

**GENERAL ADMINISTRATION DEPARTMENT**

Sr. No.	Name of the Post	Duties and Responsibilities	Key Result areas	Competency standards
1	SECRETARY	<ul style="list-style-type: none"> <li>• Overall incharge of General Administration Department.</li> <li>• Rendering assistance to Chairman and Dy. Chairman.</li> <li>• To deal with Administrative and policy matters of the Port.</li> <li>• Convene meetings of the Board of Trustees, preparing Agenda for the meetings and proceedings of the meetings.</li> <li>• Implementation of the Right to Information Act, 2005.</li> <li>• Achieving Quality Objectives and Targets under ISO.</li> <li>• Co-ordination of inter departmental matters connected with the Port working.</li> <li>• Overall supervision of Legal Section – To brief Advocates about the cases and appearances in various Courts, as required.</li> <li>• Overall supervision of General Administration, Establishment, Service and staff matters including recruitment, confirmation and promotion of Class-I &amp; II Officers and common categories of Class-III &amp; IV posts.</li> <li>• Dealing with Unions and labour matters including strikes, appearances before ALCs/RLCs and before various Labour Courts.</li> <li>• Overseeing overall arrangements made for various Port functions viz. Independence Day, Republic Day, Ports Annual Day etc.</li> </ul> <ul style="list-style-type: none"> <li>• Co-ordination for visits of VIPs,</li> </ul>	<p><b>1. Ensuring Board Meeting with decided frequency</b></p> <p>Circulate agenda within the stipulated time limit</p> <p>Draft the Minutes of the meeting</p> <p>Decision of policy matters taken by the Board of Trustees to be promptly conveyed for implementation</p> <p>Fostering team work to ensure that the deadlines are adhered to</p> <p><b>2.As Head of Administration Department</b></p> <p>Administrative and policy matters of the Port</p> <p>Maintaining records of Govt. Orders, Board Meeting ,etc.</p> <p>Formulation, circulation, and implementation of rules, regulations, codes, procedures, etc. considering different aspects for smooth and better port functioning.</p> <p>Dealing with Parliamentary Committees, Parliamentary questionnaires and other VIP references</p> <p>Framing various service and non-service regulations</p> <p><b>3. Framing RSP and filling up vacancies through recruitment/promotion</b></p>	<p>Knowledge of Rules &amp; Regulations, Knowledge on Establishment &amp; Labour Laws</p> <p>Strengthen Institutional Administration and Build capacity of Human capital</p>

		<p>Parliamentary Committee Delegations etc.</p> <ul style="list-style-type: none"> <li>• Examination of appeals received by Chairman/Dy. Chairman in respect of disciplinary, and establishment matters.</li> <li>• Overall supervision for implementation of Hindi in Port as Raj Bhasha Adhikari.</li> <li>• Secretary attends the HOD's Meeting as and when conducted by the Chairman and on every Wednesdays of the week when conducted by the Dy. Chairman, wherein important matters are discussed and decisions are arrived and implemented.</li> <li>• Secretary attends the Performance Appraisal Inspection in the Operation Area conducted by the Chairman on every Friday of the week. Observations/decisions made during the inspection at the operational area are recorded by the Secretary and communicated to the HODs' for implementing the action on the observations/decision with the due approval of Dy. Chairman/ Chairman.</li> <li>• To accord sanction of the work/estimates/bills as per the delegated financial powers.</li> <li>• Appointment of Class III &amp; IV employees in the department.</li> <li>• To recommend disciplinary action in respect of Class I &amp; II Officers of GAD to Disciplinary Authority/Dy. Chairman/Chairman.</li> <li>• Leave sanctioning authority in respect of Class I, II, III &amp; IV employees of General Administration Department.</li> <li>• Disciplinary Authority for Class III &amp; IV employees of General Administration Department.</li> </ul>	<p>Formulate HR policies keeping in view the future strategies of the organization</p> <p>Estimate the requirement of manpower through a work study to be carried out</p> <p>Frame/amend RRs keeping in view the eligibility criteria/educational qualification requirement, to ensure that there is no stagnation at each level.</p> <p>Hold timely DPCs to ensure that vacancies are filled up in time.</p> <p>Initiate necessary actions to fill in direct recruitment vacancies by notifying the vacancies, holding the test, conducting interview, etc.</p> <p>Recruiting right people with right skills and giving opportunity to serve organization on long term.</p> <p>Administer equal opportunities by monitoring recruitment and selection policy procedures</p> <p><b>4.Other HR Functions</b></p> <p>Developing people through training (in house and external agency) and creating a competent workforce.</p> <p>Identify training needs for the Port</p> <p>Tie up with various training institutes for imparting training</p> <p>Drawing up training calendars catering to all classes of employees</p> <p>Keep HR records including personnel files, contracts, job descriptions.</p> <p>Participation in training programmes,</p>	
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		<ul style="list-style-type: none"> <li>To carry out any other work assigned by the superiors.</li> </ul>	<p>foreign tours, etc.  Custodian for APARs  Co-ordinate disciplinary proceedings  <b>5.Labour and Welfare</b>  Conducting meetings with the unions/association to sort out the problems  Take positive decision as per rules  Ensure compliance of all Rules and Regulations including Labour Laws  Arranging settlements of labour disputes  Ensuring industrial disputes are functionally resolved.  <b>6. Legal issues</b>  Ensuring redressal of grievances to bring down litigation cases  Interaction with legal advisors to facilitate speedy disposal of cases in the interest of the Organization  <b>7.Port Security</b>  Responsible for security functions of the entire port through CISF.  <b>8.Other functions</b>  Provide administrative support to Chairman, Dy. Chairman and all Departments.  Developing and overseeing shared diary and planning systems, central filling system and publication  Organization of conferences, seminars and other events  Creates a climate where people want to do their best. Delegates effectively, invites inputs from individuals and shares ownership and visibility, Makes each individual feel his/her work in important.</p>	
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			<p>Co-ordination in drawing up RFD targets, providing information as required by Ministry from time to time</p> <p>Work relating to implementation of Rule FR 56 (j)</p> <p>Implementation of various instructions received from Ministry in connection with Swachh Bharat Abhiyan</p> <p>Ensure disposal of RTI applications in a time bound manner</p>	
2	<b>SR. DEPUTY SECRETARY</b>	<ul style="list-style-type: none"> <li>• To assist secretary in smooth conduct of matters relating to General Administration and various other day to day function.</li> <li>• To ensure achievements of the targets set for the various Sections/ISO/as given by the superiors from time to time.</li> <li>• To ensure achievements of overall target set for the organization.</li> <li>• To verify, scrutinize and examine the Agenda for the meetings and proceedings of the meetings and put up to Secretary for approval.</li> <li>• To verify, scrutinize and examine the matters relating to Implementation of the Right to Information Act, 2005 and put up for Secretary's Approval.</li> <li>• To co-ordinate inter departmental matters connected with the Port working.</li> <li>• To control and monitor the functions of Legal Section – To coordinate and brief Advocates about the cases and appearances in various Courts.</li> <li>• To attend to Unions and labour matters including strikes, appearances before ALCs/RLCs and before various Labour Courts.</li> <li>• To make and supervise the arrangements for various Port functions viz. Independence Day, Republic Day, Ports Annual Day etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment &amp; Promotion including compliance to guidelines in reservation rosters</li> <li>• Contribute to smooth conduct of the Board Meeting &amp; its follow up actions</li> <li>• Monitoring of Implementation of the Official language in the office procedures as per the directives of the Government.</li> <li>• Timely settlement/completion of legal matters/IR matters.</li> <li>• Monitoring Grievance Redressal Mechanism to redress various grievances</li> <li>• Welfare of SC/ST/OBC PH categories</li> <li>• Monitoring submission of various monthly, quarterly and annual returns to the Ministry on various subject matters.</li> <li>• Monitor and initiate necessary actions on the cases coming within the purview of Rule FR 56 (j) based on the Port Regulations.</li> </ul>	<p>Knowledge of Rules &amp; Regulations, Knowledge on Establishment &amp; Labour Laws</p> <p>Strengthen Institutional Administration and Build capacity of Human capital</p>

		<ul style="list-style-type: none"> <li>• To make and supervise the arrangements for visits of VIPs, Parliamentary Committee Delegations etc.</li> <li>• To verify, scrutinize and examine the appeals received by Chairman/Dy.Chairman in respect of disciplinary and establishment matters and put up to Secretary as and when marked by Secretary.</li> <li>• Overall supervision for implementation of Hindi in GAD and coordinator for other departments.</li> <li>• To supervise and monitor the work of Dy. Secretary(IR) and Dy. Secretary and guide them in day to day functions.</li> <li>• To maintain the overall discipline among the officers and staff by exercising necessary supervision and control</li> <li>• To coordinate and deal with for all matters related to ISO pertaining to GAD</li> <li>• To coordinate and deal with all matters pertaining to ERP for General Administration.</li> <li>• To attend various meetings and represent secretary in various forum in his absence, as and when directed.</li> <li>• To take follow-up actions for the decisions taken in the HODs' meeting, Chairman's field visit, Safety Committee / Hospital Advisory Committee meeting, etc.</li> <li>• To coordinate with depts., for issue of timely replies to parliament questions, Ministry's/IPA references etc.</li> <li>• To coordinate with the departments concerned to ensure upkeep of the Guest House, maintenance, etc.</li> <li>• To carry out the inspection of the Guest House once in a month and report to Secretary and take follow-up action.</li> <li>• To supervise the allotment of rooms at Guest</li> </ul>		
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		<p>House at Mumbai and Headland to ensure smooth functioning.</p> <ul style="list-style-type: none"> <li>Any other work assigned from time to time by Secretary.</li> </ul>		
3	DY. SECRETARY (I/R)	<ul style="list-style-type: none"> <li>To supervise and control the work of the staff working under IR Section, Welfare Section General Section, Accounts &amp; Despatch &amp; Hindi Section, guide them in their functions and ensure timely actions. Also maintain Movement Register.</li> <li>To attend court cases in case of Labour / Industrial disputes/Payment of Gratuity, etc.</li> <li>To attend conciliation proceedings before ALC(c) /VSG/RLC(c), Mumbai in case of Labour / Industrial disputes and attend Tribunal hearings.</li> <li>To attend the matters regarding Labour and Industrial Relations, EPF &amp; MP Act, 1952, ESI Act, 1948, Payment of Gratuity Act, 1972, Payment of Wages Act, 1936.</li> <li>To deal with Labour unions</li> <li>To deal with public relations and welfare activities like canteen facilities, Port transport facilities, scholarship to children of employees.</li> <li>To maintain smooth Labour and Industrial relation in the Port.</li> <li>To visit and make inspections regularly of Canteens and take action for the deficiencies observed in coordination with the respective departments/canteen contractors.</li> <li>Comply with the Hindi Official Language Act/Govt. guidelines from time to time and make maximum use of official language in day to day work.</li> <li>To recommend acceptance/rejections of leave applications in respect of all staff and subordinate officers working under his/her control.</li> <li>To carry out regular inspections of the Guest</li> </ul>	<p>Conducting meetings with the Unions/Association to sort out the problems. Take positive decision as per rules</p> <p>Ensure compliance of all Rules and Regulations including Labour Laws</p> <p>Arranging settlements of labour disputes</p> <p>Ensuring industrial disputes are functionally resolved. Implementation of Swachh Baharat Abhiyan</p> <p>Ensure implementation of Official Language in the office procedures.</p>	<p>Knowledge on Labour Law updation and negotiation skills</p>

		<p>House at Headland Sada and to take up the matters for repairs, etc. with the dept. concerned and deficiencies in operations, if any, with the Canteen contractors.</p> <ul style="list-style-type: none"> <li>• Any other work allotted by Secretary, Sr. Dy. Secretary.</li> <li>• To ensure timely supply of Uniforms and monsoon clothing, stationery to staff of GAD through SAS (G).</li> <li>• To verify and settle Telephone Bills, replies to audit Mema, correspondence with IPA/MOS through SAS (G).</li> <li>• To ensure timely supply of Uniforms and monsoon clothing, stationery to staff of GAD through SAS (G).</li> <li>• To verify and settle Salary towards the cost of deployment of CISF in the Port, Arms and Ammunition &amp; Clothing bills through SAS (G).</li> <li>• To monitor signing of Budget Control Slip (BCS) through SAS (G).</li> <li>• To ensure indenting and issue of Stationery items to GAD through SAS (G).</li> <li>• To ensure proper maintenance of Inventory/Tools/Plants of GAD through SAS (G).</li> <li>• To monitor General Imprest of GAD, Dog Squad Imprest and Fuel Imprest of CISF through SAS (G).</li> </ul>		
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4	<b>DY. SECRETARY</b>	<ul style="list-style-type: none"> <li>• To supervise and control the work of the staff working under Legal Section and HR Training Division and guide them in their functions and ensure timely actions. To check the Movement Register of the above sections.</li> <li>• Keeping track of Port Court cases pending in various Courts.</li> <li>• To ensure proper recommendation and appointment of advocates, keep record of the prominent advocates in the state representing in various courts, recommend fees for the advocates on due verification, and attend to all matters related thereto put up by Law Officer Gr. I.</li> <li>• To ensure proper coordination with all HODs and department concerned Officers of the depts. in respect of legal matters pertaining to them, inviting comments, briefing the advocates and related matters through Law Officer Gr. I.</li> <li>• To check and scrutinize signing of Legal documents before various authorities viz: Mortgage Deeds, Re-conveyance Deeds before the concerned Registrar in Vasco/Margao/Ponda, etc. and other documents to be furnished before the Court and local authorities through Law Officer Gr. I.</li> <li>• Supervision of work in internal legal examination, legal opinions etc. given by superiors and legal examination/opinion in various matters as and when required.</li> <li>• To ensure, control and supervise overall maintenance of office discipline over the staff of Legal Section and HR Training Division.</li> <li>• To verify the proposals put up by subordinate staff and if in order recommend actions for approval of Sr. Dy. Secretary/Secretary.</li> <li>• Attending meetings and any other works as per</li> </ul>	<ul style="list-style-type: none"> <li>• Handle HR matters including ACRs, Disciplinary cases for officers</li> <li>• Contribute in amendment of Service Regulation, grievance redressal, RTI Act</li> <li>• To act as Estate Officer under P.P. Act</li> <li>• Reply to Parliament questions in coordination with relevant departments.</li> <li>• Identification of training needs of the employees based on the requirement of the organization to develop and improve the workforce.</li> </ul>	<p>Updation of Port Establishment Matters and Legal Knowledge updation.</p>
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		<p>the directions of superiors as and when directed by Secretary.</p> <ul style="list-style-type: none"> <li>• To comply with the Hindi Official Language Act/Govt. guidelines from time to time and make maximum use of official language in day to day work.</li> <li>• To Recommend acceptance/rejection of leave application in respect of staff and subordinate officers of Legal Section and HR and Training Division.</li> <li>• To attend to any other work allotted by Sr. Dy. Secretary/Secretary</li> </ul>		
5	<b>SR. ASST. SECRETARY (I/R)</b>	<ul style="list-style-type: none"> <li>• Examination of Labour Law matters and processing cases under W.C. Act1923, payment of Gratuity Act, 1972 and ID Act 1947, Payment of Wages Act,1936, RTI Act. 2005.</li> <li>• Meetings with unions over various demand raised by them</li> <li>• Attending conciliation proceedings before the ALC(c) /VSG/RLC(c), Mumbai over Industrial Disputes raised by the Unions/ employees and attending tribunal hearings.</li> <li>• To brief the advocates engaged by the Port in Labour matters.</li> <li>• To co-ordinate and organise arrangements during strike calls given by unions.</li> <li>• To examine and process references received regarding decisions taken by the Hospital Advisory Committee, Uniforms Committee and Dock Safety Committee etc.</li> <li>• Submission of periodical returns on Labour situations to Board, Ministry of Shipping.</li> <li>• Any other additional duties/work entrusted by the Secretary and Higher Authority.</li> <li>• Overall supervision and control of the work carried out by his/her subordinate staff in the section</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in conducting meetings with the unions/association to sort out the problems</li> <li>• Assist in compliance of all Rules and Regulations including Labour Laws</li> <li>• Assist for settlements of labour disputes</li> <li>• Assist to ensure industrial disputes are functionally resolved.</li> <li>• Co-ordinate for implementation of Swachh Baharat Abhiyan</li> </ul>	<p>Updation of Port Establishment Matters and Legal Knowledge updation.</p>

