



An ISPS Code Compliant Port

# मुरगांव पत्तन प्राधिकरण

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

"साारसी" सामान्य प्रशासन विभाग, प्रशासनिक कार्यालय भवन, हेडलैण्ड सडा, गोवा - 403804.

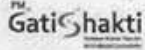
## MORMUGAO PORT AUTHORITY

(MINISTRY OF PORTS, SHIPPING & WATERWAYS, GOVT. OF INDIA)

"SAARASI" GENERAL ADMINISTRATION DEPARTMENT, ADMINISTRATIVE OFFICE BLDG., HEADLAND SADA, GOA - 403 804.

Website : <https://www.mptgoa.gov.in> Email : [secretary@mptgoa.gov.in](mailto:secretary@mptgoa.gov.in)

दूरभाष(कार्य)/Tel.(Off.): 0832-2521120 फ़ैक्स / Fax : 0832-2521125



A Certified ISO 9001:2015 and ISO 14001:2015 Organisation

GAD/PC-A/151/2026/00812

Date: 30.03.2026

To,  
The Chairperson,  
(All Major Ports Authorities)

BY EMAIL /  
BY SPEED POST

Port Authority

Sir/Madam,

Sub: Filling up the post of Senior Assistant Secretary (I/R) in the scale of pay of Rs. 50000-160000 (Pre-revised Rs. 20600-46500 / 10750-16750) in Mormugao Port Authority on deputation basis from Major Port Authorities – reg.

The post of Senior Assistant Secretary (I/R) in Mormugao Port Authority in the scale of pay of Rs.50000-160000 (Pre-revised Rs. 20600-46500 / 10750-16750) is to be filled on Absorption/deputation basis from eligible and willing Officers from all Major Port Authorities. A copy of the Recruitment Rules is annexed at **Annexure - I**. The detailed terms and conditions are attached at **Annexure-VII**.

- Applications are accordingly invited on deputation basis initially for a period of 3 years from eligible and willing Officers holding analogous posts or post of Asst. Secretary Gr. I (Labour Officer) with 5 years regular service in the grade in a Major Port Authority.
- Applications may be made in the attached form (**Annexure - VIII**) and should be submitted through proper channel, alongwith copies of all required relevant documents.
- The Selection is by Merit for which overall grading in ACR/APAR should not be below 'Good'.
- Ports have to forward the applications of suitable and willing officers who satisfy the provisions of the RRs along with the following documents duly superscribing the envelope as "Application for the post of 'Senior Assistant Secretary (I/R)' under Mormugao Port Authority" so as to reach the **Secretary, Mormugao Port Authority, "Saarasi" General Administration Department, Administrative Office Building, Headland, Sada, Goa – 403 804 on or before 13.05.2026.**

- (i) Copies of ACRs/APARs for the last 5 years (2020-21 to 2024-25) (duly attested by an Officer not below the rank of Dy. HoD on each of the page). If ACR/APAR for a particular year during the last 5 years is not available, "No Report Certificate" may be furnished, alongwith APARs of the preceding years.
  - (ii) Attested photocopies of all certificates and proof of educational qualifications, present and past work experience in the respective post and pay scale wise, duly verified by the organization while forwarding the application.
  - (iii) Administrative Clearance of the concerned Organization duly signed and stamped by the Head of the Department (**Annexure – II**).
  - (iv) Vigilance/Administrative clearance of the concerned Organization, as per enclosed proforma prescribed by the Ministry (**Annexure – III**).
  - (v) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected (**Annexure –IV**).
  - (vi) No Objection Certificate of the respective Organization to relieve the candidate (**Annexure – V**), in case of selection.
  - (vii) If any major or minor penalty has been imposed on the applicant during the last 10 years, the details of the disciplinary case leading to such penalty alongwith necessary documents may be sent alongwith application.
  - (viii) The veracity of the University certificates and the recognition of the degree obtained by the applicant may be ensured and certified (**Annexure – II**).
  - (ix) Complete statement of service details of the applicants with post held till date (**Annexure – VI**).
  - (x) Two self-attested recent colour Passport size photo of the candidate to be fixed on the application.
6. The applicant should have at least 3 years service left as on **01.03.2026** for retirement on superannuation in the parent Port for deputation posting.

7. No advance copy of application from the applicant will be accepted. Competent Authority of the respective Port Organisation must forward every application Those applications, which are forwarded by the Competent Authority of the respective Port, will only be considered. **The crucial date to determine the qualification, experience and age will be 01.03.2026.**

8. The last date for receipt of application duly completed, by the Port Authority is **13.05.2026**. Incomplete application or application received after the due date will not be considered.

9. Vacancy notification alongwith annexures are also uploaded available on MgPA website <https://mptgoa.gov.in>.

Yours faithfully.

