



भारत सरकार
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
महापत्तन प्रशुल्क प्राधिकरण
चतुर्थ तल, भंडार भवन, मुजावर पाखाडी रोड,
माझगांव, मुंबई-400010.

Government of India
Ministry of Ports, Shipping and Waterways
Tariff Authority for Major Ports
4th Floor, Bhandar Bhavan, M.P. Road,
Mazgaon, Mumbai-400010.

Tel: 022-23792008, Fax: 022-23757879, E-mail: tariff@tariffauthority.gov.in Website: <http://tariffauthority.gov.in>

01st December, 2023

VACANCY CIRCULAR

Subject : Advertisement of **Consultant/Sr. Consultant (Information Technology)** on contract basis in Tariff Authority for Major Ports (TAMP) – reg.

The undersigned is directed to circulate the vacancy circular for inviting applications from persons having requisite qualification and experience as per Terms & Conditions (Annexure-I) from Indian National for the position of **Consultant/Sr. Consultant (Information Technology)** purely on contract basis in Tariff Authority for Major Ports (TAMP).

2. The Terms & Conditions including application form, criteria, selection modalities etc. are enclosed and also available on the Website < <https://tariffauthority.gov.in/>>.

3. The last date for receipt of application is **30th December, 2023**. Application received after due date will not be considered.

4. Interested persons, willing to work as **Consultant/Sr. Consultant (Information Technology)** and fulfilling the eligibility criteria may submit their application in the prescribed application (Annexure-II) along with self-attested copies of certificates establishing their educational qualification and experience in sealed cover **super-scribed "Application for engagement as Consultant/Sr. Consultant (Information Technology) on contract basis in TAMP"**.

5. The applications duly filled and completed in all respect should reach this office by or before 30.12.2023 to the **Administrative Officer, Tariff Authority for Major Ports, Ministry of Ports, Shipping and Waterways, Government of India, 4th Floor, Bhandar Bhavan, Mazgaon, Mumbai – 40010.**

Randhir
01/12/2023

(Randhir Kumar)
Administrative Officer

Encl. : As above.

Terms and Conditions

Tariff Authority for Major Ports (TAMP) invites applications in the prescribed format (Annexure-II) from Indian National for the position of **Consultant/Sr. Consultant (Information Technology)** purely on contract basis in Tariff Authority for Major Ports (TAMP). Interested persons, willing to work as **Consultant/Sr. Consultant (Information Technology)** and fulfilling the eligibility criteria may submit their application in the prescribed application (**Annexure-II**) along with self-attested copies of certificates establishing their educational qualification and experience in sealed cover super-scribed **“Application for engagement as Consultant/Sr. Consultant (Information Technology) on contract basis in TAMP”**. The applications duly filled and completed in all respect should reach this office by or before 30.12.2023 to the **Administrative Officer, Tariff Authority for Major Ports, Ministry of Ports, Shipping and Waterways, Government of India, 4th Floor, Bhandar Bhavan, Mazgaon, Mumbai – 40010.**

1. Name of Posts –

Consultant/Sr. Consultant (Information Technology)

2. Eligibility –

Educational Qualification –

MCA or MSC in Computer Science/Information Technology/Electronics OR
B Tech (Information Technology/Computer Science/Electronics)
from recognized institution of UGC/AICTE

3. Experience –

- a) Minimum 5 years post qualification managerial experience in handling all work related to Information Technology, IT infrastructure, Co-ordination with NIC regarding emails / e-office/ website/e-Court.
- b) Experience in matters relating to website development.
- c) Knowledge of development environment like PHP 5x programming, linux platform.
- d) Excellent knowledge in the management of E-office instance;
- e) Experience of managing Cloud Dashboard- Creation of New VMs, Public IP, Domain Name registration, all VM related operations;
- f) Experience in obtaining the SSL Certificates, securityaudit of websites and other web security related task etc.;
- g) Excellent Knowledge in Management of Video Conferencing in e-courts services etc.;
- h) Should have knowledge in at least one CMS like Drupal or WordPress;
- i) Should have knowledge on network, server, administrative and firewall systems and working knowledge on handling of Government Portals like GeM, SPARROW, e-Samiksha etc.

4. Responsibility –

- a) To assist and accomplish various Communication and Information Technology related tasks;
- b) Content Management & Upgradation of Website;
- c) Management of Video Conferencing facility in e-court etc.;
- d) Implementation, Management & Maintenance of E-office;
- e) Cloud service management and monitoring of the cloud resources;
- f) Operations & Management related to implementation of Aadhar Enabled Bio-Metric Attendance System (AEBAS);

- g) Content Management & Upgradation of various web portals/ services e.g. E-Samiksha, LIMBS, GeM, Sparrow, etc.;
- h) Management and support on the VPN and Web VPN for employees through NIC Services; Handling of DA Console for management of official (Gov) email accounts;
- i) Provide Guidance to IT employees;
- j) Formulation of methodology for online recruitment;
- k) Handle IT infrastructure and assist in procurement of IT goods, services and software and its disposal.
- l) Support in monitoring/ help to establish suitable network/ IT infrastructure monitoring system;
- m) In addition to the above Primary Responsibilities, the incumbent may be assigned any other task from time to time.

5. Period of engagement -

The engagement shall on be contract, initially, for a period of one year from the date of engagement and may be extended at the discretion of the Competent Authority subject to functional requirement, performance appraisal, fitness of individual etc.