		<ul style="list-style-type: none"> <li>• Comply with the Hindi Official Language Act/Govt. guidelines from time to time and make maximum use of official language in day to day work.</li> <li>• To recommend acceptance/rejections of leave applications in respect of all staff working under his/her control.</li> <li>• Any other work allotted by Secretary, Sr. Dy. Secretary and Dy. Secretary(I/R).</li> </ul>		
6	<b>SR. ASST. SECRETARY</b>	<ul style="list-style-type: none"> <li>• To supervise and control the work of the staff working under PC-A section and guide them in their functions and ensure timely actions.</li> <li>• To maintain the Movement Register.</li> <li>• Direct Recruitment, promotion, seniority, confirmation and transfer of common categories of ministerial staff of all the departments in general and GAD in particular.</li> <li>• Reservation of SC/ST/OBC Roster for common categories of all departments and ensure compliance with the Reservation policies.</li> <li>• Amendment to Recruitment Rules.</li> <li>• Creation/upgradation of posts including change of designation, recruitment rules, etc. of all departments and filling in vacancies of GAD/Officers cadre of all departments.</li> <li>• Deputation of staff to/from other organisations.</li> <li>• Forwarding of applications for outside employment.</li> <li>• Submission of periodical returns to Ministry of Shipping on personal matters, Employment Exchange etc.</li> <li>• Monitoring of Weekly Grievances.</li> <li>• Processing cases of employment against compassionate grounds.</li> <li>• Overall supervision and control of the work carried out by Office Supdt. Head Clerks, Sel. Gr. Clerks, Sr. Clerks and Clerks in the section.</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel matters relating to Class I, II, III and IV employees</li> <li>• Assist in formulation, amendment of Service Rules and Regulations</li> <li>• Assist in conducting timely DPCs/SSCs to fill in the various promotional posts/Direct recruitment</li> <li>• Achieve various targets sets under ISO</li> </ul>	Knowledge on Establishment Matters & Rules and Regulations

		<ul style="list-style-type: none"> <li>• Coordinator for ERP.</li> <li>• Comply with the Hindi Official Language Act/Govt. guidelines from time to time and make maximum use of official language in day to day work.</li> <li>• To recommend acceptance/rejection of leave applications of staff working under his/her control</li> </ul>		
7	<b>ASST. SECRETARY GR. I (A)</b>	<ul style="list-style-type: none"> <li>• To supervise and control the work of the staff working under PC-A section and Board Section and guide them in their functions and ensure timely actions.</li> <li>• To maintain the Movement Register.</li> <li>• Direct Recruitment, promotion, seniority, confirmation and transfer of common categories of ministerial staff of all the departments in general and GAD in particular.</li> <li>• Reservation of SC/ST/OBC Roster for common categories of all departments and ensure compliance with the Reservation policies.</li> <li>• Amendment to Recruitment Rules.</li> <li>• Creation/upgradation of posts including change of designation, recruitment rules, etc. of all departments and filling in vacancies of GAD/Officers cadre of all departments.</li> <li>• Deputation of staff to/from other organisations.</li> <li>• Forwarding of applications for outside employment.</li> <li>• Submission of periodical returns to Ministry of Shipping on personal matters, Employment Exchange etc.</li> <li>• Monitoring of Weekly Grievances.</li> <li>• Processing cases of employment against compassionate grounds.</li> <li>• Overall supervision and control of the work carried out by Office Supdt., Head Clerks, Sel. Gr. Clerks, Sr. Clerks and Clerks in the section.</li> </ul>	<p>Personnel matters relating to Class I, II, III and IV employees</p> <p>Implementation of Reservation policies of Government from time to time</p> <p>Processing timely proposal for filling up the various Class I, II, III &amp; IV posts by Promotion/deputation/absorption and by direct Recruitment</p> <p>Co-ordinate to redress the grievances of the employees on various establishment matters.</p> <p>Co-ordinate and comply various procedural formalities in conducting the Board Meetings.</p>	<p>Knowledge on Establishment Matters and Rules &amp; Regulations</p>

		<ul style="list-style-type: none"> <li>• Coordinator for ERP.</li> <li>• Coordinate and comply various procedural formalities in conducting Board Meetings.</li> <li>• Comply with the Hindi Official Language Act/Govt. guidelines from time to time and make maximum use of official language in day to day work.</li> <li>• To recommend acceptance/rejection of leave applications of staff working under his/her control</li> </ul>		
8	<b>SR. P.S. TO CHAIRMAN</b>	<ul style="list-style-type: none"> <li>• Secretarial assistance to Chairman, fixing of appointments / meetings /inspections by Chairman / liaisoning work etc.</li> <li>• Drawing of tour programmes including booking of Air Tickets, arrange Guesthouse accommodation etc. for Chairman on his outstation official tour.</li> <li>• Attending to incoming / outgoing /scrutiny of telephone calls of Chairman</li> <li>• Timely Communicating incoming / outgoing messages / instructions for / from Chairman to HODs/Officers etc.</li> <li>• Making arrangements for HODs meetings / other meetings convened by Chairman in Board /Conference room etc.</li> <li>• Maintaining record of Tapal / Faxes / Ministry letters/Faxes /files etc.</li> <li>• Screening of incoming / outgoing tapal / files/faxes including those of Ministry&amp; IPA, before putting up to Chairman and distribute the same after Chairman's clearance to respective HODs/Officers giving priority to urgent and time bound papers.</li> <li>• Drawing of daily / monthly programme of Chairman's appointments.</li> <li>• Keeping contact with Chairman during his</li> </ul>	Secretarial assistance to Chairman	Development of Secretarial Skills

		<p>outstation tours for receiving instructions.</p> <ul style="list-style-type: none"> <li>• Handling of Urgent / Confidential / Important correspondence/files.</li> <li>• Submission of quarterly return of Charged Documents to Naval Headquarters, submission of monthly statement on disposal of files/papers.</li> <li>• Regulating members of public / staff coming for redressal of grievances with Chairman.</li> <li>• Preparing minutes of the Grievance Meeting and distribution of the same.</li> <li>• Scrutiny of Log books of vehicles/ OT registers.</li> <li>• Supervision/Maintenance of Accounts of Special Imprest Cash for Petrol/lubricants for Chairman's vehicles.</li> <li>• Accessing/sending E-mails.</li> <li>• Supervision/Maintenance of Imprest cash in Chairman's office.</li> <li>• Handling of Chairman's personal correspondence/ maintenance of Chairman's personal files.</li> <li>• Maintenance of ISO files for Chairman's office.</li> <li>• Maintenance of office equipments like Fax/Copier machine/ACs etc. through Technicians/engineers etc.</li> <li>• Supervision of staff (including M.V. Drivers) / Sanction of CL/RH and closing of muster roll of staff attached to Chairman's office.</li> <li>• Being overall in-charge of the section, maintenance of discipline and upkeep of office / office decorum and protocol is ensured.</li> <li>• Carrying out any other duties and responsibilities assigned by Chairman from time to time.</li> <li>• Comply with the Hindi Official Language Act/Govt. guidelines from time to time and make maximum use of official language in day</li> </ul>		
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		<p>to day work.</p> <ul style="list-style-type: none"> <li>• To recommend acceptance/rejection of leave applications of staff working under his/her control.</li> <li>• Any other work allotted by Chairman.</li> </ul>		
9	<b>ASST. SECRETARY GR. I (LABOUR OFFICER)</b>	<ul style="list-style-type: none"> <li>• Examination of Labour Law matters and processing cases under W.C. Act 1923, payment of Gratuity Act, 1972 and ID Act 1947, Payment of Wages Act, 1936, RTI Act. 2005.</li> <li>• Meetings with unions over various demand raised by them</li> <li>• Attending conciliation proceedings before the ALC(c) /VSG/RLC(c), Mumbai over Industrial Disputes raised by the Unions/ employees and attending tribunal hearings.</li> <li>• To brief the advocates engaged by the Port in Labour matters.</li> <li>• To co-ordinate and organise arrangements during strike calls given by unions.</li> <li>• To examine and process references received regarding decisions taken by the Hospital Advisory Committee, Uniforms Committee and Dock Safety Committee etc.</li> <li>• Submission of periodical returns on Labour situations to Board, Ministry of Shipping.</li> </ul>	<p>Assist in conducting meetings with the unions/association to sort out the problems.</p> <p>Assist in compliance of all Rules and Regulations including Labour Laws.</p> <p>Assist in industrial disputes are functionally resolved.</p> <p>Disposal of RTI applications.</p>	Knowledge on Labour Laws updation and negotiation skills
10	<b>P.S. TO CHAIRMAN</b>	<ul style="list-style-type: none"> <li>• Maintenance of ACRs of Class I &amp; II officers.</li> <li>• Communication of adverse remarks and conveying of expunging orders issued by Chairman.</li> <li>• Maintenance of ACR Register.</li> <li>• Handling of essential/confidential/secret/important documents.</li> <li>• Handling of Chairman's personal correspondence.</li> <li>• Handling SAP Proposals received for Chairman's approval.</li> <li>• Sending letters/ faxes, including confidential</li> </ul>	Secretarial assistance.	Development of Secretarial Skills

		<p>correspondence to various organizations such as State Government, Central Govt., Ministry of Shipping etc.</p> <ul style="list-style-type: none"> <li>• Attending to incoming/outgoing Telephone calls and screening incoming calls before connecting to Chairman.</li> <li>• Timely communication of Chairman's instructions to the HODs/Officers.</li> <li>• Maintenance of file for letters / faxes, received from the Ministry of Shipping.</li> <li>• Maintenance of file for Lok Sabha and Rajya Sabha Questions.</li> <li>• Accessing / sending E-mails.</li> <li>• Fixing up / cancelling of appointments, meetings and drawing up of tour programmes including booking of air tickets, accommodation, etc.</li> <li>• Rendering stenographic assistance to the Chairman as and when required.</li> <li>• Attending the duties of P. S. to Chairman in her absence.</li> <li>• Comply with the Hindi Official Language Act/Govt. guidelines from time to time and make maximum use of official language in day to day work.</li> <li>• To recommend acceptance/rejection of leave applications of staff working under his/her control.</li> <li>• Carrying out any other duties and responsibilities assigned by Chairman, from time to time</li> </ul>		
<b>11</b>	<b>LAW OFFICER GR. I</b>	<ul style="list-style-type: none"> <li>• To supervise and control the work of the staff working under Legal Section and guide them in their functions and ensure timely actions.</li> <li>• To maintain Movement Register.</li> <li>• Attending Court Cases, briefing Advocates, studying Court Files and Deposition in the Courts, Swearing of Affidavits before the various Courts in Margao/Panjim/Vasco, keeping track</li> </ul>	<ul style="list-style-type: none"> <li>• Co-ordinate for redressal of grievances to bring down litigations</li> <li>• Co-ordinate with the legal advisors to interact with the administration to facilitate disposal of cases in the interest of the Organization</li> <li>• Power of Attorney Holder on</li> </ul>	Knowledge on updation of Legal Matters .

		<p>of Court cases etc.</p> <ul style="list-style-type: none"> <li>• Recommend appointment of advocates, keep record of the prominent advocates in the state representing in various courts, recommend fees for the advocates on due verification, and attend to all matters related thereto.</li> <li>• Coordinate with all HODs and Officers of concerned departments in respect of legal matters pertaining to them, inviting comments , briefing the advocates and related matters.</li> <li>• Signing of Legal documents before various authorities viz: Mortgage Deeds, Re-conveyance Deeds before the concerned Registrar in Vasco/Margao/Ponda, etc. and other documents to be furnished before the Court and local authorities.</li> <li>• Supervision of work in internal legal examination, legal opinions etc. given by subordinates and legal examination/opinion in various matters as and when required.</li> <li>• Attending the eviction matters before the Estate Officer under PP Act, preparation of documents, briefing Advocates and any other work like inspecting the sites etc. related to the subject.</li> <li>• Attending meetings, DPCs and any other works as per the directions of superiors as and when required.</li> <li>• Power of Attorney Holder of the Board in that capacity has to handle different responsibilities as and when required.</li> <li>• Verification and scrutinization of Advocate bills for the approval of Sr. Dy. Secretary/Secretary/Dy. Chairman/Chairman.</li> <li>• Overall supervision and control of the work carried out by his/her subordinate staff in the section</li> <li>• Comply with the Hindi Official Language</li> </ul>	<p>behalf of the Board to execute Affidavits in various legal matters of the organization.</p>	
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		<p>Act/Govt. guidelines from time to time and make maximum use of official language in day to day work.</p> <ul style="list-style-type: none"> <li>• To Recommend acceptance/rejection of leave application in respect of staff and subordinate officers of Legal Section.</li> <li>• To monitor Board Section work. To ensure timely compilation of Board Agenda Notes duly approved by the Chairman and forwarding of the same to the Trustees, so as to reach them atleast seven days before the schedule date of the meeting.</li> <li>• To ensure submission of Draft Board proceedings for the approval of the Secretary, for onward submission to Dy. Chairman/Chairman for approval, immediately after the Board Meeting.</li> <li>• To ensure forwarding of duly approved Board proceedings to the Trustees of the Board, within ten days from the date of the meeting.</li> <li>• Any other work assigned by the Sr. Dy. Secretary/Secretary.</li> </ul>		
<b>12</b>	Asst. Secy.Gr.II (PC-A)	<ul style="list-style-type: none"> <li>• To assist Asst. Secy. Gr.I</li> <li>• To supervise and control the work of the staff working under PC-A section and guide them in their functions and ensure timely actions. To maintain the Movement Register.</li> <li>• Direct Recruitment, promotion, seniority, confirmation and transfer of common categories of ministerial staff of all the departments in general and GAD in particular.</li> <li>• Reservation of SC/ST/OBC Roster for common categories of all departments and ensure compliance with the Reservation policies.</li> <li>• Amendment to Recruitment rules.</li> <li>• Creation/upgradation of posts including change of designation, recruitment rules, etc. of all</li> </ul>	<p>Personnel matters relating to Class I, II, III and IV employees</p> <p>Implementation of Reservation policies of Government from time to time</p> <p>Processing timely proposal for filling up the various Class I, II, III &amp; IV posts by Promotion/deputation/absorption and by direct Recruitment</p> <p>Co-ordinate to redress the grievances of the employees on various establishment matters.</p>	<p>Knowledge on Establishment Matters and Rules &amp; Regulations</p>