  
SECRETARY

Encl : 1) Annexure - I  
2) Annexure - II  
3) Annexure - III  
4) Annexure - IV  
5) Annexure - V  
6) Annexure - VI  
7) Annexure - VII  
8) Annexure - VIII

c.c. to: Asst. Director (EDP)/Finance Dept /MPA... with a request to upload the vacancy circular on the MPA's website

c.c. to: Notice Board.



RECRUITMENT RULES FOR CLASS-I POSTS OF PERSONNEL & I. R. DIVISION (HRD) UNDER GENERAL ADMINISTRATION DEPARTMENT/MoPT

Sr. 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 & other qualifications required for direct recruitment.	Whether (a) Age (b) Educational qualification. (c) Experience for direct recruits will apply in the case of promotion/absorption/deputation.	Period of probation (In years)	Methods of recruitment (whether by direct recruitment or by promotion/absorption/deputation).	In case of recruitment by promotion/absorption/deputation, grades from which it should be made.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	
1	Assistant Secretary Gr. I (Labour Officer)	1	Class-I	9100-250-15100	Selection	30	<b>Essential:</b> A degree from a recognized University. <b>Desirable:-</b> (i) Post Graduate Degree/Diploma in Personnel Management/ Industrial Relations/Social Work/ Labour Welfare or allied subjects or degree in Law from a recognized University /Institution. (ii) Two years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/ Commercial/Govt. undertaking.	(a) No (b) Yes (c) No	2	<del>Unto 21<sup>st</sup> August, 2012</del> By direct recruitment- 33 1/3% By promotion - 66 2/3%  <del>After 21<sup>st</sup> August, 2012</del> By direct recruitment- 66 2/3% By promotion - 33 1/3%	Promotion from Welfare Officer in the scale of Pay of Rs. 6800-14600, with 3 years regular service in the grade OR from Class-III employees in the scale of pay of Rs. 6170-11975 in the respective discipline of Gen. Admn. Dept., with 5 years regular service in the grade where there are no Class- II posts in the pay scale of Rs. 6800-14600 in that discipline.	
2	Senior Assistant Secretary (I/R)	1	Class-I	10750-300-16750	Selection	35	<b>Essential:-</b> (i) A Degree from a recognized University (ii) Five years experience in executive cadre in the field of General Administration, Personnel, Legal Matters, Industrial Relations, Estate Management etc. in an Industrial/commercial/Govt. undertaking. <b>Desirable:-</b> Post Graduate Degree/Diploma in Personnel Management/Industrial Relations/Social Work/ Labour Welfare or allied subjects or Degree in Law from a recognised University.	(a) No (b) Yes (c) No	2	By promotion failing which by absorption/ deputation, failing both by direct recruitment.	Promotion from Asst. Secretary Gr. I (Labour Officer) in the scale of pay of Rs. 9100-15100 with 5 years regular service in the grade failing which Asst. Secretary Gr. I (Labour Officer) in the scale of pay of Rs. 9100-15100 with 2 years regular service in the grade and a combined regular service of 8 years in the scales of pay of Rs. 9100-15100 & Rs. 6800-14600 in respective discipline of General Adm. Department. Absorption/deputation will be of Officers holding analogous posts or post of Asst. Secretary Gr. I (Labour Officer) with 5 years regular service in the grade in a Major Govt. Trust.	

[Part II - Page 3(1)]

प्राप्त की तारीख : ३१/०८/२०१२

## ANNEXURE - II

Certificate to be given by Head of Department of

Shri/Smt. \_\_\_\_\_

Designation \_\_\_\_\_

- 1) It is certified that the particulars furnished by the officer are correct and the incumbent meets the requisite eligibility criteria with regards to educational qualification and experience as specified in the **Annexure – I** of the circular for absorption through composite method.
- 2) The veracity of the University Certificates relating to educational qualification has been ensured and certified.
- 3) It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and he/she is clear from the Vigilance and Administrative angle.
- 4) His/Her integrity is certified.
- 5) It is certified that no major/minor penalties have been imposed on the applicant during the last 10 years. If any, kindly indicate details thereof.
- 6) Attested copies of ACRs/APARs for the last 5 years for the period from (2020-21 to 2024-25) are enclosed.

**SIGNATURE OF THE  
HEAD OF DEPARTMENT WITH SEAL**

Date:

ANNEXURE-III

PARTICULARS OF THE OFFICER FOR WHOM VIGILANCE COMMENTS /  
CLEARANCE IS BEING SOUGHT

(To be furnished and signed by the CVO or HOD)

No	Description	Remarks			
1	Name of the 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	Positions held <b>including whether the Officer has functioned as a CVO in part time or additional charge capacity</b> (during the ten preceding years):				
S.No	Organization (Name in full)	Designation & Place of Posting	Administrative / Nodal Ministry / Dept. concerned	From	To
Date:		(Signature of HOD with Seal) Name			
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 charge sheet 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) (*)	
13	Whether the Officer/official has submitted his/her Annual Immovable Property Return of the previous year as required under Mormugao Port Employees (Conduct) Regulations, 1964, within the prescribed time limit?	
14	Whether any complaint with <b>Vigilance angle</b> is pending against the Officer (if so, details to be furnished)	
<b>Date:</b>		<b>CHIEF VIGILANCE OFFICER</b>

(\*) if vigilance clearance had been obtained from Ministry/CVC in the past, the information may be provided for the period thereafter.



