



भारत सरकार / GOVERNMENT OF INDIA  
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय  
MINISTRY OF PORTS, SHIPPING AND WATERWAYS  
नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

No. 22-26/9/2020-PER-DGS

Date: 21.02.2026

VACANCY CIRCULAR

**Subject** : Filling up of 02 posts of Regional Officer (Sails) in the Regional Office Mumbai/Jamnagar/Tuticorin in the Grade Pay of Rs. 4600 (Pre Revised) [Level 7 (Rs. 44900-142400) (revised) as per 7<sup>th</sup> CPC] on Deputation basis.

Applications are invited from eligible candidates for appointment by the Deputation basis to the post of Regional Officer (Sails), General Central Service, Group 'B', Gazetted Non-Ministerial, in grade pay of Rs. 4600 (Pre Revised) [Level 7 (Rs. 44900-142400/-) (revised) as per 7<sup>th</sup> CPC] in the Regional Offices of Mumbai/Jamnagar/Tuticorin.

2. The details of the post, eligibility criteria, job requirement, age limit etc. required for the post are indicated in **Annexure-I**. The pay and other terms and conditions of Deputation will be regulated in accordance with DoPT O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time. Cadre Controlling Authorities/ Head of Department are requested to forward application of eligible and willing candidates whose services can be spared for appointment to the post by Deputation so as to reach the undersigned within 60 days from date of publication of this advertisement in the Employment News/ Rojgar Samachar. The application form proforma is mentioned at **Annexure-II** and the certificate by the employer's Cadre Controlling Authorities/ Head of Department is mentioned at **Annexure-III**.

....2/-

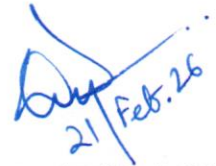
9वीं मंजिल, बीटा बिल्डिंग, आई थिंक टेक्नो कैंपस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042

फ़ोन/Tel No.: +91-22-2575 2040/1/2/3 फ़ैक्स/Fax.: +91-22-2575 2029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov.in

**List of Documents to be sent along with applications:**

- (i) Application in prescribed format – Annexure II duly filled in and signed by the candidate and countersigned with seal by the Cadre controlling authority/ Head of Department.
  - (ii) Attested copies of APAR/ACRs for the last 05 (five) years duly attested on each page by an officer not below the rank of Under Secretary to the Government of India.
  - (iii) Integrity Certificate
  - (iv) Vigilance Clearance Certificate
  - (v) Statement of major or minor penalties, if any, imposed on the officer during the last 10 years of service and certificate that no disciplinary proceedings are being contemplated / pending against the officers.
  - (vi) A certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.
3. Incomplete applications or applications not accompanied with the above mentioned documents or applications received after the last date will be summarily rejected. Applications received through proper channel only will be entertained. If any candidate fails to join or withdraw the nomination on finalization of his/her name either on personal grounds or refusal of the cadre to relieve him will be debarred for five (05) years for further deputation to this office and also the same will be informed to DoP&T for further necessary action at their end.
4. The detailed advertisement along with all the proforma mentioned above are enclosed. This vacancy circular is placed on website: <http://www.dgshipping.gov.in>

  
21 Feb. 26

(Deependra Singh Bisen)  
Deputy Director General of Shipping (Pers.)  
Tele: 022-25752040/41/42  
Email ID: [singh.deependra@gov.in](mailto:singh.deependra@gov.in)

**Annexure-I**

**Qualification, experience and other details required for the post of Regional Officer (Sails) in the Directorate General of Shipping, Mumbai and its allied offices.**

1.	Name of the post	Regional Officer (Sails)
2.	Numbers of posts	02 (Two)
3.	Classifications	General Central Service, Group 'B', Gazetted Non-Ministerial
4.	Scale of Pay	Rs.6500-200 -10500/- (as per 6 <sup>th</sup> CPC Pay Band-2 Rs. 9300-34800/- + Grade Pay of Rs. 4600 (Pre Revised) [Level 7 (Rs. 44900-142400) (revised) as per 7 <sup>th</sup> CPC]
5.	Period of deputation	3 (Three ) years
6.	Duties and Responsibilities	<p><u>Regional Officer (Sails)</u></p> <p>To regulate standardization of trade by securing cargo and elimination of mal practices, registration of Sailing Vessels, issuance/renewal of identity cards to sailing vessels crew, repatriation of stranded crew in other countries due to sailing vessel casualties etc., and any other duties as &amp; when assigned by the Competent Authority.</p>
7.	Experience and Eligibility for the post.	<p>Officers of the Central Government :</p> <p>(a) (i) holding analogous posts on regular basis; or</p> <p>(ii) with three years regular service in posts in the pay scale of Rs. 5500-175-9000 or equivalent, or</p> <p>(iii) with six years regular service in posts in the pay scale of Rs. 5000-150-8000 or equivalent; or</p> <p>(iv) with eight years regular service in posts in the pay scale of Rs. 4500-125-7000 or equivalent, and</p> <p>(b) (i) Possessing degree from a recognized University or equivalent, (ii) two years experience in Administrative and Establishment matters.</p> <p>Note: The Departmental Officers 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 consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in another ex-cadre posts held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government</p>

		shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications).
	Place of duty	Regional Office (Sails) Mumbai/Jamnagar/Tuticorin or any other place in India.

Application in the proforma mentioned in **Annexure-II & Annexure-III** along with the required documents as specified in the circular may be forwarded through proper channel to the Directorate General of Shipping, Beta Building, 9<sup>th</sup> floor, i-Think Techno Campus, Kanjur Village Road, Kanjur Marg (East), Mumbai – 400 042, so as to reach this office within 60 days from the date of publication of advertisement in the 'Employment News'/ Rojgar Samachar.

**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)			
<b>Qualifications / Experience required as mentioned in the advertisement/ vacancy circular</b>		<b>Qualifications/ experience possessed by the officer</b>		
<b>Essential</b> (A) Qualification		<b>Essential</b> (A) Qualification		
(B) Experience		(B) Experience		
Enclose a separate sheet duly self certified regarding your practical experience in design, construction, Survey and repairs of ships carried out in ship building or ship repairing yards or any Design or survey Organization after the period of degree course.				
Essential	Period		Rank	Name of the organization
	From	To		
<b>Note:</b> In the case of Degree and Post Graduate Qualifications, Elective/ Main subjects and Subsidiary subjects may be indicated by <b>the candidate</b> .				

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	
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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.	<p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>a. Central Government</li> <li>b. State Government</li> <li>c. Autonomous Organization</li> <li>d. Government Undertaking</li> <li>e. Universities</li> <li>f. Others</li> </ul>	
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	<p><b>A. Additional Information,</b> 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) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>		
	<p><b>B. Achievements:</b> 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 (v) Any other information.</p>		

	<b>(Note: Enclose a separate sheet if the space is Insufficient)</b>	
17	<p>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)</p> <p># (The option of 'STC' / 'Absorption', Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" 'or "Absorption" or "Re-employment").</p>	
18.	<b>Whether belongs to SC/ST</b>	

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 \_\_\_\_\_

**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)**