		<p>departments and filling in vacancies of GAD/Officers cadre of all departments.</p> <ul style="list-style-type: none"> <li>• Deputation of staff to/from other organisations.</li> <li>• Forwarding of applications for outside employment.</li> <li>• Submission of periodical returns to Ministry of Shipping on personal matters, Employment Exchange etc.</li> <li>• Monitoring of Weekly Grievances.</li> <li>• Processing cases of employment against compassionate grounds.</li> <li>• To recommend the leaves of all the staff working under his control.</li> <li>• To comply with the Official Language Implementation Act/Government guidelines from time to time and make maximum use of the Official Language in day to day office work.</li> <li>• Overall supervision and control of the work carried out by Office Supdt., Head Clerks, Sel. Gr. Clerks, Sr. Clerks and Clerks in the section.</li> </ul>	<p>Co-ordinate and comply various procedural formalities in conducting the Board Meetings.</p>	
<b>13</b>	Asst. Secretary Gr.II (PC-B)	<ul style="list-style-type: none"> <li>• To supervise and control the work of the staff working under PC-B section and guide them in their functions and ensure timely actions.</li> <li>• Recommending the proposal/course of action under rule position processed by Head Clerk/Sr. Clerk.</li> <li>• Maintenance of Movement Register of the cell and submitting the same to Sr. Dy. Secretary on the first working day of every week for ratification.</li> <li>• Overall supervision and control of the work carried out by Head clerk/ Sel.Gr.Clerks/Sr. Clerks and Clerks in the section.</li> <li>• To comply with the Official Language Implementation Act/Government guidelines from time to time and make maximum use of the Official Language in day to day office work.</li> </ul>	<p>Personnel matters relating to Class I, II, III and IV employees</p> <p>Co-ordinate to redress the grievances of the employees on various establishment matters.</p>	<p>Knowledge on Establishment Matters and Rules &amp; Regulations</p>

		<ul style="list-style-type: none"> <li>• To recommend the leaves of all the staff working under his/her control.</li> </ul>		
14	Hindi Officer	<ul style="list-style-type: none"> <li>• Implementation of Hindi an Official Language in the Port</li> <li>• Nomination of employees for training in Hindi language, Typewriting and Stenography.</li> <li>• Conducting Official Language Implementation Committee Meeting</li> <li>• Vetting of translation put up by Hindi translators</li> <li>• Submission of Quarterly, Half Yearly and Annual Reports of Hindi</li> <li>• Preparation of replies to Parliamentary Committee on Official Language</li> <li>• Assess the training needs &amp; suggest training workshop to improve the use official Language in MPT.</li> </ul>	Implementation of Hindi Official Language in MPT	Knowledge of translation skill from English to Hindi and vice-versa
15	WELFARE OFFICER:	<ul style="list-style-type: none"> <li>• .Award of Scholarship to Port employees children, supervision and related work.</li> <li>• Processing/examining the claim from Welfare Fund/Grants, claim of Spectacle Frames and reimbursement of fees of the mentally retarded children of Port employees.</li> <li>• Organising the meeting of Welfare Fund Advisory Committee and its related work, such as recording and issuing minutes, circulars and correspondence, etc.</li> <li>• Issuance of BCS for the various payment made from the Welfare Fund and making necessary provision in the budget.</li> <li>• Arrangement of free transport facility for co-worker for attending the funeral of the employees who die while on service including Sundays, non-working Saturdays and Holidays.</li> <li>• Maintaining and keeping track on the Bank Guarantee and Security Deposit furnished by the Contractors.</li> </ul>	Implementation of Welfare measures to the Port employees	Knowledge of all welfare Regulations

		<ul style="list-style-type: none"> <li>• Looking after the functioning of all the Port canteens run by the Port and their periodical inspection</li> <li>• Preparation of Tender documents/Agreements/Bank guarantee for running of main A.O. building/Civil Site canteens bi annually</li> <li>• Any other work allotted by Secretary, Sr. Dy. Secretary, Dy. Secretary(I/R)</li> </ul>		
16	LAW OFFICER GR. II (Court and Outdoor)	<ul style="list-style-type: none"> <li>• Assisting LO-I in examining Court / Legal matters/proposals received from the departments.</li> <li>• Attending Court cases in various Courts viz. High Court, District Court, Lower Courts and before Arbitrators, Consumer Forum etc.</li> <li>• Briefing the advocates in consultation with LO-I.</li> <li>• Providing information/documents to Advocates in respect of Port's Court matters as and when required.</li> <li>• Verification of advocates bills and its Settlement after obtaining sanction of the competent authority.</li> <li>• Submission of files to concerned authorities about the development in Court matters.</li> <li>• Keeping track of various Court cases.</li> <li>• Obtaining Chairman's approval for engagement of advocates in every Court matter etc. in consultation with LO-I and Secretary.</li> <li>• Attending administrative work of Legal Section as per the instructions of superiors.</li> <li>• Overall supervision and control of the work carried out by his/her subordinate staff in the section</li> <li>• Comply with the Hindi Official Language Act/Govt. guidelines issued from time to time and make maximum use of official language in day to day work</li> </ul>	<p>Co-ordinate for redressal of grievances to bring down litigations</p> <p>Co-ordinate with the legal advisors to interact with the administration to facilitate disposal of cases in the interest of the Organization</p> <p>Power of Attorney Holder on behalf of the Board to execute Affidavits in various legal matters of the organization.</p>	Knowledge on updation of Legal Matters .

		<ul style="list-style-type: none"> <li>• To Recommend acceptance/rejection of leave applications in respect of staff of Legal Section.</li> <li>• Any other work allotted by Secretary, Sr. Dy. Secretary, Dy Secretary or LO Gr.I or Dy. Chairman / Chairman.</li> </ul>		
<b>17</b>	LAW OFFICERGR. II (Indoor Legal Assessment)	<ul style="list-style-type: none"> <li>• To assist Law Officer Gr. I in examining the proposals received in Legal section.</li> <li>• Examination of papers from Legal point of view.</li> <li>• Drafting of Agreements, Deeds, etc.</li> <li>• Examination of final settlement papers, bonds, tender documents, etc.</li> <li>• Examination of any other paper marked from time to time and attending any other work of legal section as per the instructions of the superiors.</li> <li>• Vetting of Port Regulations amendment proposals and any such work.</li> <li>• Overall supervision and control of the work carried out by his/her subordinates staff in the section</li> <li>• Comply with the Hindi Official Language Act/Govt. guidelines issued from time to time and make maximum use of official language in day to day work.</li> <li>• To Recommend acceptance/rejection of leave applications in respect of staff of Legal Section.</li> <li>• Any other work allotted by Secretary, Sr. Dy. Secretary, Dy Secretary or LO Gr. I, Dy. Chairman/ Chairman</li> </ul>	<p>Co-ordinate for redressal of grievances to bring down litigations</p> <p>Co-ordinate with the legal advisors to interact with the administration to facilitate disposal of cases in the interest of the Organization</p> <p>Power of Attorney Holder on behalf of the Board to execute Affidavits in various legal matters of the organization.</p>	Knowledge on updation of Legal Matters .
<b>18</b>	PA to Dy.Chairman	<ul style="list-style-type: none"> <li>• Keeping an accurate list of engagements, meetings etc. and reminding the Deputy Chairman sufficiently in advance.</li> <li>• Fixing up/ canceling of appointments, meetings, inspection and drawing up of tour programmers including booking of Air tickets during the absence of P.S. to Deputy</li> </ul>	Secretarial assistance.	Development of Secretarial Skills

		<p>Chairman on leave or otherwise.</p> <ul style="list-style-type: none"> <li>• Handing of essential / confidential / secret / important documents including typing work.</li> <li>• Handling of Deputy Chairman's personal correspondence.</li> <li>• Maintenance of Deputy Chairman's personal files.</li> <li>• Stenographic assistance as and when required.</li> <li>• Operation of incoming / outgoing telephone calls.</li> <li>• Maintenance of telephone register.</li> <li>• Communication of Deputy Chairman's instructions to the concerned officials Proper maintenance and upkeep of equipment like computers, photocopier, telephone instrument, fax machine etc, in personal section</li> <li>• Attending to the duties of PS to Deputy Chairman in his absence / on leave or otherwise.</li> <li>• Attending to Office works on holidays depending upon the necessity.</li> <li>• Any other work that are assigned by the Deputy Chairman from time to time</li> <li>• Providing information/documents under RTI, Act, 2005.</li> <li>• Comply with the Hindi Official Language Act/Govt. guidelines from time to time and make maximum use of official language in day to day work.</li> <li>• To recommend acceptance/rejection of leave applications of all the staff working under his/her control</li> <li>• Any other work assigned by Deputy Chairman, PS to Chairman.</li> </ul>		
<b>19</b>	PA to Secretary	<ul style="list-style-type: none"> <li>• Maintenance of ACRs of Class III &amp; IV employees and forwarding CRs' of</li> <li>• Officers to Dy. Chairman for onward</li> </ul>	Secretarial assistance.	Development of Secretarial Skills

		<p>transmission to Chairman.</p> <ul style="list-style-type: none"> <li>• Maintaining of important/essential/confidential/secret/important documents.</li> <li>• Keeping track of the movement of files to and from Secretary to Inward/Dispatch Clerk.</li> <li>• Handling of Secretary's personal correspondence.</li> <li>• Sending letters/ faxes, including confidential correspondence to various organizations such as State Government, Central Govt., Ministry of Shipping etc.</li> <li>• Attending to incoming/outgoing Telephone calls and screening incoming calls before connecting to Secretary.</li> <li>• Timely communication of Secretary's instructions to the HODs/Officers.</li> <li>• Maintenance of file for letters / faxes, received from the Ministry of Shipping.</li> <li>• Maintenance of file for Lok Sabha and Rajya Sabha Questions.</li> <li>• Accessing / sending E-mails.</li> <li>• Fixing up / canceling of appointments, meetings and drawing up of tour programmes including booking of air tickets, accommodation, etc.</li> <li>• Rendering stenographic assistance to the Secretary as and when required.</li> <li>• Keep a track of various meeting to be attended by the Secretary and collect all the relevant information, files, papers well in advance for reference during the meeting.</li> </ul>		
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		<ul style="list-style-type: none"> <li>• Filing of papers with the help of Peon</li> <li>• Keeping control over the Peon &amp; Attender attached to Secretary</li> <li>• Carrying out any other duties and responsibilities assigned by Secretary, from time to time.</li> </ul>		
20	AS Gr.II (PRO)	<ul style="list-style-type: none"> <li>• Arrangements for visits of Parliamentary Committees, delegations, National Shipping Boards. etc.</li> <li>• Reception and departure arrangements for Chairman, Dy. Chairman, if required, VIPs, Trustees etc.</li> <li>• Transport arrangements for VIPs.</li> <li>• Arrangements for all Port function</li> <li>• Arrangements for monthly Board meetings, Retirement function.</li> <li>• Press Conferences, Exhibitions, Trade Promotion Seminars and other Conferences, Seminars, etc. organized by the Port.</li> <li>• Annual contracts for Port Guest Houses, advertising agencies, supply of visiting cards and D.O. Letter-Heads, etc.</li> <li>• Maintain imprest account of TPC.</li> <li>• Publications of Tender Notices and other advertisements in newspapers, Souvenirs, etc.</li> <li>• Printing of calendars, diaries, telephone directories and miscellaneous other Port Publications.</li> <li>• Allotment of P&amp;T telephones to Officers and offices.</li> <li>• Arrangements for Lunch/Dinner/Refreshments etc. hosted by the Port and settlement of the bills of hotels.</li> <li>• Allotment of accommodation in the Guest House at Mumbai and Goa, other Port guest houses,</li> </ul>	Interaction with outside Agencies To maintain Port protocol .	Knowledge on Public Relation Skill



		<p>liaising with Liaison Officer,/Care Taker</p> <ul style="list-style-type: none"><li>• Settling of PR vehicle monthly bill.</li><li>• Guest House Inspection to be carried out by O.S.(R)/A.S.(PR) regularly and report to be submitted to Secretary once in a fortnight.</li><li>• Any other work allotted by Secretary &amp; Sr. Dy. Secy.</li></ul>		
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## Engineering (Civil) Department

Sr. No.	Name of the Post	Duties and Responsibilities	Key Result areas	Competency standards
1	Chief Engineer	<ul style="list-style-type: none"> <li>• The Chief Engineer is responsible to the Chairman/Board for the efficient administration of Civil Engineering Department and is also their principal professional Advisor.</li> <li>• Exercising technical and supervisory control over the activities of all the officers / staff working in the department.</li> <li>• He is required to discharge the functions of Civil Engineering departments in accordance with policies laid down by the Board.</li> <li>• Registration of Contractors of Engineering (Civil) Department.</li> <li>• Sanction of the works as per the financial powers.</li> <li>• Monitoring of water supply to the Port users and Port employees.</li> <li>• Taking Environmental Protection Measures.</li> <li>• Appointment of Class-III &amp; IV employees in the Engineering (Civil) Department except common category.</li> <li>• Ensure, monitoring and measurement of key characteristics of operations and activities that may have a significant impact on the environment.</li> <li>• Identify training needs of all the employees of Civil Engineering Department and ensure they are suitably trained.</li> </ul>	<ol style="list-style-type: none"> <li>1. Administration and technical Head of Egg.Civil Dept.</li> <li>2. Planning and execution of civil infrastructure projects.</li> <li>3. Formalizing the budget to execute the plan, non plan, project and revenue maintenance.</li> <li>4. Compliance of environmental standards.</li> <li>5. Timely filling of class III and IV technical posts.</li> </ol>	<ul style="list-style-type: none"> <li>-Maximise spatial efficiency</li> <li>- Infrastructure improvement</li> <li>-Strengthen Institutional Administration and Build capacity of Human capital</li> </ul>

Sr. No.	Name of the Post	Duties and Responsibilities	Key Result areas	Competency standards
2	<b>Deputy Chief Engineer</b>	<ul style="list-style-type: none"> <li>• He shall assist the Chief Engineer in all matters relating to administration, establishment, preparation of budget for all Revenue &amp; Capital Works executed by the branches/divisions under him and obtain his decision on the matter of special technical nature as well as those involving Policy of the department, ISO Implementation , all the issues related to Environment and Pollution Control Measures ,Court Matters.</li> <li>• All other matters, which are routine and are in accordance with the rules and regulations shall be dealt with him directly.</li> <li>• He shall be coordinate for transfer and posting of Class IV and Class III supervisory staff under his divisions.</li> <li>• He shall check and control the Imprest Account of the Chief Engineer's Office every month.</li> <li>• He shall be responsible for planning and major development projects. All proposals and recommendations for the acceptance of tenders and other works, excess execution of quantities in a tender, extras and substituted items in a tender and grant of extension of time shall be monitored by him before they are forwarded to the Chief Engineer for his approval.</li> <li>• He shall exercise his powers in acceptance of work and certification of interim bills of the Contractors within his competence.</li> <li>• He shall carry about such other duties as may be assigned to him by the Chief Engineer from time to time.</li> </ul>	<ol style="list-style-type: none"> <li>1. Budget realisation by achieving the specific targets allotted to Department.</li> <li>2. Deployment of personnel to achieve desired results.</li> <li>3. Excercises check on imprest cash specified.</li> <li>4. Monitoring RFID targets for the planned projects.</li> <li>5. Monitoring the payment s to the contract within due date.</li> </ol>	<ul style="list-style-type: none"> <li>-Maximise spatial efficiency</li> <li>- Infrastructure improvement</li> <li>-Strengthen Institutional Administration and Build capacity of Human capital</li> </ul>