**Annexure – IV**

**SELF UNDERTAKING**

I, \_\_\_\_\_ (Name & Designation) \_\_\_\_\_, hereby undertake / confirm that in the event of my selection by the Services Selection Committee to the post of Senior Assistant Secretary (I/R) on scale of pay of Rs.50000 -160000 in Mormugao Port Authority, I will not withdraw my candidature to the said post.

Date: .2026

**SIGNATURE OF THE CANDIDATE**

**Annexure – V**

**NO OBJECTION CERTIFICATE**

It is certified that \_\_\_\_\_ (Name of the Organization) has no objection to relieve Shri \_\_\_\_\_, \_\_\_\_\_ (Designation) (Class-I) on Scale of Rs. \_\_\_\_\_, Dept. \_\_\_\_\_ (Name of the Organization) of his duties in the event of his selection to the post of Senior Assistant Secretary (I/R )on scale of pay of Rs.50000 -160000 in General Administration Department, Mormugao Port Authority, in terms of the MoPA circular dated .03.2026.

Place:

Date:

**SIGNATURE OF THE HEAD OF OFFICE  
WITH SEAL**



SERVICE PARTICULARS OF THE APPLICANT TO BE FURNISHED BY THE PORT CONCERNED									
Sl. No.	Name and Designation of the officers, DoB / DoR & Date of joining in the Port	Educational Qualifications	Posts held in the Port with Name of the Post / Method of Recruitment, category, etc. (please mention adhod / regular	Scale of pay (Revised & Pre revised)	Period		Vigilance status cleared/not cleared with copy of CVO letter	Details of Major/Minor penalty imposed for the last 10 years with date and order copies, if any	APARs Grading's for the period 2020-21 to 2024-25 (if APAR of a particular period is not available, APARs Grading's of the preceding years may be furnished with No Report Certificate / non availability certificate for the year/period.
					From	To			
1	2	3	4	5	6	7	8	9	10
									2020 - 2021 (Score: _____) (Grading: _____) 2021 - 2022 (Score: _____) (Grading: _____) 2022 - 2023 (Score: _____) (Grading: _____) 2023 - 2024 (Score: _____) (Grading: _____) 2024 - 2025 (Score: _____) (Grading: _____)

Signature of the Head of Department  
Along with official Seal

## ANNEXURE - VII

The following are the standard terms and conditions of deputation of Officers/staff to Major Port Authorities:

1. **Period of deputation:** The Officer shall be on deputation for a period of three years, which is extendable to four years. In exceptional circumstances, this can be extended to five years with the approval of Ministry.

2. **Pay:** While on deputation, the Officer may, within one month from the date of his joining the Major Port Authority, elect to draw either the pay in the scale of pay of the post in the Major Port Authority or his basic pay in the parent organization plus deputation allowance thereon.

3. **Deputation allowance:** The deputation allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs.4500/- per month in case of deputation within same station and payable at the rate of 10% of basic pay subject to a maximum of Rs.9000/- per month in case of deputation involving change of station.

4. **Dearness Allowance:** The officer shall be entitled to dearness allowance at the rates prevailing in the Major Port Authorities or in his parent organization depending on whether the officer opted to draw pay in the pay scale of the post in Major Port Authority or the pay in parent organization plus deputation allowance.

5. **House Rent Allowance:** The officer shall be entitled to draw House Rent Allowance (HRA) at the rates prevailing in the Major Port Authority or in his parent organization depending on whether he opted to draw pay in the pay scale of the post in Major Port Authority or the pay in parent organization plus deputation allowance. He shall be entitled to residential accommodation on payment of standard rent according to the rules of Major Port Authority.

6. **Joining time pay and transfer travelling allowance:** Joining time pay and transfer travelling allowance, both on joining the post of deputation and on reversion, shall be paid by the Major Port Authority as per their rules.

7. **Travelling allowance for joining on duty during the period of deputation:** Officer shall be entitled to Travelling Allowance and daily allowance for journeys undertaken after joining on deputation according to the relevant rules of Major Port Authority.

