

RECRUITMENT OF HEADS OF DEPARTMENT REGULATIONS

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JAWAHARLAL NEHRU PORT TRUST EMPLOYEES

(RECRUITMENT OF HEADS OF DEPARTMENT) REGULATIONS 1993

MINISTRY OF SURFACE TRANSPORT

(Ports Wing)

NOTIFICATION

New Delhi, the 14th July, 1993

G.S.R. 512(E):- In exercise of the powers conferred by sub-section (i) of Section 124, read with sub-section (i) of Section 132 of the Major ports Act, 1963 (38 of 1963), the Central Government hereby approves the Jawaharlal Nehru Port Trust (Recruitment of Heads of Department) Regulations, 1993 by the Board of Trustees for the Port of Jawaharlal Nehru and set out in the Scheduled annexed to this Notification.

2. The said regulations shall come into force on the date of publication of this notification in the Official Gazette.

JAWAHARLAL NEHRU PORT TRUST

(Recruitment of Heads of Department)

REGULATION, 1993

In exercise of the powers conferred by Section 28, read with Section 124, of the Major Port Trusts Act, 1963 (38 of 1963), the Board of trustees of the Port of Jawaharlal Nehru hereby makes the following regulations, namely

Short Title of Commencement

(1) These regulations may be called the Jawaharlal Nehru Port Trust (Recruitment of Heads of Department) Regulations 1993.

2) They shall come into effect from the date of publication in the Official Gazette.

2. Application

They shall apply to all posts covered by clause (a) of sub -section (1) of Section 24 of the Act hereinafter referred to "a post".

3. Definition

In these regulations, unless the context other wise requires:

- (1) "Act" means the Major Port Trusts Act, 1963 (38 of 1963);
- (2) "appointing authority" means the authority, empowered under the Act to make appointment to a post to which these regulations apply.
- (3) "Board", "Chairman", "Deputy Chairman" and "Head of Department" have the meanings respectively assigned to them under the Act:
- (4) "direct recruit" means a person recruited upon application for direct recruitment to a post on the basis of an examination or interview, or both, and includes a person already in the Board's service who may, upon application for direct recruitment, be allowed to appear for such examination or interview, or both, and is selected
- (5) "Schedule" means the Schedule appended to these regulations.
- (6) "Scheduled Casts" and "Scheduled Tribes" shall have the meaning assigned to them in clauses (24) and (25) of article 366 of the Constitution of India
- (7) "Selection Post" means a post to which appointment is to be made on the basis of merit;
- (8) "Selection Committee" means the Committee constituted under regulation 11 for the purpose of making recommendation for transfer/deputation promotion or direct recruitment of a candidate to a post;
- (9) "analogous post" means a post of which the duties and level of responsibilities and the pay ranges are comparable to those of the post to which selection is to be made;
- (10) "Employee on probation" means the incumbent appointed to the post on probation under these regulations and in whose case the successful completion of probation period has not yet been ordered by competent authority.

4. Appointment :-

All appointments to a post shall be made in accordance with the provisions of these regulations. Appointments may be made either by promotion, transfer or deputation of employees or by direct recruitment.

Method of Recruitment

The method of recruitment, the qualification in respect of age, education, training, requirements of minimum experience, essential and/or desirable (Classification of posts as selection posts) and other

matters connected with the appointment to a post shall be as shown in the Schedule; Provided that the prescribed upper age limit may be released:

(1) By the Central Government upto 5 years where the minimum experience prescribed is 10 years or more and upto 3 years where the minimum experience prescribed is 5 to 9 years.

2) In the case of a candidate belonging to a Scheduled Caste or a Scheduled Tribe, in accordance with such orders as the Central Govt. may issue from time to time for appointment to services or posts under it in favour of Scheduled Castes and Scheduled Tribes

Provided further that the prescribed educational and other qualification may for good and sufficient reasons, be relaxed by the Central Govt. if a candidate is otherwise found suitable and is qualified.

Probation

(1) Every person appointed to a post specified in column 2 of the Schedule, whether by direct recruitment or by promotion or transferring deputation, shall, subject to the provisions of sub-regulation (2) and Sub Regulation 3 of Regulation be on probation for a period of two years.