Sr. No.	Name of the Post	Duties and Responsibilities	Key Result areas	Competency standards
3	<b>Superintending Engineer/Maintenance/Harbour SE(P)</b>	He shall review and coordinate the planning and development projects. He shall exercise supervision, co-ordination and control in the matter of executive administration of above branches.	<ol style="list-style-type: none"> <li>1. Maintaining progress schedule for planning and execution of infrastructure project to HC(Estb)</li> <li>2. Making the necessary Budget provisions to implement the projects.</li> <li>3. Co-ordinating with different agencies to achieve the desired targets.</li> <li>4. Monitoring environment management plan during the construction of the project.</li> <li>5. Reporting the management the progress of the project and removing the hindrances for schedule completion.</li> <li>6. To check the timely payment to the contractors as per conditions.</li> </ol>	<b>Project management Skill</b>
4	<b>SE (HL)</b>	<p>He shall be In-Charge of the all the structures in Headland and its Civil Maintenance, He will be responsible to Implement the schemes under Swachha Bharat and its progress and returns to the Ministry, and shall function directly under Chief Engineer and shall be responsible for exercising supervision and control of the works executed in his jurisdiction. He will be responsible to implement the schemes under Swachha Bharat and its progress and returns to the Ministry.</p> <p>He shall be In-Charge of all the structures in Headland and its Civil Maintenance and shall function directly under Chief Engineer and shall be responsible for he shall be responsible for exercising supervision and control of the works</p>	<ol style="list-style-type: none"> <li>1. To maintain and check all Port premises/quarters/school/playground/etc. in up to date condition.</li> <li>2. Making necessary budgetary provision to carry out all maintenance works of port.</li> <li>3. Ensure all the maintenance works to be completed in schedule time.</li> <li>4. Hygienic conditions of the Port areas to be maintained properly.</li> </ol>	Infrastructure Management Skill

	executed in his jurisdiction.		
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**Common duties for all SE's :**

- He shall give general guidance to the Executive Engineers working under him in regard to the planning and processing and monitoring of various Port developments schemes.
- All shall initiate proposals and recommendation for award of tender, and other work, excess execution of quantities in a tender, extras and substituted items in a tender, grant of extension of time shall be prepared and scrutinized by him before they are forwarded to Dy. Chief Engineer/Chief Engineer for his approval
- He shall deal with all correspondence in connection with “Right to Information Act”.
- His duties involve preparation of technical feasibility reports for the schemes, financial appraisal of various schemes project reports and submission of monthly & quarterly, progress reports to the Ministry, estimates, tenders, etc. including planning and executing field investigations, sub-soil exploration.
- He shall assist the Chief Engineer / Dy. Chief Engineer in scrutinizing various proposals received from the Central/State Government, or other Private Organisations so far as they pertain to MPT and also in the work of various Committees appointed by the Central / State Government.
- In addition he scrutinises proposal contemplated by Central / State governments and other organisations from time to time concerning sites in and around the Harbour with a view to studying its effect on Harbour regime and guarding the interests of Port Trust in consultation with CWPRS, Pune
- All proposals and recommendations for the acceptance of tenders and other works, excess execution of quantities in a tender, extras and substituted items in a tender and grant of extension of time shall be scrutinised by him before they are forwarded to the Chief Engineer for his approval.
- He shall exercise his powers in acceptance of work and certification of interim bills of the Contractors within his competence.
- He shall represent the Port Trust on the Committees / Sub-Committees as per the Chief Engineer’s directives.
- He shall carry about such other duties as may be assigned to him by the Chief Engineer/ Dy. Chief Engineer/ Management from time to time.

Sr. No.	Name of the Post	Duties and Responsibilities	Key Result areas	Competency standards
<b><u>EXECUTIVE ENGINEERS</u></b>				
4	<b>XEN(P&amp;C and Environment)</b>	<ul style="list-style-type: none"> <li>• He shall be overall In-charge of the Environment Division of the department and is responsible for SE (P) /Dy. Chief Engineer.</li> <li>• He is responsible for conceptual plans of new development schemes and processing specific schemes, which are included in the budget.</li> <li>• His duties involve preparation and scrutiny of techno-feasibility report for schemes, financial appraisal scheme and submission of monthly/quarterly progress reports of these schemes to the Ministry, budget reports, estimates, tenders, etc. including planning and executing field investigation, sub-soil exploration, etc. for the work under his jurisdiction.</li> <li>• He is authorized to correspond directly with any of the local authorities like MMC, MPDA, Coastal Zone Management Authority as well as Ministry of Shipping &amp; will address environment issues of the port. He will file Environment Returns, application for consent with GSPCB its renewal and any other matter related to Environment.</li> <li>• He will coordinate to arrange training programs for Engg. (Civil) department.</li> <li>• He will undertake the field work for preliminary investigation, field survey and collection of information from different sources.</li> </ul>	<ol style="list-style-type: none"> <li>1. Preparation and monitoring of AMP for the Port.</li> <li>2. Initializing the plan, non-plan infrastructure projects.</li> <li>3. Preparation of proposal, tender and Board approval.</li> <li>4. Compliance of environment parameters.</li> </ol>	Environment Management Skill

Sr. No.	Name of the Post	Duties and Responsibilities	Key Result areas	Competency standards
5	XEN(HL)	<ul style="list-style-type: none"> <li>• He shall be In-Charge of the Maintenance Division at Headland and shall function directly under Supdt.Eng. and shall be responsible for exercising supervision and control of the works executed by his division. The Executive Engineer (Headland) shall have the following divisions / Assistant Engineers under him:- Assistant Executive Engineer and OR Assistant Engineer (HL – 1 and HL - 2)</li> <li>• He shall submit all the necessary details for preparation of draft budget for the works to be executed in the above divisions through Dy. Chief Engineer to the Chief Engineer and obtain his approval to the same and process it for necessary sanction.</li> <li>• He shall be authorized to correspond on behalf of the Chief Engineer in all the matters pertaining to tenders accepted by the Chief Engineer / Dy. Chairman / Chairman directly with the exception that Chief Engineer’s approval shall be obtained by him (through Dy. Chief Engineer) in such matters like grant of extension, excess in quantities, extras and substituted items and deviation from the contract. He shall refer to the Dy. Chief Engineer all matters of special technical nature and those involving policy of the department for decision. All matters which are routine and are in accordance with the rules and conditions of the contract, he shall deal with it.</li> <li>• The executive duties in respect of work shall comprise of the following:- Based on inspection of assets, formulation of proposal and obtaining expenditure sanction</li> </ul>	<p>1. Maintenance of structure in Headland area. 2. Making available timely residential quarter for allotment. 3. Smooth functioning of STP. 4. Conducting the National Day function preparation.</p>	Maintenance knowledge skill

		<p>thereto.  Verification of detailed drawings prepared in the design office from the point of economic, functional aspect requirements of users and preparation and scrutiny of tenders, when necessary.  Guiding Sectional Officers in organising and supervising the work in case of contract works, general supervision, overall quality control, formulation of conditions of contract, shall be looked after by him.</p> <p><b><u>The managerial duties shall cover-</u></b></p> <ul style="list-style-type: none"> <li>• Acquisition, stocking, issue and accountal of stores.</li> <li>• Maintenance and placement to the FA&amp;CAO all primary accounts of all transactions.</li> <li>• He will look after the Port Trust assets in the landed areas at Headland including type D quarters, schools.</li> <li>• He shall act as the department's local representative for the area in his charge.</li> <li>• He shall be required to scrutinise lease matters in the areas under his jurisdiction referred to the department by the Secretary/MPT.</li> <li>• He will look after the on-going Arbitration cases presently looked after by him.</li> <li>• He shall be required to carry out such other duties as may be required by the Dy. Chief Engineer-II and Chief Engineer</li> <li>• He is responsible for enforcement of Conditions of Contract and all such other matters as directed by Dy. Chief Engineer / Chief Engineer.</li> <li>• He shall check the estimates and draft tenders prepared by the Asst. Engineers / Asst. Executive Engineers as to their sufficiency. He shall also scrutinize the drawings being submitted along .</li> <li>• He shall control, coordinate and guide Asst. Engineers / Asst. Executive Engineers / Junior</li> </ul>		
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		<p>Engineers working under him in the execution and maintenance works with estimates and tenders and suggest improvements for execution and maintenance point of view.</p> <ul style="list-style-type: none"> <li>• He shall exercise his powers of acceptance of works and certification of Compilation and submission of draft budget estimates, revised budget estimates, demands for supplier grants, reappropriation and administrative grants, and administration of accounts/imprest placed at his disposal.</li> </ul>		
6	XEN(P)	<ul style="list-style-type: none"> <li>• He will be In-charge of the Project Division, which deals with major Capital works and will be responsible to SE(P)/Dy. Chief Engineer.</li> <li>• He will carry out qualitative and quantitative check of the execution of works (day to day execution and supervision of works) is the responsibility of the Asst. Engineer/Assistant Executive Engineer.</li> <li>• In his capacity he will assist Dy. Chief Engineer / Chief Engineer for the conceptual planning of works, feasibility studies evaluate various alternatives to select acceptable economic solutions. He is associated with preliminary investigation of schemes and undertake all the necessary field work.</li> <li>• He will prepare detailed estimate for schemes included in the budget and process the same for sanction.</li> <li>• He will prepare tenders, invite competitive bids, scrutinise the same and process the same for acceptance.</li> <li>• He shall be overall In-Charge of execution of work and is responsible for its timely completion with special attention to overall quality control, formulation of conditions of contract and all such</li> </ul>	<ol style="list-style-type: none"> <li>1. Formulation of the projects and appointment of consultants for preparation of technical and Financial Reports.</li> <li>2. Enhance operational efficiency by adhering to the timelines.</li> <li>3. Ensure achievement of target of PPP and other Capital works</li> </ol>	Project Management Skill

		<p>other matters as directed by Dy. Chief Engineer / Chief Engineer.</p> <ul style="list-style-type: none"> <li>• He is responsible for preparation of budget for the works under his control.</li> <li>• He shall be responsible for maintenance of discipline and efficiency among the staff working in the division.</li> <li>• He is responsible for enforcement of Conditions of Contract and all such other matters as directed by Dy. Chief Engineer / Chief Engineer.</li> <li>• He shall control, coordinate and guide Asst. Engineers / Asst. Executive Engineers / Junior Engineers working under him in the execution of work.</li> <li>• He shall check the estimates and draft tenders prepared by the Asst. Engineers / Asst. Executive Engineers as to their sufficiency. He shall also scrutinise the drawings being submitted along with estimates and tenders and suggest improvements for execution and maintenance point of view.</li> <li>• He shall exercise his powers of acceptance of works and certification of interim bills of the Contractor within his competence.</li> <li>• He shall be In-charge of the Construction Division of the department, which deals with the execution of Capital works, Non-Plan works including major projects and will be responsible to Dy. Chief Engineer</li> </ul>		
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7	<b>XEN(VSG &amp; HR ,RAILWAY)</b>	<ul style="list-style-type: none"> <li>• He shall be In-Charge of Vasco section ,Railways and MPT Workshop, Baina and his duties and responsibilities will be similar to those other divisional Maintenance Engineers of MOHC, related to work in Railway Engineering Division. He will work under SE(M) /Dy. CE</li> <li>• He shall carry out periodical inspection of infringement of standard dimensions on the MPT railway and</li> <li>• He shall attend to railway accidents and submit necessary report thereto. sidings.</li> <li>• He shall also attend to the disputes arising from accidents.</li> <li>• He shall carry out general supervision over the railway maintenance work and construction works in the division.</li> <li>• He shall directly deal with South Central Railway in all matters connected with inter-locking, installation of signals including matters of stores.</li> <li>• He shall be responsible for maintenance of discipline and efficiency among the staff working in the division.</li> <li>• He is responsible for enforcement of Conditions of Contract and all such other matters as directed by S.E./Dy. Chief Engineer / Chief Engineer</li> <li>• He shall check the estimates and draft tenders prepared by the Asst. Engineers / Asst. Executive Engineers as to their sufficiency. He shall also scrutinise the drawings being submitted along</li> <li>• He shall control, coordinate and guide Asst. Engineers / Asst. Executive Engineers / Junior Engineers working under him in the execution and maintenance works with estimates and tenders and suggest improvements for execution and maintenance point of view.</li> <li>• He shall also deal directly with the other</li> </ul>	<ol style="list-style-type: none"> <li>1. Maintenance of railway track within port area for smooth functioning.</li> <li>2. Maintenance of Harbour structures such as road, jetty, berth, shades, etc.</li> <li>3. Preparation of tender proposals and obtain approval.</li> <li>4. Maintaining record of store under his jurisdiction</li> </ol>	Railway & infrastructure Management Skill
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		<p>Maintenance Division of Engg. (Civil) Department and other MPT departments like Traffic, Railway Manager, Materials Manager, Chief Mechanical Engineer on routine matters.</p> <ul style="list-style-type: none"> <li>• He shall be responsible for the submission of Weekly, Fortnightly, Monthly, Quarterly and Yearly Inspection Reports to the Chief Engineer, Traffic Manager and Additional Commissioner of Railways (Safety).</li> <li>• He shall be required to carry out such other duties as may be assigned to him by the Dy. Chief Engineer and Chief Engineer from time to time.</li> </ul>		
<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Duties and Responsibilities</b>	<b>Key Result areas</b>	<b>Competency standards</b>
8	<b>XEN (Coordination &amp; Estate, Inland Waterway Work)</b>	<ul style="list-style-type: none"> <li>• He shall handle deposit works of Navy, Coast guard, inland waterway of Goa.</li> <li>• He shall handle works of Inland Waterway based on the broad agreement of Tripartite Agreement between MPY, Govt. of Goa and , inland waterway of India.</li> <li>• He shall do the coordination of ministerial correspondence .</li> <li>• He shall execute all other works directed by the Chief Engineer</li> <li>• He is responsible for collection of data and follow-up action for all the works required in connection with the Plan Review meetings with the Chairman for various Plan &amp; Non-Plan works.</li> <li>• He shall be incharge of all estate work and shall coordinate for all the departments regarding estate matters with the assistance of AEN.</li> <li>• He is required to look after the budget of the division and will attend to the day to day correspondence of various schemes.</li> <li>• He is required to prepare periodical progress reports of specific projects and process them for submitting the same to the Ministry in such forms</li> </ul>	<ol style="list-style-type: none"> <li>1. Maintain estate records updated by monitoring lease, licence, allotment of the land and structure .</li> <li>2. Processing proposal for licencing, leasing and allotment.</li> <li>3. Security of the structures not covered under CISF by private security.</li> </ol>	Knowledge on Estate Management

		<p>as desired by the Ministry.</p> <ul style="list-style-type: none"> <li>• He shall Monitor the Private security Contract for effective implementation.</li> <li>• He shall submit monthly/quarterly progress report of schemes to Ministry, budget report, estimates, etc.</li> </ul>		
Sr. No.	Name of the Post	Duties and Responsibilities	Key Result areas	Competency standards
<b><u>ASSISTANT EXECUTIVE ENGINEERS</u></b>				
9	<b>AXEN(P&amp;C)/AEN(P&amp;C)</b>	<ul style="list-style-type: none"> <li>• Assist XEN (P&amp;C) in planning and execution of major plan projects, preparing draft ministerial correspondence, liaison with Govt. /Pvt. Agencies, other depts. etc.</li> <li>• Undertake field works for preliminary investigations, field surveys, collection and compilation of data and details from different sources.</li> <li>• Prepare and process preliminary sketches, drawings, block estimates, draft notes etc. for approval.</li> <li>• On approval of the schemes, in principle, prepare and finalize the drawings, process the estimates and thereafter draft tender documents for approval.</li> <li>• Arrange to prepare draft tender documents, feasibility reports, drawings, estimates, etc.</li> <li>• Look after correspondence with Ministry, Returns etc.</li> <li>• Assist in formulation and review of department's budget</li> <li>• Coordinate in identifying training needs of the department.</li> <li>• Execute all other works assigned to him by CE, Dy.CE, XEN, from time to time.</li> </ul>	<ol style="list-style-type: none"> <li>1. Preparation of estimate, tender, drawings, data collection for plan works.</li> <li>2. Submission, intimation to Ministry regarding projects.</li> <li>3. Preparing budget for future coming projects</li> </ol>	Project Management Skill
10	<b>AXEN (HL / HR)</b>	<ul style="list-style-type: none"> <li>• Responsible for construction/ maintenance of Buildings, Roads, etc., at Headland which are placed under his charge for maintenance.</li> </ul>	<p><b><u>AXEN/HL:</u></b> To maintain the Port Colony quarters including Bungalows/Guest</p>	Infrastructure management Skill