8. **Leave (Earned Leave, Half Pay Leave & Casual Leave)**

(a) Major Port Authority, will maintain a leave account of the officer concerned, on the basis of extract of the leave account received from his parent organization. The Major Port Authority will determine the leave admissible to the officer/staff concerned and sanction it under intimation to the parent organization. That means the copy of the leave sanctioned to officer during deputation will be sent to parent organization.

(b) Officer shall continue to be governed by the Leave Rules of his parent organization. The procedure laid down as per the rules and regulations of parent organization should be followed scrupulously. On being relieved from deputation he/she will not be allowed to proceed on leave directly by the Major Port Authority i.e. without first joining his parent organization.

(c) In the case of a female Officer/staff, the leave salary for the period of maternity leave availed of by her during the period of deputation shall be borne by the Major Port Authority.

**9. Leave Salary/Pension/NPS Contribution:** The leave due and admissible to him/her from parent organization during the deputation period will be entitled as per parent organization rules and regulation policy. During the deputation period, the admissible leave to officer/staff as per rules, the reimbursement for that period leave admissible to him, will be reimbursed to parent organization by the Major Port Authority as per the parent organization Policy.

Leave salary contribution (except for the period of leave availed of on deputation) and pension contribution (Employer's share- if pension scheme is available in the parent organization) will be paid by Major Port Authority to the parent organization.

In case of employees covered under New Pension Scheme (NPS), the Major Port Authority shall make matching contribution to the NPS account of the employee.

**10. Leave salary on account of disability leave:** The Major Port Authority shall be liable to pay leave salary in respect of any disability leave that may be granted on account of disability incurred in or through deputation even though such disability manifests itself after the termination of deputation. The leave salary charge of such leave shall be recovered from the Major Port Authority.

**11. Leave travel concession:** The Officer/staff be entitled to the leave travel concession according to the relevant rules of the parent organization/Major Port Authority on the subject. The expenditure in this respect shall be borne by the Major Port Authority.

**12. Medical Facilities:** The Officer/staff shall be entitled to medical facilities in accordance with the rules of the Major Port Authority.

**13. Employee Provident Fund subscription:** The Officer/staff shall continue his subscription to the Employee Provident Fund of which he/she is a member in accordance with the prescribed rules. The Major Port Authority should reimburse the E.P.F. amount deducted every month from his/her salary due amount and also Foreign Employer equal contribution amount to parent organization by Demand Draft. The same will be credited in his/her E.P.F. regular account under his/her common Universal Account Number (U.A.N.)



**14. Departmental Inquiry:** If a departmental inquiry is to be initiated against the Officer/staff during his/her deputation, the Major Port Authority can revert back the officer to his parent organization.

**15.** The subsistence allowance only for the period between suspension and repatriation shall be paid by the Major Port Authority.

**16. Premature reversion of deputationist to parent organization:** As and when a situation arises for premature reversion to the parent organization of the deputationist, his services could be so returned after giving an advance notice of three months to his parent organization and the employee concerned. However, Ministry, in exceptional circumstances, may return the services of the deputationist to his parent cadre without such advance notice.

**17. Residuary matters:** In all matters relating to conditions of service and benefits/facilities in the Major Port Authority not covered by item Nos. 1 to 16 above, the Officer/staff will be governed by the existing rules, regulations and orders of the Major Port Authority.

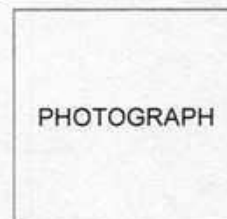
**18. Relaxation of conditions:** Any relaxation of these terms and conditions will require the prior concurrence of the Ministry.

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PROFORMA

ANNEXURE – VIII



APPLICATION FOR THE POST OF \_\_\_\_\_

1. Name of the Officer :
2. Present Designation :
3. Address for communication with Telephone number/E-mail I/D :
4. Date of Birth :
5. Age as on 01.03.2026 :
6. Date of initial appointment :
7. Qualification possessed by the Officer (if any qualification has been treated as equivalent to one prescribed, state the authority for the same) :
8. Details of employment/experience in chronological order. Enclose a sheet duly authenticated by your signature if the space below is insufficient.

Name of the organisation & Department	Post held	From	To	Total Period	Scale of pay and Basic Pay	Nature of basic duties
1.						
2.						

9. State clearly whether in the light of entries made by you above, you meet the requirement of the post :
10. Nature of present employment/post held i.e. whether adhoc/Temporary/Permanent/Contract/Transfer/Deputation

: 2 :

11. In case the present employment post held is on deputation/contract basis, please state :
- a) Date of initial appointment :
  - b) Period of appointment on Deputation/Contract :
  - c) Name of the parent office/ Organization to which you belong :
12. Whether belongs to SC/ST :
13. Training/Courses if any attended abroad :
14. Papers submitted if any :
15. Any other information :

In the event of selection to the above post, I will not withdraw and undertake to accept the post.

**Signature of applicant**

Date: