Awards/Scholarships/Official Appreciation (ii) Affiliation with the professional bodies/institutions/societies and; (iii) Patents registered in own name or achieved for the Organization (iv) Any research/ innovative measure involving official recognition vi) Any other information. (Note: Enclose a separate sheet if the space is Insufficient)		
17	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract) # (The option of 'STC' / 'Absorption' / Re-employment are available only if the vacancy circular specially mentioned		

	recruitment by "STC" 'or "Absorption" or "Re-employment").	
18.	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 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 _____

Annexure - III

**Certification by the Employer Cadre
Controlling Authority**

It is to certify that the information details provided in the above application by Shri/Smt..... 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. It is 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 ACR's/ APAR's 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)
- v) Further it is certified that the particulars furnished by the candidate have been verified and found correct as per service records.

Countersigned

(Employer / Cadre Controlling Authority with seal)