	<ul style="list-style-type: none"> <li>• Responsible for carrying out periodical inspection of assets/buildings/ structures, etc. under him to formulate programme for repairs and maintenance. He is also responsible for the maintenance of discipline amongst the Class-III and Class-IV staff working in the section.</li> <li>• For maintenance through contract, he shall be responsible for the quality control and workmanship as per contract stipulations.</li> <li>• For works executed departmentally, he shall organise them through Jr. Engineers and control the quality, workmanship, allocation of labour, receipt and issue of materials, tools, plant etc.</li> <li>• Check the estimates of related works and forward them to XEN for consideration and further approval.</li> <li>• Arrange to prepare and check the draft tender documents and forward to XEN for his scrutiny.</li> <li>• Prepare/Check comparative statements of the tenders received and forward them to XEN with comments</li> <li>• Sign the material indents, USRs, challans etc. for the materials received and issued. Liaise with MM's Dept. and ensure availability of required materials, tools, plant, etc. for executing the works.</li> </ul> <p>Regularly check the call registers kept in the site offices and ensure prompt actions / redressal of the complaints.</p> <p>Check the registers of materials, such as steel, cement etc. issued to the contractors and departmental construction / maintenance.</p> <p>Check and certify measurements of works / supply of materials against orders, as measured and recorded by Jr. Engineers.</p> <p>Execute all other works assigned to him from time to</p>	House.Officer's premises	
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		time.		
11	<b>AXEN / AEN (MOHC)</b>	<ul style="list-style-type: none"> <li>• Responsible for construction and maintenance of works such as Berths, Jetties, Sheds, Bldgs. Roads, Water supply and Sewage/ Drawing and other structures works etc. inside MOHP area.</li> <li>• When the works are executed deptly. He shall organise them through Jr. Engineers and control the quality, workmanship, allocation of labour, receipt and issue of materials, tools, plant etc. Sign the indents, USRs, challans, etc. for the materials received and issued.</li> <li>• Liaise with MM's and other Depts. and ensure that required materials, tools, plant, etc. are available for carrying out the works.</li> <li>• Regularly check the call register kept in the Site Office and ensures prompt actions for redressal of the complaints.</li> <li>• Check the registers of materials, such as steel, cement etc. issued to the contractors once a week.</li> <li>• Check the estimates of all related minor or smaller works, and forward them to XEN for consideration. On approval, he shall arrange to prepare draft tender documents, check and forward them to XEN for his scrutiny.</li> <li>• Prepare/Check comparative statements of the tenders received and process the same to XEN for his consideration. Execute all other works assigned to him from time to time.</li> </ul>		Infrastructure management Skill
12	<b>AXEN (WS)</b>	<ul style="list-style-type: none"> <li>• Responsible for the monitoring &amp; receipt &amp; distribution of water to all areas of the port. He shall maintain the pipe line network and determine the hours of supply of water and the timings to control proper distribution of water.</li> <li>• Liaise with PWD Engineers in case of inadequate supply of water.</li> <li>• Regularly check the call registers kept in the Site</li> </ul>	<ol style="list-style-type: none"> <li>1. Maintaining and repairing the water supply system.</li> <li>2. Liasoning with PWD and other agencies for supply of water.</li> <li>3. Quality of water to check and maintaing. To maintain smooth functioning of water supply</li> </ol>	Public Relation Management Skill

		<p>Office and ensure prompt actions for redressal of the complaints.</p> <ul style="list-style-type: none"> <li>• Check the registers of materials, such as steel, cement etc. issued to the contractors, at least once a week. This shall also apply to materials issued for deptl. construction / maintenance.</li> <li>• When the works are executed departmentally, he shall organise them through Jr. Engineers and control the quality, workmanship, allocation of labour, receipt and issue of materials, tools, plant etc.</li> <li>• Sign the indents, USRs, challans etc. for the materials received and issued. Liaise with other Depts. and ensure that required materials, tools, plant etc. are available for carrying out the works.</li> <li>• Check the estimates of all related minor works, and forward them to XEN for consideration. He shall arrange to prepare draft tender documents, check them and forward them to XEN for his scrutiny.</li> <li>• Prepare/Check comparative statements of the tenders received, process and forward the same to XEN for his consideration. Check and certify measurements of works / supply of materials against orders as measured and recorded by Jr. Engineers. Execute all the works assigned and other duties as may be directed by the XEN, Dy.CE and CE from time to time.</li> </ul>		
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13	<b>AXEN(Accts)</b>	<p>Is in-charge of work section</p> <ul style="list-style-type: none"> <li>• Assist the Chief Engineer, Dy. Chief Engineer, Supdt. Eng., and Exec. Engineers in all matters relating to Finance/Accts. Works</li> <li>• Issue of tender/quotation notices after works are sanctioned by competent authority.</li> <li>• Preparation of tender documents for sale and issue.</li> <li>• Opening of tender/quotation</li> <li>• Preparation of comparative statement of tenders/quotation that are opened.</li> <li>• Issue of work order for civil work and preparation of agreements for the works wherever necessary.</li> <li>• Check the processed contractor's bills for payment.</li> <li>• Issue of BCS for all works sanctioned by Chief Engineer, issue of work order and payments of bills.</li> <li>• Issue of completion/maintenance certificates in respect of all capital/revenue works.</li> </ul> <p>Issue of completion report in respect of capital and deposit works.</p>	<ol style="list-style-type: none"> <li>1) Settling of bills in time</li> <li>2) Refund of EMD &amp; BG of successful tenderers on completion of work</li> <li>3) Monitor functioning of accounts section</li> <li>4) Completion of statutory regulatory legal requirements regarding labour, EPF and ESI</li> </ol>	Tender management skill
14	<b>AEM GR. I</b>	<ul style="list-style-type: none"> <li>• Immediate supervisory officer in charge of Estate Section, entrusted with duties and responsibilities in following estate matters</li> </ul> <p>Allotment and inspection of residential staff quarters of Port.</p> <p>Allotment of Port land, office premises to Port users on Lease/Licence basis and preparation of Lease Deeds/Licence Agreements for allotment of land/shops/offices (accommodation etc.)</p> <p>Handling eviction/recovery cases under Public Premises (Eviction of unauthorised occupants) Act,</p>	<ol style="list-style-type: none"> <li>1. Keeping the allotment of residential quarters and records for optimum utilization of quarters.</li> <li>2. Maintaining the records of land lease/licence and agreements.</li> <li>3. Security of areas besides CISF guarded areas.</li> <li>4. Legal and statutory compliance of estate matter.</li> </ol>	Estate Management Skill

		<p>1971. Survey of Port land. Obtaining NOCs from Govt. Depts. for developmental projects of the Port. Deployment of Watchmen/Private Security guards for guarding Port property. Attending any other work assigned by Executive Engineer(Estate)/Dy. CE/CE</p>		
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## Engineering Mechanical Department

Sr. No.	Name of the Post	Duties and Responsibilities	Key Result areas	Competency standards
1	Chief Mechanical Engineer	<ul style="list-style-type: none"> <li>• Assess and appraises the day-to-day departmental activities with the Chairman and Dy. Chairman.</li> <li>• Implementation of QSPs for achieving Quality Objectives and Targets.</li> <li>• Takes appropriate corrective and preventive action on Non-Conformities (NCs) related to QMS.</li> <li>• Planning &amp; Development of new superstructure facilities in the Port.</li> <li>• Monitoring PPP project at Berth No.7 awarded to M/s AMPTPL.</li> <li>• Monitoring the Dry Docking and Ship Repair facilities at Berth No. 1, 2 and 3 as per license agreement with M/s WISL.</li> <li>• Operations &amp; Maintenance (O&amp;M) of Mechanical equipments and Electrical networks including Locomotive and Flotilla in the Port.</li> <li>• Planning, preparation, invite and execution of tender work for other departments.</li> <li>• Disposal of Mechanical Ore Handling Plant (MOHP) with complete accessories at Berth No.8, 9 and barge berths and hand over the land to M/s Sterlite Ports Pvt. Ltd.</li> <li>• Finalization of budget and annual accounts.</li> <li>• To oversee the General Administration and Establishment work for Class-III and Class-IV staff of the department.</li> <li>• CME will be assisted by Dy.CME and Materials Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Introduce improved standard operating procedures.</li> <li>• Ensure achievement of targets for availability and utilization of cargo handling equipment, locomotives.</li> <li>• Ensure management of equipment to meet the customers' demand</li> <li>• Ensure power supply in Port areas.</li> <li>• Plan for up-gradation/modernization</li> <li>• Removal and disposal of unutilized facilities.</li> <li>• Ensure all regulations and procedures including port safety are complied with.</li> <li>• Compliance to GoI guidelines on public procurement</li> <li>• Nil accident as a result of non compliance of procedures.</li> <li>• Monitor awareness of subordinate staff and compliance with policy and procedures set by the Port.</li> <li>• Ensure no idle-time of vessels due to non availability of cargo handling equipment or equipment operator.</li> <li>• Preparation and full utilization of budgets for the Department.</li> <li>• Ensure no time overrun of projects. Communicate effectively with other department and Port users.</li> </ul>	<p>Enhance operational efficiency</p> <p>Maximise spatial efficiency</p> <p>Infrastructure improvement</p> <p>Strengthen Institutional Administration and build capacity of human capital</p>

Sr. No.	Name of the Post	Duties and Responsibilities	Key Result areas	Competency standards
2	Dy. Chief Mechanical Engineer	<ul style="list-style-type: none"> <li>• Monitor, supervising of tendering work, O&amp;M work, Establishment, preparing report to Ministry executed by divisional officers and their sub-ordinates.</li> <li>• To assist CME for the day-to-day departmental activities/works, in addition to the above.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify and troubleshoot issues related to availability and utilization of cargo handling equipment and supply of electricity in all Port areas.</li> <li>• Plan and recommend issues in relation to utilization of equipment and equipment operators, adequate light in operational areas, including improvements on systems and procedures.</li> <li>• Ensure compliance of all relevant rules/laws.</li> <li>• Ensure effective functioning of all cargo handling equipment, tower lights, refer points, etc.</li> <li>• Contribute to safe system of work, planning of works and the allocation of tasks to assist with appropriate decision making.</li> <li>• Provide technical and diagnostic advice to staff as required.</li> <li>• Facilitate preparation of realistic budget for the Department and its follow up.</li> <li>• Supervise effectively the maintenance contract works.</li> <li>• Ensuring uninterrupted power supply from power distribution areas.</li> <li>• To ensure overall effective functioning of SE(E-HL), SE(E-HR) and SE(M) sections.</li> </ul>	<ul style="list-style-type: none"> <li>Enhance operational efficiency</li> <li>Maximise spatial efficiency</li> <li>Infrastructure improvement</li> <li>Strengthen Institutional Administration and build capacity of human capital</li> </ul>

3	SE (E- HL) & SE (E- HR)	<ul style="list-style-type: none"> <li>• O&amp;M of Electrical installations at Port.</li> <li>• To ensure optimum and efficient utilization and maintenance of electrical utilities in the Port.</li> <li>• To oversee the activities of XEN(E-HL) &amp; XEN(E-HR)</li> <li>• To identify areas for improvement and implementation.</li> <li>• To assist Dy.CME for the day-to-day sectional activities/works, in addition to the above.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan for efficient procurement of equipment spare parts.</li> <li>• Maintenance of HT/LT lines.</li> <li>• Execute and monitor the Plan/ non-plan works.</li> <li>• Processing of tenders.</li> <li>• Compliance to GoI guidelines on public procurement.</li> <li>• Timely disposal of unused/surplus goods.</li> <li>• Preparation of annual and long term plans and budget estimates.</li> </ul>	Electrical infrastructure Management skill
4	XEN(E-HL) & XEN(E-HR)	<ul style="list-style-type: none"> <li>• O &amp; M of Electrical installations at Port.</li> <li>• Identification and implementation of energy saving options.</li> <li>• To ensure optimum and efficient utilization and maintenance of electrical utilities in the Port.</li> <li>• To assist Dy.CME/SE(E- HL)/ SE(E-HR) for the day-to-day sectional activities/works, in addition to above.</li> </ul>	<ul style="list-style-type: none"> <li>• Troubleshoot of electrical equipment used in Port.</li> <li>• Maintenance of electrical equipment.</li> <li>• Keep relevant records of operation and maintenance.</li> <li>• Liaise with vendors and internal users.</li> </ul>	Electrical infrastructure Management skill
5	SE (M)	<ul style="list-style-type: none"> <li>• Supervise the disposal of MOHP with complete accessories at Berth No.8, 9 and barge berths and hand over the land to M/s. Sterlite Ports Pvt. Ltd.</li> <li>• Operations &amp; Maintenance (O&amp;M) of Mechanical equipments including Locomotive and Flotilla in the Port.</li> <li>• Reduction in percentage of equipment downtime and increase in availability of equipments.</li> <li>• To oversee the activities of XEN (M), XEN(F) and XEN(EQP).</li> <li>• To assist Dy.CME for the day-to-day sectional activities/works, in addition to the above.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan for efficient procurement of equipment spare parts.</li> <li>• Execute and monitor the Plan/ non-plan works.</li> <li>• Processing of tenders.</li> <li>• Compliance to GoI guidelines on public procurement.</li> <li>• Timely disposal of unused/surplus goods.</li> <li>• Preparation of annual and long term plans and budget estimates.</li> </ul>	Knowledge on Equipments management and maintenance
6	XEN(F) XEN(M), and XEN(EQP)	<ul style="list-style-type: none"> <li>• Disposal of MOHP with complete accessories at Berth No.8, 9 and barge berths and hand over the land to M/s Sterlite Ports Pvt. Ltd.</li> <li>• Operations &amp; Maintenance (O&amp;M) of Mechanical equipments including Locomotive and Flotilla in the Port.</li> <li>• Reduction in percentage of equipment downtime and</li> </ul>	<ul style="list-style-type: none"> <li>• Troubleshooting of mechanical equipment/automobiles/ locomotive used in Port.</li> <li>• Maintenance of cargo handling &amp; firefighting equipment, automobiles and loco.</li> </ul>	Knowledge on Equipments management and maintenance