6. Age Limit -

Upper age limit 40 years for Consultant (Information Technology) and 50 years for Sr. Consultant (Information Technology) as on the last date of receipt of applications. The upper age limit in respect of retired Government employees for Consultant/Sr. Consultant (Information Technology) will be 65 years.

7. Remuneration -

The consolidated monthly remuneration shall be fixed as under:-

(i). In the case of retired person from Central Government / State Government/ PSUs/ Major Ports, Tribunals etc.,:- Last pay drawn minus Pension applicable at the time of engagement on contract basis

(ii) In all other cases, the remuneration shall be fixed at the following remuneration band. The consolidated remuneration will be inclusive of all applicable taxes. No allowance is payable to the consultant/sr. consultant.

The remuneration structure is given below -

| Post | Post qualification experience | Upper age limit * | Remuneration ** |
|----------------|-------------------------------|-------------------|-----------------------|
| Consultant | 5 years or more | 40 years | Rs. 65000/- per month |
| Sr. Consultant | 7 years and above | 50 years | Rs. 75000/- Per month |

* **The upper age limit in respect of retired Government employees for Consultant/Sr. Consultant (Information Technology) will be 65 years as on the last date of receipt of applications.**

** **The monthly remuneration, allowances, Leave, maximum terms of appointment in respect of retired Government employees engaged as Consultant/Sr. Consultant shall be regulated as per the provisions laid down by the Department of Expenditure, Ministry of Finance OM No. 3-25/2020-E.III A dated 09.12.2020.**

8. TA/DA -

No TA/DA is admissible for joining the assignment or on its completion. However, Consultants will be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in the Central Government whenever they are required to travel in or outside Mumbai in connection with the official work.

9. Income Tax -

Income tax or any other tax liable to be deducted as per prevailing rules will be deducted at source before effecting the payment for which the department will issue TDS certificate Service tax as applicable shall be payable extra at the prevailing rates.

10. Leave -

The Consultants engaged in TAMP will be entitled for the paid leave at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond calendar year will not be allowed.

In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday/Sunday/Other Public Holidays they may be given compensatory off.

11. Office time and working hours -

The Consultant shall be required to observe the normal office timing between 9:30 AM to 6:00 PM and including half an hour lunch break from 1:30 PM to 2:00 PM. The Consultant will mark his/her attendance in Aadhar Enabled Biometric Attendance System.

12. Selection Procedure -

- a) Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. The shortlisted candidates will be called for skill test and or, interview for selection.
- b) The decision of the Competent Authority on selection of candidates will be final and no correspondence on this subject will be entertained.
- c) The TAMP reserves the right to accept or reject any or all the responses/applications without assigning any reasons whatsoever.
- d) A panel shall be maintained, which shall be alive for one year from the date of selection of the Consultants. In case any selected Consultant does not join or leaves the engagement in midway, in such circumstances, Consultants from the panel list shall be given the appointment.

13. Confidentiality of data and documents -

The data collected as well as other data and deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The consultant shall hand over the entire set of records of assignment, passwords, if any, etc. to the office before the expiry of the contract, and before the final payment is released by the office.

14. Conflict of interest -

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No consultant would be permitted to take up any other assignment during the period of Consultancy.

15. Termination -

- a) The engagement may be terminated at any time by the office without assigning reasons whatsoever after serving a notice of one month or on payment of one month's remuneration in lieu of such notice. In case, a Consultant is not willing to continue with his engagement in TAMP for whatsoever reasons may be, he/she will have to serve a minimum notice of one month to the office, which can be curtailed/extended depending upon the workload. Decision of TAMP on such notice shall be final and binding in all respects.
- b) In the event any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

16. General -

- a) Incomplete applications will not be considered.
- b) No TA/DA will be paid to the candidates if called for the interview.
- c) TAMP shall not be responsible for any loss, accident, damage, injury suffered by the Consultant whatsoever arising in or out of the execution of his work including travel.
- d) The engagement in TAMP shall, further, be subject to all rules, orders, instructions, guidelines, etc., as may be relevant, and as modified from time to time.
- e) The Consultant will not be allowed to take any other assignment during the period of contractual engagement.

Annexure-II**Application form for engagement as Consultant/Sr. Consultant
(Information Technology) in Tariff Authority for Major Ports**

Self-attested
passport size
photo

Post applied for :

| | | | | | | |
|-----|---|--------------------|------------------|---------|----------|---------------------|
| 1. | Name (in BLOCK LETTERS) | | | | | |
| 2. | Father's/ Husband's Name | | | | | |
| 3. | Nationality | | | | | |
| 4. | Sex | | | | | |
| 5. | Date of Birth | | | | | |
| 6. | Address | | | | | |
| 7. | Mobile no. | | | | | |
| 8. | E-mail ID | | | | | |
| 9. | Date of Superannuation from Government Service | | | | | |
| 10. | Office's address and Telephone number of last employment | | | | | |
| 11. | Educational and Professional Qualification | | | | | |
| | Exam Passed | Name of University | Year of passing | Subject | Division | Percentage of Marks |
| | | | | | | |
| | | | | | | |
| 12. | Experience details of all previous and present employment : | | | | | |
| | Name of the Employer | Name of the post | Pay Scale/Salary | Period | | Nature of Duties |
| | | | | From | To | |
| | | | | | | |
| 13. | Any other relevant information | | | | | |

Declaration : I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidate is liable to be rejected and I shall be bound by the decision of the Tariff Authority for Major Ports.

Signature
(Full name of the applicant)

Place :
Date :