(2) The period of probation may, if the appointing authority deems fit, be extended for a specific period at a time, but the total period of such extension shall not, save where any extension is necessary by reason of any departmental or legal proceedings pending against the employee, exceed the initial period of the probation prescribed.

Confirmation

1) When a person appointed on probation to a post has completed his probation to the satisfaction of the appointing authority, the appointing authority shall convey its approval to that effect. He shall also be eligible for confirmation in that post if he is not confirmed in a lower post earlier held by him under the Board.

2) Until a head of department on probation is confirmed/declared to have completed probation to the satisfaction of the appointing authority under this regulation or its discharged or reverted under regulation 8, he shall continue to have the status of an employee on probation.

8. Discharge or Reversion of Head of Department on probation.

(1) A person appointed on probation, to a post who has no lien on any post' shall be liable to be discharged from service at any time if on the basis of his performance or conduct during the period of probation, he is considered unfit for further retention in service.

2) A head of department on probation who holds a lien on a post may be reverted at any time in the circumstances specified in sub-regulation(1)

3) A head of department on probation who is not considered suitable for confirmation or who has not completed probation to the satisfaction of the appointing authority at the end of the period of probation prescribed in regulation 6, shall be discharged or reverted in accordance with sub-regulation (1) or sub-regulation (2) as the case may be.

Application for Direct Recruitment

A candidate for appointment by direct recruitment shall apply before such date in such form and in such manner as may from time to time be prescribed by the Chairman. He shall also submit such proof of his age, qualifications or experience, as the Chairman may require.

10. Eligibility and Disqualification for Direct Recruitment. -

(1) In order to be eligible for direct recruitment to a post a candidate must be -

- a) a Citizen of India ; or
- b) a subject of Nepal ; or
- c) a subject of Bhutan ; or
- d) a Tibetan or refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
- e) a person of Indian origin who has migrated from Pakistan, Burma, Shrilanka or the East African countries of Kenya, Uganda or the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that candidate belonging to category (a) shall produce such proof of his nationality, as the Chairman may from time to time require:

Provided further that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India;

2) No person -

- a) Who has entered into or contracted a marriage with person having a spouse living, or
- b) who having a spouse alive, has entered into or contracted a marriage with any other person shall be eligible for appointment to a post.

Provided that the appointing authority may, if satisfied, that such marriage is permissible under the Personnel law applicable to such person and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of this Sub regulation.

3) A candidate must satisfy the appointing authority that his character and antecedents are such as to make him suitable for appointment to a post. No candidate who has been convicted by a Court of law for any offence involving moral turpitude or who has been adjudged as an insolvent shall be eligible for appointment.

4) If any question arises whether a candidate does or does not satisfy all or any other requirements of this regulation, the same shall be decided by the Central Government

5) The Central government, may modify or waive any of the requirements of sub-regulation (1) when an appointment for work of a special nature is to be made and it is not practicable to obtain a suitable candidate who fulfils the requirements of the regulations.

6) Physical fitness of candidate : A candidate shall be in good mental and bodily health and free from any physical defects likely to interfere with the discharge of his duties as a head of department. A candidate who, after such medical examination as the appointing authority may specify, is found not to satisfy the requirements will not be appointed provided that a candidate already in the service of the Board of any other Central govt. Organization shall not be required to undergo such medical examination.

11. Selection Committee

1) A Selection Committee may be constituted to advise and assist the appointing authority in the matter of making selection of candidates for appointment to a post.

2) The Selection Committee, if constituted shall be composed of the following persons namely,

(a) Additional I Joint Secretary to the Govt. of India Ministry of Surface Transport,

b) Chairman, Jawaharlal Nehru Port trust,

c) Any other person having wide experience as may be nominated by the Central Government.