		<p>increase in availability of equipments.</p> <ul style="list-style-type: none"> <li>• To assist Dy.CME/ SE(M) for the day-to-day sectional activities/works, in addition to the above.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep relevant records of operation and maintenance.</li> <li>• Liaise with vendors and internal users.</li> </ul>	
7	Materials Manager (MM)	<ul style="list-style-type: none"> <li>• Supervising of tendering work, preparing report to Ministry executed</li> <li>• by divisional officers and their sub-ordinates.</li> <li>• Monitor, supervise procurement and disposal of materials for all</li> <li>• departments</li> <li>• To oversee the General Administration of Materials Management Division.</li> <li>• To assist CME for the day-to-day departmental activities/works, in addition to the above.</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement in compliance to GOI guidelines on public procurement to maximize consumers (internal) satisfaction and minimizing inventory holding cost.</li> <li>• Introduce improved SOP</li> <li>• Monitor awareness of subordinate staff and compliance with policy and procedures in line with quality and environmental standards set by the Port.</li> <li>• Appropriate classification of materials and decide strategies for each such class</li> <li>• Vendor development</li> <li>• Preparation of full budgets for the division</li> <li>• Timely disposal of materials following rules and regulations.</li> </ul>	Material Management Skill and knowledge of sourcing
8	SE (E- P)	<ul style="list-style-type: none"> <li>• To identify, plan and timely execute new projects related to Mechanical and Electrical works.</li> <li>• To oversee the activities of XEN (EP) and XEN(MP).</li> <li>• To assist MM for the day-to-day sectional activities/works, in addition to the above.</li> </ul>	<ul style="list-style-type: none"> <li>• Work as per laid down plan for efficient procurement of various equipment and execution of project works.</li> <li>• Following GoI guidelines on public procurement.</li> </ul>	Project management skill
9	XEN(E-P) and XEN(M-P)	<ul style="list-style-type: none"> <li>• To identify, plan and timely execute new projects related to Mechanical and Electrical works.</li> <li>• To assist MM/SE(E-P) for the day-to-day sectional activities/works, in addition to the above.</li> </ul>	<ul style="list-style-type: none"> <li>• Report progress including time lags on routine basis.</li> <li>• Initiate processing of tenders for procurement/ works and timely disposal of unused/surplus goods.</li> </ul>	
10	Sr. Dy. MM	<ul style="list-style-type: none"> <li>• Supervising of tendering work prepared by sub-ordinates, procurement and disposal for all departments.</li> <li>• General Administration works of Materials Management</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement of goods and services</li> <li>• Compliance to GoI guidelines on public procurement</li> </ul>	Material Management Skill and

		<p>Division.</p> <ul style="list-style-type: none"> <li>• To assist MM for the day-to-day departmental activities/works, in addition to above.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely disposal of unused/ surplus goods</li> <li>• Report progress including time lags</li> </ul>	<p>knowledge of sourcing</p>
11	Dy.MM-I (Operated as XEN M-P) and Dy.MM-II	<ul style="list-style-type: none"> <li>• Tendering work, preparing report to Ministry executed by divisional officers and their sub-ordinates.</li> <li>• Procurement and disposal of materials for all departments.</li> <li>• To assist MM/Sr.Dy.MM for the day-to-day departmental activities/works, in addition to above.</li> <li>• Dy. MM-II to assist CMO in procurement of medicines.</li> </ul>	<ul style="list-style-type: none"> <li>• On routine basis</li> <li>• Initiation of budget for the division</li> <li>• Records of surplus/ condemned goods/ equipment and disposal</li> </ul>	<p>Material Management Skill and knowledge of sourcing</p>
12	Safety Officer	<ul style="list-style-type: none"> <li>• To carryout safety inspection of dock work (in order to observe the physical conditions of work and the work practices and procedures followed by workers) and to render advices on measure to be adopted for removing the unsafe physical condition and preventing unsafe actions by workers.</li> <li>• To advise the concerned department in planning and organizing necessary measures for the effective control of accidents and personal injuries.</li> <li>• To investigate all fatal and selected accidents and danger occurrences.</li> <li>• To maintain records of accidents and other related statistics</li> <li>• Conducting training programme for safety awareness and prevention of accidents for workers.</li> <li>• To conduct Dock Safety Meetings and follow up Action Taken Reports</li> <li>• To check and evaluate the effectiveness of the action taken or proposed to be taken to prevent personal injuries.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance of all relevant laws, obligations, statutory requirement.</li> <li>• Safe working environment and reporting occurrence of accidents or dangerous events. Keep relevant records.</li> <li>• Monitoring awareness of subordinate staff and compliance with policy and procedures in line with quality, safety and environmental standards set by the Port.</li> <li>• Prevention of unsafe physical conditions and unsafe actions by workers</li> </ul>	<p>Ensure safe working environment and report occurrence of accidents or dangerous events . Keep relevant records Ensure compliance of all relevant laws , statutory requirements, obligations .</p>

13	AXEN (EDP)	<ul style="list-style-type: none"> <li>• O &amp; M of the Hardwares with Networking for the Port's Data Center.</li> </ul>	<ul style="list-style-type: none"> <li>• Operation and maintenance of the Port's computer network</li> <li>• Maintenance of IT hardware for the entire Port</li> <li>• Maintenance of the Port's data centre</li> </ul>	Hardware and networking knowledge
14	AXEN (M)-I	<ul style="list-style-type: none"> <li>• To report to XEN (EQP)</li> <li>• To carry out any other works assigned by superiors from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• To assist in achieving objectives of respective sections or duties of XEN(M)/ XEN(F)/ XEN(EQP) as indicated at serial no.6</li> </ul>	
15	AXEN (M)-II	<ul style="list-style-type: none"> <li>• To report to XEN (M-P)</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
16	AXEN (M)-III	<ul style="list-style-type: none"> <li>• To report to XEN (F)</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
17	AXEN (M)-IV	<ul style="list-style-type: none"> <li>• To report to XEN (M)</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
18	AXEN (M)-V	<ul style="list-style-type: none"> <li>• To report to XEN (M)</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
19	AEN(M) –II	<ul style="list-style-type: none"> <li>• To report to XEN (F)</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
20	AEN(M) –III	<ul style="list-style-type: none"> <li>• To report to XEN (E- HL)</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
21	AEN(M) –IV	<ul style="list-style-type: none"> <li>• To report to AXEN (M) -II</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
22	AEN(M) –V	<ul style="list-style-type: none"> <li>• To report to AXEN (M) -II</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
23	AEN(M) –VI	<ul style="list-style-type: none"> <li>• To report to AXEN (M) -II</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		



24	AEN(M) –VII	<ul style="list-style-type: none"> <li>• To report to DY. CME/ SE(M)</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• To assist in achieving objectives of respective sections or duties of XEN(M)/ XEN(F)/ XEN(EQP) indicated at serial no.6</li> </ul>	
25	AEN(M) –II	<ul style="list-style-type: none"> <li>• To report to XEN (F)</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
26	AEN(M) –III	<ul style="list-style-type: none"> <li>• To report to XEN (E- HL)</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
27	AEN(M) –IV	<ul style="list-style-type: none"> <li>• To report to AXEN (M) -II</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
29	AEN(M) –V	<ul style="list-style-type: none"> <li>• To report to AXEN (M) -II</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
30	AEN(M) –VI	<ul style="list-style-type: none"> <li>• To report to AXEN (M) -II</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
31	AEN(M) –VII	<ul style="list-style-type: none"> <li>• To report to DY. CME/ SE(M)</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
32	AEN(E)-I	<ul style="list-style-type: none"> <li>• To report to XEN (E- HR)</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• To assist in achieving objectives of respective sections or duties of XEN(E-HR)/ XEN(E-HL)/ XEN(M-P)/ XEN(E-P) indicated at serial no.4 &amp; 9</li> </ul>	
33	AEN(E)-II	<ul style="list-style-type: none"> <li>• To report to XEN (M-P)</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
34	AEN(E)-III	<ul style="list-style-type: none"> <li>• To report to XEN (E-P)</li> <li>• To carry out any other works assigned by superiors from time to time Same as sectional objectives</li> </ul>		
35	AEN(E)-IV	<ul style="list-style-type: none"> <li>• To report to XEN (E-P)</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
36	AEN(E)-V	<ul style="list-style-type: none"> <li>• To report to XEN (E-HL)</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		

37	AEN(E)-VI	<ul style="list-style-type: none"> <li>• To report to AXEN (EDP)</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• To assist in achieving objectives of respective sections or duties of XEN(E-HR)/ XEN(E-HL)/ XEN(M-P)/ XEN(E-P) indicated at serial no.4 &amp; 9</li> </ul>	
38	AEN(E)-VII	<ul style="list-style-type: none"> <li>• To report to XEN (E-HL)</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
39	AEN(E)-VII	<ul style="list-style-type: none"> <li>• To report to CME</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
40	Asst. Materials Manager Gr. – II	<ul style="list-style-type: none"> <li>• To report to Sr. Dy. MM</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• To assist in achieving objectives of respective sections or duties of Sr.Dy.MM/ Dy.MM / Dy. MM-II indicated at serial no.7, 10 &amp; 11</li> </ul>	
41	Asst. Materials Manager Gr. –II (D)	<ul style="list-style-type: none"> <li>• To report to Sr. Dy. MM</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
42	AEN(M)- VIII	<ul style="list-style-type: none"> <li>• To report to Sr. Dy. MM</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
43	Asst. Materials Manager Gr. – II	<ul style="list-style-type: none"> <li>• To report to Dy. MM- II</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		
44	PA	<ul style="list-style-type: none"> <li>• To report to CME</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>		<ul style="list-style-type: none"> <li>• To assist CME for carrying out any assigned duties.</li> </ul>
45	EO	<ul style="list-style-type: none"> <li>• To report to CME</li> <li>• To assist the Chief Mechanical Engineer in establishment matters such as maintaining employee leave records, pay details, training nomination details etc.</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• To assist in achieving objectives of establishment section or duties as assigned by CME.</li> </ul>	
46	SO (B & C)	<ul style="list-style-type: none"> <li>• To report to Sr. Dy. MM</li> <li>• To carry out any other works assigned by superiors from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• To assist in achieving objectives of respective section or duties as assigned by Sr.Dy.MM.</li> </ul>	
47	Fire Officer	<ul style="list-style-type: none"> <li>• To report to DY. CME/ SE(M)/ XEN(F)</li> <li>• In charge of firefighting equipment and personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• To assist in achieving objectives of Fire Department or duties as</li> </ul>	Knowledge on management of

		<ul style="list-style-type: none"> <li>• Preparation of Indents &amp; inventories.</li> <li>• In charge of maintenance of fire fighting equipments.</li> <li>• Allocation of duties to the Fire Station staff.</li> <li>• Monitoring and reporting the progress of hot work licenses to CME from time to time and to follow the instructions of CME.</li> <li>• Maintenance of fire and oil pollution patrol.</li> <li>• Monitoring &amp; allocation of duties to the subordinates from time to time</li> <li>• Any other duties assigned by the superiors.</li> </ul>	assigned CME/Dy.CME/SE(M)/XEN(F)	by	fire division and management skill
48	XEN(M)/ Controlling Officer (PR)	<ul style="list-style-type: none"> <li>• Posted in Marine Department.</li> </ul>	<ul style="list-style-type: none"> <li>• Details to be obtained from the respective departments.</li> </ul>		
49	AXEN (M)/ COMMERCIAL	<ul style="list-style-type: none"> <li>• Posted in Traffic Department.</li> </ul>			
50	AXEN (M)/ DC	<ul style="list-style-type: none"> <li>• Posted in Marine Department.</li> </ul>			
51	AXEN (E)/ VIGILANCE	<ul style="list-style-type: none"> <li>• Posted in GAD/ Vigilance.</li> </ul>			
52	AEN (M)	<ul style="list-style-type: none"> <li>• Posted in Chairman's Office</li> </ul>			
53	Asst. Materials Manager Gr. – II	<ul style="list-style-type: none"> <li>• Posted in Traffic Department.</li> </ul>			

### **Finance Department**

Sr. No.	Name of the Post	Duties and Responsibilities	Key Result Areas	Competency standards
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1	FA & CAO	<ul style="list-style-type: none"> <li>• Overall In charge of the Finance Department</li> <li>• Financial Advice to management.</li> <li>• Investment of surplus funds. Attending Tax hearings &amp; appealing before Tax Authorities.</li> <li>• Control of expenditure.</li> <li>• To control, supervise and superintend the functions of receipts, payments, disbursement, execution and planning of all financial functions of the port.</li> <li>• Appointment of Class III &amp; IV employees in the Finance Department and dealing in respect of establishment matters. Evaluation of various types of proposals and submit to Chairman/Dy. Chairman with finance comments for approval</li> <li>• Financial approval for projects proposals</li> <li>• Attending TACs /Pre Bid meetings. Periodical accounts, Budgets), Costing etc.</li> </ul>	Duties and Responsibilities itself are Key Result Areas	<b>Financial Managerial Skills</b> <b>Knowledge on Budgeting &amp; Costing</b> <b>Knowledge on Project management</b>  <b>Service tax, Income tax and other matter on financial rules</b>
2	SENIOR DEPUTY CHIEF ACCOUNTS OFFICER (Sr.Dy. CAO)	<ul style="list-style-type: none"> <li>• Evaluation of various types of proposals and submit to Chairman/Dy. Chairman with finance comments for approval.</li> <li>• Attending TACs /Pre Bid meetings.</li> <li>• To control, supervise and superintend the functions of receipts, payments, disbursement, execution and planning of all financial functions of the port.</li> <li>• Overall supervision of the Finance Department</li> <li>• Ensuring Statutory compliances. Income Tax. Service Tax, GST, etc.</li> <li>f) Preparation of Tariff revisions &amp; proposals.</li> </ul>	- d o-	<b>Financial Managerial Skills</b> <b>Knowledge on Budgeting &amp; Costing</b> <b>Knowledge on Project management</b> <b>Service tax, Income tax and other matter on financial rules</b>
3	P.A to FA& CAO	<ul style="list-style-type: none"> <li>• Responsible for handling of Confidential/ Secret/ important documents and to render stenographic assistance to FA&amp; CAO as and when required.</li> </ul>	Shall carry out the Secretarial duties to the FA&CAO	<b>Secretarial skill</b>

		<ul style="list-style-type: none"> <li>• To maintain ACR dossiers of class III and IV employees of the Finance Dept.</li> <li>• To attend to any other work assigned by FA&amp; CAO from time to time</li> </ul>		
4	SENIOR ACCOUNTS OFFICER (ESTABLISHMENT)	<ul style="list-style-type: none"> <li>• Direct in-charge of establishment section of Finance Department.</li> <li>• Sign pay orders without any limit in respect of pay bills relating to salaries &amp; wages, Productivity Link Reward, Incentive, Festival advance and other personal claims such as Encashment of Earned Leave, Traveling Advance /Home Travel Concession /Leave Travel Concession Bills, Medical bills, Conveyance Advance, Unclaimed Wages, etc., Children Education Allowance, etc., subject to competent authorities sanction.</li> <li>• Process for approval of Management all proposals relating to establishment, personal and administrative matters including policy matters and ensuring disciplinary matters in respect of employees of Accounts Department.</li> <li>• Writing of Annual Confidential Reports in respect of all the staff members under his control and put up to Sr. Deputy Chief Accounts Officer /Financial Adviser &amp; Chief Accounts officer.</li> <li>• Examination of proposal received from General Administration Department for amendments of various Rules &amp; Regulations, interpretation thereof, etc., if involving financial implications before submission to Chairman /Board / Central Govt. for approval.</li> <li>• Attest service books of all employees, leave Accounts etc. of Accounts Department. <ul style="list-style-type: none"> <li>i) Ensure timely entry of general vouchers.</li> </ul> </li> </ul>	Duties and Responsibilities itself are Key Result Areas	<b>Knowledge on Establishment matters</b>

		<ul style="list-style-type: none"> <li>• Ensure issue of recovery advices from pay bills and watch recovery thereof. Ensure timely remittance of recoveries effected every month from payrolls to government agencies, Co-operative societies, and Court attachments etc. after reconciling with General Ledger.</li> <li>• Verification of pay fixations cases, request for stepping of pay, etc. referred to by the Establishment Section.</li> <li>• Verification of amendments to various regulations, proposed by the Establishment Section General Administration Department and all other works relating to establishment section and works assigned by Financial Adviser &amp; Chief Accounts Officer from time to time.</li> </ul>		
5	Dy.CAO (FS)	<ul style="list-style-type: none"> <li>• Overall Supervision of Establishment section and Final Settlement Section Sign Pay orders in respect of Establishment /Personal Claims/ GPF/CPF after obtaining approval of competent authority.</li> <li>• Ensure expeditious settlement of Final Settlement, dues of employees on retirement / resignation/death etc., as per prescribed time schedule after due verification / audit. Watch recoveries of subscriptions towards group Savings Linked Insurance Scheme, timely remittance thereof to LIC, reconciliation thereof and arrange payment to the beneficiaries through LIC.</li> <li>• Scrutinise employees' claim for H.B. Advances ensure compliance of conditions attached thereto.</li> <li>• Investment of Provident fund monies after approval of competent authority and watch proper receipt of interest due on the PF deposits.</li> </ul>	Duties and Responsibilities itself are Key Result Areas	<b>Knowledge on Ports Regulations</b>

		<ul style="list-style-type: none"> <li>• Disposal of Audit mema.</li> <li>• Review and reconciliation of ledger balances of establishment advances / recoveries.</li> <li>• Signing of Cheques pertaining to payments.</li> <li>• Any other work assigned by Financial Advisor &amp; Chief Accounts Officer/ Sr.Dy.CAO.</li> </ul>		
6	ACCOUNTS OFFICER (BOOKS & COSTING)	<ul style="list-style-type: none"> <li>• Developing &amp; operating an effective Cost Accounting System in the Port and periodical review thereof.</li> <li>• Preparation of Cost Statements - Activity-wise, Sub-Activity wise and ensuring effective reporting to the Management on viability of various Port service, when called for.</li> <li>• Preparing of economic viability, statements based on the cost of operation vis-à-vis Revenue earned from the Port services. Formulation and operation of account codes for Income &amp; Expenditure accounting of the Port and rendering suggestions thereon to other sections/depts. When called for. Comparison of rates with other Ports and putting up proposals for periodical revision of Port charges for obtaining competent sanction of Management / Govt.</li> <li>• Fixation of miscellaneous rates &amp; charges and periodical review thereof for Port machinery &amp; equipments. Preparation and operation of Cost Centre-wise Budgets, implementing Budgetary Control and effective reporting thereon as also review of accounts periodically. Ensuring implementation of revision of scale of Rates and charges based on Govt. directives and Management Control. Co-ordination &amp; preparation of periodical reports to Govt. and other agencies with regard to the Port-finances and accounts.</li> </ul>	Duties and Responsibilities itself are Key Result Areas	<b>Knowledge on costing</b>

		<p>Attending to Audit queries in general and with particular regard to the cost of operation and Port finances. Any other work(s) as assigned by FA&amp;CAO.</p>		
7	<p>ACCOUNTS OFFICER/A. ACCOUNTS OFFICER - (B&amp;C)</p>	<ul style="list-style-type: none"> <li>• General supervision of the Book-Keeping section, reporting to FA&amp;CAO through Sr. Dy. CAO.</li> <li>• Preparation of Budget Estimates / Revised Estimates of the Port for Revenue Income and Revenue Expenditure and preparation of Performance Budget of the Port and co-ordination of the same work from other departments as also necessary liaison with other Sections / Depts. In this regard and obtaining approval of the Board and sanction from the Govt. Preparation of Annual Accounts, Statement of Income &amp; Expenditure, Revenue Account and Balance Sheet for the Port in compliance of Management Control land Govt. directives in this regard.</li> <li>• Preparation of various accounting statements for reporting to the Management / Govt. when called for. d) Periodical payments of loan &amp; interest thereon to the Govt. of India.</li> <li>• Review and rectification and reconciliation of Ledger Balances at periodical intervals so as to keep and maintain proper books of accounts.</li> <li>f) Preparation of accounting statements as may be required by the Management for submission to Govt./ other agencies.</li> <li>• Implementation of the Budget Control.</li> <li>• Co-ordination with sections/ departments for purpose of effective accounting procedures and maintenance of proper accounting system.</li> <li>• Attending to Audit Queries on Annual Accounts.</li> <li>• Undertaking of any accounting function as may</li> </ul>	<p>Duties and Responsibilities itself are Key Result Areas</p>	<p>Knowledge on budgeting</p>



		be assigned and allotted by the Dy. FA&CAO / FA & CAO from time to time.		
8	DY.CHIEFACCOUNTS OFFICER (CWC)	<ul style="list-style-type: none"> <li>• General Supervision of the work and overall incharge of the CWC Section, reporting to Sr. Dy.CAO/FA&amp;CAO.</li> <li>• Preparation of Budget Estimate relating to Plan/Non Plan Schemes.</li> <li>• Examinations, signing of Pay Orders by DA.CAO up to a net value of Rs. 35.00 lakhs.</li> <li>• Submission of periodical monitoring reports relating to Plan/Non Plan Schemes.</li> <li>• Monitoring of Weekly Report for ensuring timely disposal of proposals/bills.</li> </ul>	Duties and Responsibilities itself are Key Result Areas	Knowledge on Budget estimate and Ports rules and regulations
9	ACCOUNTS OFFICER (CWC)	<ul style="list-style-type: none"> <li>• General supervision of the work and overall incharge of the CWC Section reporting to Dy.CAO (CWC)/Sr. Dy.CAO/FA&amp;CAO.</li> <li>• Scrutiny of Estimates, tenders etc. relating to works,</li> <li>• Maintenance of accounts relating to Civil &amp; Mechanical Engineering works.</li> <li>• Examination and signing of Pay Orders regarding telephones, Electricity, Water, Government payments and or any time part payments without any limit. Other Pay Orders of CWC upto the net value of Rs. 10.00 lakhs.</li> <li>• Submission of periodical monitoring reports relating to Plan/Non Plan Schemes.</li> <li>• Process for approval of Management all proposals relating to minor works, legal fees of Advocates, Taxi hire charges, Advertisements etc.</li> <li>• Examination of monthly Journal Vouchers pertaining to CWC.</li> <li>• Writing of Annual Confidential Reports in respect of all the Staff members under his control and put up to Deputy Chief Accounts Officer/Financial Adviser and Chief Accounts officer.</li> <li>• All other related correspondence work of the</li> </ul>	Duties and Responsibilities itself are Key Result Areas	Knowledge on Budget estimate and Ports rules and regulations

		section pertaining to Capital Works Cell		
<b>10</b>	SR.ACCOUNTS OFFICER / ASST. ACCOUNTSOFFICER (CASH)	<ul style="list-style-type: none"> <li>• Overall in charge of Cash Section. Responsible for receipts/ payments to employees and vendors, monitoring cash and bank balances.</li> <li>• Investment of surplus funds,</li> <li>• Monitoring of Investments (Interest and maturity) and accounting</li> <li>• Reconciliation of bank accounts</li> </ul>	Duties and Responsibilities itself are Key Result Areas	Cash Management skill
<b>11</b>	SR. ACCOUNTS OFFICER (MATERIALS):	<ul style="list-style-type: none"> <li>• Over all incharge of the Materials Wing of the Finance Dept.</li> <li>• He will attend TAC Meetings, sign Pay Orders. Authorised Signatory for operation of the Bank Account, of Mormugao Port Trust. Ex- Officio Member of the Disposal Committee.</li> <li>• Signing of pay orders up to net value of Rs. 25 lakhs</li> <li>• Responsible for supervision and maintenance of discipline of the section.</li> <li>• Thorough examination of all procurement proposals received from MM.</li> <li>• 100% verification of all pay orders.</li> <li>• Signing of pay order sand all pay orders of Oil Companies, without any limit. Close monitoring of physical verification of stocks.</li> <li>• Budget control Officer of the Finance Department</li> </ul>	Duties and Responsibilities itself are Key Result Areas	Materials Management skill and Accounting skill
<b>12</b>	SR. ACCOUNTS OFFICER (INTERNAL AUDIT SECTION):	<ul style="list-style-type: none"> <li>• In charge of IA Section under whose control day-to-day works of this Section are functioning.</li> <li>• Monitoring and replying to audit memos</li> <li>• Compilation of replies to draft audit report</li> <li>• Pre audit of personal and service books for the purpose of Final settlement of employees.</li> <li>• Verification of pay fixation</li> </ul>	Duties and Responsibilities itself are Key Result Areas	Audit skill
<b>13</b>	SR.ACCOUNTS OFFICER/ACCOUNTS OFFICER(CDC):	<ul style="list-style-type: none"> <li>• Collection, compilation and accounting transaction of the proceeds in respect of revenue, which comes under the purview of CDC</li> </ul>	Duties and Responsibilities itself are Key Result Areas	Accounting skill

		<p>under close supervision and control of FA&amp;CAO.</p> <ul style="list-style-type: none"> <li>• Examination, signing of shipping/lease and miscellaneous bills including Pay Orders and do the correspondence with other departments of Port Trust and with outside agencies.</li> <li>• Issuance of Acquittance Certificate.</li> <li>d) Submission of Revenue Budget as far as it relates to CDC for each financial year.</li> <li>• Overall in charge of CDC.</li> </ul>		
<b>14</b>	DY. DIRECTOR (EDP)	<ul style="list-style-type: none"> <li>• Planning of Overall Information Technology Operations.</li> <li>b) Overall In-charge of SAP ERP Systems &amp; Other Non-SAP Applications.</li> <li>• Overall In-charge of Systems, Software &amp; Data Safety/Security.</li> <li>• Overall In-charge of Internet, Websites, E-mail &amp; Messaging Solutions</li> <li>• Responsible for SAP ERP optimum availability.</li> <li>• Identify &amp; Scrutiny new Software Requirements based on requests from various departments.</li> <li>• Procurement of Software Solutions/Systems/Services</li> <li>• Overall vetting of I.T. Tenders and Supervision of execution of I. T. Software Contracts</li> <li>• Overall Responsibility for Implementation of new Software Applications/Modules/Functionality</li> </ul>	Duties and Responsibilities itself are Key Result Areas	Knowledge on Programmimg and Networking
<b>15</b>	ASSISTANT DIRECTOR (EDP) :	<ul style="list-style-type: none"> <li>• Supervision of Overall Information Technology Operations.</li> <li>• Maintenance of SAP ERP Systems &amp; Other Non-SAP Applications</li> <li>• Scrutiny new Software Requirements of various departments.</li> <li>• Procurement of Software Solutions/Systems/Services</li> <li>• Preparation of I.T. Tenders and monitor of execution of I. T. Software Contracts</li> </ul>	Duties and Responsibilities itself are Key Result Areas	Knowledge on Programmimg and Networking

		<ul style="list-style-type: none"> <li>• Implementation of new Software Applications/Modules/Functionality</li> <li>• Overall In-charge of Internet/Websites/E-mail/Messaging Solutions</li> <li>• Ensure Systems, Software &amp; Data Safety/Security.</li> <li>• Monitor Configuration/Development Calls raised with Offsite SAP Offsite Consultants &amp; Oversee the jobs assigned to SAP ABAP On-site Technical Consultants.</li> </ul>		
<b>16</b>	<b>ASSISTANT MANAGER (EDP)</b>	<ul style="list-style-type: none"> <li>• Responsible for Information Technology Operations.</li> <li>• Maintenance of SAP ERP Systems &amp; Other Non-SAP Applications.</li> <li>• Scrutiny new Software Requirements of various departments.</li> <li>• Identification of Software Solutions/Systems/Services.</li> <li>• Preparation of I.T. Tenders and Execution of I. T. Software Contracts. Testing and Implementation of new Software Applications/Modules/Functionality</li> <li>Responsible for Internet/Websites/E-mail/Messaging Solutions</li> <li>• Ensure Systems, Software &amp; Data Safety/Security.</li> <li>• Raise Calls with SAP Offsite AMC Functional Consultants &amp; Assign Jobs to SAP ABAP Consultants.</li> <li>• Responsible for System and Data Backups.</li> </ul>	Duties and Responsibilities itself are Key Result Areas	Knowledge on Programming and Networking

**Traffic Department**

Sr. No.	Name of the Post	Duties and Responsibilities	Key Result areas	Competency standards
1	Traffic Manager	<p>Head of the Traffic Department and in-charge of all quays, sheds, warehouses, gates and responsible for direction and management of all operations connected with regulation and allotment of loading and discharging berths landing, shipping, storage custody of goods in the Port area, their delivery and all documentation and commercial work relating thereto, embarkation and disembarkation of the passengers, control of all traffic in the Port area and arrangements. Also, overall in-charge of the Port Railway system, its management and operations. The Traffic Manager is also in-charge of operational planning at berth no.9, responsible for barge allocation time, allotment of storage space, issue of notices in case of non-utilization of plots, giving permission for other modes of loading, working of transport, etc. Disposal of un-cleared cargo and dealing with the legal cases arisen out of cargo handling and clearing, access control and issue of the various License, etc. Also responsible for the administrative and establishment matters relating to Class III &amp; IV employees of Traffic Department including the training needs.</p>	Shipping and Railway operations	<p>Knowledge of Rules and Regulations pertaining to Traffic</p> <p>Knowledge of berthing policy and priorities</p> <p>Knowledge on Custom Procedures</p> <p>Knowledge on Business Development</p> <p>Knowledge on Labour Laws and Negotiation Skill</p> <p>Interaction with Port Users</p>
2	Sr. Dy. Traffic Manager	<p>As a Dy HOD, he look after all the duties of the Traffic Manager. He shall assist Traffic Manager in management of all operations connected with regulation and allotment of loading and discharging berths landing, shipping, storage custody of goods in the Port area, their delivery and all documentation and commercial work relating thereto, embarkation and disembarkation of the passengers, control of all traffic in the Port area and arrangements Also, he shall assist Traffic Manager in Port Railway System, its management and operations, proper and efficient working of the Railway division both operational and commercial. He</p>	<p>Railways *CHLS *Shipping (operations) *Containers *Gate (Operation) *Plot Allotment *Establishment (outdoor)</p>	<p>Knowledge of Rules and Regulations pertaining to Traffic</p> <p>Knowledge of berthing policy and priorities</p> <p>Knowledge on Custom Procedures</p> <p>Knowledge on Business Development</p>

		will keep a close liaison with the Hubli Division of the South Western Railway for the efficient working of the Port Railway system and also the interchange arrangement between the South Western Railway and the Port Railway System. He ensures quick turn round of the wagon rakes and monitoring the realization of revenue from the Railway operations.		Knowledge on Labour Laws and Negotiation Skill  Interaction with Port Users
3	Dy. Traffic Manager / Manager (O)	He shall report to the Sr. Dy. Traffic Manager. He shall assists the Traffic Manager / Sr. Dy. Traffic Manager with responsibility to control all shipping operations including landing, shipping, delivery, proper custody of goods, proper stacking and account of cargo in the transit sheds and overflow warehouses, etc. He is also responsible for the proper functioning of the vessel planning, operations, analysis of vessel performance, Commercial and Labour sections under his control. In addition to this, he also assists the Traffic Manager/Sr. Dy. Traffic Manager in conducting the bi-weekly meetings of the Shippers for allocation of barge unloading time and stacking of cargo on plots at Berth No.9, in disposal of un-cleared cargo and dealing with the legal cases arisen out of cargo handling and clearing. Access control and issue of the various License, etc. Responsible for proper and efficient inspection of docks / vessels for the smooth working performance by dock workers. shall closely monitor the arrival / departure of vessels for the supply of labour to stevedores and shall prevail on them for speedy handling of vessels by deploying maximum number of hooks. Regulaing the leave of workers so that maximum numbers of workers are available for ships operations	*Railways *CHLS *Shipping (operations) *Containers *Gate (Operation) *Plot Allotment *Establishment (outdoor)	Faster Trun around of Vessel. Ensure ease of doing business. Timely evacuation of cargo. Customers satisfaction.
4	Sr. A.T.M Gr. I	Assists the Dy.Traffic Manager / Manager (O) in the proper working of the operations Branch of the Port Railway Division and all movements within the Vasco-da-Gama and Harbour Marshalling Yards, R & D Yard, Port Terminal and berths, liaison with the South Western Railway Control Office and operational work connected with the interchange with South Western Railway	*Railways *CHLS *Shipping (operations) *Containers *Gate (Operation) *Plot Allotment *Establishment (outdoor)	Faster Trun around of Vessel. Ensure ease of doing business. Timely evacuation of cargo. Customers satisfaction