12. Manner of Recruitment

(1) a) When a post of Head of department falls vacant and is to be filled by promotional transfer I deputation, the Chairman shall forward to the appointing authority names, age, qualification, experience and other relevant particulars of all candidates who are eligible for promotion/transfer /deputation to the post, together with this recommendations, whenever the schedule provide for deputation also, the Chairman may if considered necessary or if directed by the Central Govt. call for application from eligible candidates from other Major Port Trusts/Central/ State Govt. Public Sector Units/Autonomous Bodies.

b) The appointing authority may, on receipt of such information either -

(1) make an appointment by promotion/transfer/deputation from amongst the candidates so sponsored, or

2) refer the candidates to the selection Committee referred to in regulation 11 with directions to scrutinize the case and make appropriate recommendation and then make an 'appointment by promotion/transfer / deputation on the such recommendation, or

3) direct that the vacancy be filled by direct recruitment in the manner laid down in these regulations.

2) All appointment by direct recruitment shall be made by the appointing authority on the recommendations of the Selection Committee, provided that it shall be open to the appointing authority, for reasons to be recorded in writing, not to accept such recommendation in any particular case.

13. Advertisement of Posts

A vacancy intended to be filled by direct recruitment shall be advertised and a copy of the advertisement shall be sent to the local Employment Exchange.

14. Canvassing Support shall be Disqualification

Any endeavour on the part of a person, his relatives or friends to canvass support by direct or indirect method for his application for appointment to a post shall disqualify him for the appointment.

15. Suppression of Facts

Any candidate who is found to have knowingly furnished any particulars which are false or to have suppressed material information of a character which, if known would ordinarily have debarred him from getting an appointment to a post is liable to be disqualified and, if appointed, to be discharged from service.

16. Eligibility of Existing Employee for Direct Recruitment

When a post required to be filled by direct recruitment is advertised, employees already in service may also apply, provided that they possess the prescribed qualifications and experience for the post.

17. Cancellation of Appointment Order

In a candidate selected for direct appointment to a post fails to join duty within the date mentioned in the appointment order and where on such date is mentioned, within 30 days of the date of issue of the appointment order, or within such extended period as the appointing authority may fix, the appointment order shall be deemed to have been cancelled.

18. Payment of travelling Allowance for attending Interviews

All candidates called for interview and/or written test in connection with selection to a post shall be entitled to reimbursement of travel expenses from the place of posting/residence to the venue of interview/written test and back by rail in first class or the actual expenditure which is less.

19. Interpretation

If any question arises as to the interpretation of these regulations or in respect of any matter not hereinabove or subsequently provided for, the same shall be decided by the Central Government.

20. Repeal and Savings

All regulations, procedure, practices and customs corresponding to these regulations and in force immediately before the commencement of these regulations are hereby repealed:

Provided that any order made or action taken under the regulations, procedures, practices and customs so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.

SCHEDULE

sr. no	Designation	Class	Scale of Pay	No. of Posts	Age limit for Direct recruits	Educational Qualifications and other qualifications required for direct recruits
1	2	3	4	5	6	7
1.	Chief Manager (Operation)	1	6000-175-7225	1	45 years	<p>Essential :</p> <p>1) Degree in Mechanical/Electrical /Electronics/Marine Engg. from an Institute recognised by a Govt.</p> <p>2) 15 years Managerial/Executive experience of large reputed Unit.</p> <p>3) 8 years experience in operation and maintenance of mechanised cargo handling, transportation system.</p> <p>Desirable: Degree/Diploma in Mgt. from an Institute recognised by a Govt.</p>

Whether age, Educational and other qualifications prescribed for direct recruits will apply in the case of promotees and transferre	method of recruitment and percentage of vacancies to be filled by different methods of recruitment	In case of promotion or transfer cadres from which promotion or transfer shall be made.	Prescribed period of probation.
8	9	10	11
Qualification : Yes Age: No	Promotion/transfer on deputation/transfer failing both by direct recruitment	Promotion: A person holding a post of Sr. Manager for a period of 3 years failing which a person holding a post of Sr.	2 years

		<p>Manager, Manager for a period of 5 years.</p> <p>Transfer/transfer on deputation:</p> <p>A person holding analogous post or a post analogous to Sr. Manager for a period of 3 years failing which a post analogous to . Mgr./Mgr for a period of 5 years.</p> <p>(Normal deputation period will be 3 years.)</p>	
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1	2	3	4	5	6	7
2.	Harbour Master	1	6000-175- 7225	1	45 years	<p>Essential:</p> <p>1) A Certificate of Competancy as Master of Foreign Going Ships issued by MOST or equivalent certificate.</p> <p>2) 15 years experience in pilotage /navigation of seagoing vessels.</p> <p>Desirable:</p> <p>Degree/Diploma in Management from an Institute recognised by a Govt.</p>

8	9	10	11
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Qualification : yes Age: No.	Promotion/transfer on deputation/transfer failing both by direct recruitment	<p>Promotion :A person holding a post of Sr.Dock Master for a period of 3 years,failing which Dock Master for a period of 5 years.</p> <p>Transfer/transfer on deputation</p> <p>A person holding analogous post or a post analogous to Sr. Dock Master for a period of 3 years or a post analogous to Dock Master for a period of 5 years.</p> <p>(Normal deputation period will be 3 years)</p>	2 years
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1	2	3	4	5	6	7
3.	Chief Manager (PP&D)	1	6000-175-7225	1	45 Years	<p>Essential:</p> <p>1) Degree in Civil Engg. from an Institute recognised by a Govt.</p> <p>2) 15 years Managerial/Executive experience in an Engg. Dept. of a large reputed Unit.</p> <p>3) 8 years experience in Construction/maintenance of Port/Harbour Projects.</p> <p>Desirable : Degree/Diploma in Mgt. from an Institute recognised by a Govt.</p>

8	9	10	11
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Qualification : yes Age: No.	Promotion/transfer on deputation/transfer failing both by direct recruitment	<p>Promotion :A person holding a post of Sr.Manager for a period of 3 years,failing which Manager/Sr. Manager for a period of 5 years.</p> <p>Transfer/transfer on deputation</p> <p>A person holding analogous post or a post analogous to Sr. Manager for a period of 3 years or a post analogous to Sr. Manager for a period of 5 years.</p> <p>(Normal deputation period will be 3 years)</p>	2 years
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1	2	3	4	5	6	7
4.	Chief Manager (Finance)	1	6000-175-7225	1	45 years	<p>Essential:</p> <p>1)Chartered Accountant or Cost Accountant from an Institute recognised by a Govt.</p> <p>2)15 years' Managerial /Executive experience in a Finance Dept. of a large reputed Unit.</p> <p>3) 8 years experience in computerised Financial Accounting System.</p> <p>Desirable</p>

						Degree/Diploma in Management from an Institute recognised by a Govt.
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8	9	10	11
Qualification: Relaxable to SAS for departmental candidates and officers of organised Accounts Services of Govt. of India.	Promotion/Transfer on deputation/transfer failing both by direct recruitment	<p>Promotion: A person holding a post of Sr. Manager for a period of 3 years, failing which Manager for a period of 5 years. Transfer/transfer on deputation</p> <p>A person holding analogous post or a post analogous to Sr. Manager for a period of 3 years or a post analogous to Manager for a period of 5 years.</p> <p>(Normal deputation period will be 3 years).</p>	2 Years

1	2	3	4	5	6	7
5	Sr. Manager (Admn)	1	5150-175-6900	1	45 years	<p>Essential:</p> <p>1) MBA with specialization in Personnel Management & Industrial Relations or Post Graduate Degree or diploma in Personnel Management and Industrial Relations or Social Welfare or degree in law from an Institution /University recognised by a Govt.</p> <p>2) 15 years managerial /executive experience in a large reputed Unit in the Personnel Management, Industrial Relations, Social</p>

						<p>Welfare, Human Resource Development, General Administration .</p> <p>3) Experience in conducting Board Meetings, trainings, seminars and negotiations with Labour Unions.</p> <p>4) Exposure to computerised Officer environment .</p> <p>Desirable : Knowledge of Marathi</p>
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8	9	10	11
<p>Qualification : Yes</p> <p>Age : No</p>	<p>Promotion/failing which by transfer on deputation transfer, failing both by direct recruitment.</p>	<p>Promotion :</p> <p>A person holding a post of Manager at least for a period of 3 years.</p> <p>Transfer/Transfer on deputation : A person holding analogous post or a post analogous of Manager for a period of 3 years.</p> <p>(Normal deputation period will be 3 years.)</p>	<p>2 years</p>