		<p>including taking over of the rakes from the Railways in the exchange yard, breaking up of the rakes for placement at different sidings for unloading/loading, placement of loads and empties on different sidings and removal of loads and empties from different points assembling them in required formations and handing over to the South Western Railways.</p> <p>Assist in the proper working of the Commercial Branch of the Port Railway Division and responsible for all commercial aspects of the interchange with South Western Railways, collection and accountal of freight charges on goods booked to and from the Mormugao Port, issue of Railway receipts for goods booked from the Port, Maintenance of Goods Accounts and furnish periodical returns to the South Western Railway, matters relating to the Railway claims, surveys, open deliveries, etc.</p> <p>Assists the Traffic Manager/ Dy. Traffic Manager in carrying out overall supervision over shipside loading and unloading cargo handling operations including landing and shipping of goods, supply of labour and cargo handling equipment, receipt and proper storage of cargo in transit/storage sheds/warehouses and involvement of cargo within the Port area and all concerned operational matters. Also responsible for proper vessel planning and operations, analysis of vessel performance. Also to take all precautionary measures to ensure that dust/environment pollution is avoided. Submission of the report to Dock Safety Officer about any accidents during the operations. Responsible for proper and efficient inspection of docks / vessels for the smooth working performance by dock workers. shall closely monitor the arrival / departure of vessels for the supply of labour to stevedores and shall prevail on them for speedy handling of vessels by deploying maximum number of hooks. Regulaing the leave of workers so that maximum numbers of workers are available for ships operations.</p>		
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5	A.T.M Gr. I	Assists the Traffic Manager/ Sr. Dy. Traffic Manager / Dy. Traffic Manager on the working of the Commercial Branch and is responsible for proper accountal of cargo and all documentation relating thereto, proper levy and collection of charges on goods and services, preparation of various billing accounts in respect of charges towards service time and lease, etc. and submission of the same to the Accounts Dept., correspondence with the Customs, including submission of vessels out turn reports and completed Customs bills of entries, etc., scrutiny of claims for refund, remission of dues and charges and damages to cargoes, open deliveries and all matters relative of schedule of charges. Also responsible for taking action for pre and post auctioning of cargo etc. Assists the Traffic Manager/ Sr. Dy. Traffic Manager in operating the access control system, for persons and vehicles for entry in the Port and various other installations in the Port. Responsible for issue of passes for persons and vehicles, maintenance and control of record of passes issued to Port Users, various license holders operating in the Port, Port employees, etc. Responsible for proper and efficient inspection of docks / vessels for the smooth working performance by dock workers. shall closely monitor the arrival / departure of vessels for the supply of labour to stevedores and shall prevail on them for speedy handling of vessels by deploying maximum number of hooks. Regulaing the leave of workers so that maximum numbers of workers are available for ships operations.	<p>Railways</p> <ul style="list-style-type: none"> <li>*CHLS</li> <li>*Shipping (operations)</li> <li>*Containers</li> <li>*Gate (Operation)</li> <li>*Plot Allotment</li> <li>*Establishment (outdoor)</li> </ul>	<p>Faster Trun around of Vesse.</p> <p>Ensure ease of doing business.</p> <p>Timely evacuation of cargo.</p> <p>Customers satisfaction.</p>
6	Ass. Secretary	Assists the Traffic Manager in establishment matters relating to recruitment, promotions, financial settlement, etc. for the Class III & IV employees (un-common categories) in Traffic Department. He is overall in-charge of the office of the Traffic Manager and also assist Traffic Manager in preparation in Budget Estimate and Revised Estimate for the department. Looks after the welfare measures and other fringe benefits to the employees of Traffic Department. Also in-charge of the	Promotion to Class-III & IV employees of Traffic Dept in time	Knowledge on Establishment Matters



		Railway and Shipping Sections functioning in the Traffic Manager's office.		
7	P.A. to Traffic Manager	Maintains Traffic Manager's appointments/meetings and also gives appointments to Port Users/Shippers/visitors. Attends to phone calls and renders Stenographic assistance, drafts letters and also attends to other typing work. Maintains several important and miscellaneous files, CRs of Class III & IV employees and adverse remarks, if any, are communicated to the concerned employee. The updated CRs are furnished during the time of DPCs and resumes of Class/II Officers are collected and submitted for further action. Accepts and registers tapal addressed to TM and monitors letters received from the Ministry. Attends various meetings and records minutes of the meetings.	Timely completion of work assigned by Traffic manager	Secretarial skill

<b>Cargo Handling Labour Division under Traffic Department</b>				
<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Duties and Responsibilities</b>	<b>Key Result areas</b>	<b>Competency standards</b>
8	Manager (Opn.)	Divisional Head of CHLD. He shall ensure greater regularity of employment for CHLD Workers and ensure every Regd. Employer (Stevedore) accept their obligations. Looks after maintenance of Industrial Relation with workers including attending to the labour problems and their welfare. Shall perform such other function as may be assigned by the Traffic Manager from time to time.	Shipping (Operation) Railway. Containers. Gate Operation. Cargo Handling. Road Transportation.	Coordinal relation with Stevedores and the Labour  Industrial Relations with Labour /Workers
9	Dy. Manager (Adm.)	Responsible for proper and efficient inspection of docks/vessels for the smooth working performance by dock workers. Shall closely monitor the arrival/departure of vessels for the supply of labour to stevedores and shall prevail on them for speedy handling of vessels by deploying maximum number of hooks. Regulating the leave of workers so that maximum No. of workers are available for ships operations. Shall carry out such other instructions issued to him by Manager form time to time.	Shipping (Operation) Railway. Containers. Gate Operation. Cargo Handling. Road Transportation.	Knowledge of supply of Labour to Stevedores & Knowledge of Establishment matters
10	PA	Shall attend to Manager in day to day correspondence, assist and take dictations and typing work. Maintenance of ACRs of officers and employees of CHLD and follow up for submission of the same by due date. Submission of Vigilance Report. To comply with the instructions of superiors.	Shall carry out the Secretarial duties to the Manager/CHLD	Secretarial skill

<b>P&amp;MS Division under Traffic Department</b>
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Sr. No.	Name of the Post	Duties and Responsibilities	Key Result areas	Competency standards
11	<b>ASSISTANT DIRECTOR(R)</b>	<p>Overall in charge of PMS Division: Responsible for supervision &amp; Co-ordination of following works:</p> <p>Collection, compilation and maintenance of comprehensive data on traffic, vessels and shipping, submission and dissemination of information to IPA, MOS, Other Ministry's and other agencies, Preparation of Annual Administration Report of the Port, Annual Report of MOS, preparation RFD, Information to Board – Board Note, dissemination of information to Niti Aayog, RTI information, dissemination of information for Lok Sabha, Rajya Sabha and to Parliamentary committees, Container statistics, preparation of budget estimates and revised budget estimate of traffic, to supervision and maintenance of records in the Central Record Room of Mormugao Port, Monitoring of Central welfare Library, Supervision and monitoring of data uploading of IPA UNNATI web Portal, Ministry's monthly data entry web portal, Daily dash board of IPA, Supervision in uploading of Web site data relating to Traffic department, dissemination of information for publicity and advertisement of the Port, Turn-round time of ships sailed from the port, performance of ships at the port in terms of various efficiency parameters. Assisting in Port exhibitions, Mailing the daily news paper cuttings to Ministry., Besides attending to the data requirements by Traffic Manager, Chairman, consultants etc.</p>	<p>Sending the Data in time. Ensure timely submission of MIS</p>	<p>Knowledge of statistics and research</p>
	<b>JUNIOR STATISTICAL OFFICER</b>	<p>Co-ordination the following works:</p> <p>Compilation, analysis and maintenance of comprehensive data on cargo and, data on performance of ships at the port in terms of various efficiency parameters, vessel traffic etc. dissemination/ submission of management information to IPA, MOS,</p>	<p>Sending the Data in time. Ensure timely submission of MIS</p>	<p>Knowledge of statistics and research</p>

		Govt. and other agencies. Compilation of data for Annual administration Report of the Port and Annual Report of MOS. provide information for and reply parliamentary questions, Ships time analysis data for Board meeting, data to NITI Aayog, RTI, Updating daily vessel log and Web portal data to MOS, IPA Unnati dashboard and RFD data.		
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**Medical Department**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Duties and Responsibilities</b>	<b>Key Result areas</b>	<b>Competency standards</b>
<b>1</b>	<b>Chief Medical Officer</b>	Overall Incharge of Medical Department.	<ul style="list-style-type: none"> <li>• Overall in charge of management of the Medical Department.</li> <li>• To provide preventive, promotive, curative health care services for Port employees and their beneficiaries.</li> <li>• Pre-employment medical examination, periodic medical examination, and occupational health service. Staff, establishment, and disciplinary matters.</li> <li>• To provide sanitation services covering Port trust areas.</li> <li>• Appointment of Class III &amp; IV employees in medical department and dealing in respect of establishment matters.</li> </ul>	<ul style="list-style-type: none"> <li>- Technical, Medical and administrative knowledge and skill</li> <li>'- Information access and interpretation</li> <li>'-Knowledge of sourcing and application</li> <li>'-Judicial and judgemental competences</li> <li>'-Competencies of policy and strategic action</li> <li>'-Team Management and stakeholders management</li> </ul>
<b>2</b>	<b>Sr. Dy. CMO &amp; Radiologist</b>	Coordinates with CMO in his responsibilities. Will carry out the duties of CMO in his absence. Incharge of Radiology Section.	Deputy in charge of the Medical Department and assist C.M.O. in administrative matters. In absence of C.M.O. – in charge of the Management of Medical Department. Provide preventive, promote curative	Medical and Administrative knowledge.

			<p>health care services for the Port employees and their beneficiaries. Organisation of the work of the Medical Department</p> <p>Conduct surprise inspections in the hospital (day/night)</p> <p>Co-Ordinator of Alcohol detection Committee and conduct surprise checks at work spots of the Port.</p> <p>Overall in-charge of Radiology section / speciality in MPT Hospital and will be responsible for smooth functioning of the section. He will look after all clinical needs / requirements of outpatient and inpatients of the Radiology section. Any other duties as may be assigned by CMO from time to time</p>	
3	<b>Dy. CMO (Anaesthetist)</b>	<p>The Anaesthetist will be overall in-charge of Anaesthetist section/Operation Theatre in MPT Hospital. She will look after all clinical needs / requirements of outpatient and inpatients of the Anaesthetic section. Looks after private Indoor &amp; OPD drug bills</p>	<ul style="list-style-type: none"> <li>• The Specialist Doctor will be in-charge and will be responsible for smooth functioning allied to his/her speciality section. He/She will look after all clinical needs / requirements of outpatient and inpatients of the concerned specialisty section and will be responsible for the maintenance of the respective wards and outpatients.</li> <li>• Shall co-ordinate the services/activities of part time and Visiting Specialists / Super Specialists allied to his specialty</li> <li>• Shall attend the hospital at fixed hospital working hours for the purpose</li> </ul>	Medical and Administrative knowledge.

			<p>of the above mentioned duties and also attend emergency cases as and when need arises.</p> <ul style="list-style-type: none"> <li>• Follow Acts, Rules, Regulations and bye-laws issued therein and all orders issued by the Govt., Board, Chairman, CMO that may be enforced from time to time so far as they relate to them and their work. He will also follow the rules of Medical Ethics.</li> <li>• Shall be responsible for the procurement/operation and maintenance of all the equipment that belong to the concerned speciality.</li> <li>• Any other duties as may be assigned by CMO from time to time</li> </ul>	
4	<b>Dy. CMO (ENT)</b>	<p>As a ENT Specialist, Incharge of ENT OPD &amp; Ward, Surgical Ward, Gynaec &amp; Paediatric Ward. All ENT emergencies and partaining to Ward calls ENT Surgeries. Member of hospital Drug Committee. Looks after private Indoor &amp; OPD drug bills as and when needed. Looks after empanelled hospital bills towards referred patients and emergency private medical bills, as and when needed.</p>	<ul style="list-style-type: none"> <li>• The Specialist Doctor will be in-charge and will be responsible for smooth functioning allied to his/her specialty section. He/She will look after all clinical needs / requirements of outpatient and inpatients of the concerned speciality section and will be responsible for the maintenance of the respective wards and outpatients.</li> <li>• Shall co-ordinate the services/activities of part time and Visiting Specialists / Super Specialists allied to his specialty</li> <li>• Shall attend the hospital at fixed hospital working hours for the purpose of the above mentioned duties and also attend emergency cases as and when need arises.</li> </ul>	<p>Medical and Administrative knowledge.</p>

			<ul style="list-style-type: none"> <li>• Follow Acts, Rules, Regulations and bye-laws issued therein and all orders issued by the Govt., Board, Chairman, CMO that may be enforced from time to time so far as they relate to them and their work. He will also follow the rules of Medical Ethics.</li> <li>• Shall be responsible for the procurement/operation and maintenance of all the equipment that belong to the concerned speciality.</li> </ul> <p>Any other duties as may be assigned by CMO from time to time.</p>	
5	<b>Dy. CMO (General Duty)</b>	<p>Incharge of Medical Ward. In-charge of and shall be responsible for smooth conduct of the Occupational /Employee Health Check-up scheme.</p> <p>Looks after empanelled hospital bills towards referred patients and emergency private medical bills.</p>	<ul style="list-style-type: none"> <li>• Shall attend to general OPD cases and shall also be available on call at all times to attend emergency cases as and when need arises adhere to MPE (MA) Reg.</li> <li>• Shall be In-charge of and shall be responsible for smooth conduct of the Occupational/Employee Health Check-up scheme. He/She will be In-charge of HIV cell.</li> <li>• Follow of Acts, Rules, Regulation and bye-laws issued therein and all orders issued by the Govt., Board, Chairman, CMO that may be endorsed from time to time and so far as they relate to them and their work. He/She will also follow the rules and Medical Ethics</li> <li>• Shall be a core group member of the ISO-9001 2008, ISO-14001 and ISO-18000.</li> <li>• Shall render whatever help or assistance that may be required to CMO</li> </ul>	Medical and Administrative knowledge.

			<p>and other Specialist doctors as well as the general duty AMOs, so as to ensure that the entire medical staff work as a team and the working of the hospital is rendered smoothly.</p> <ul style="list-style-type: none"> <li>● Shall be responsible/assist in the procurement/operation and maintenance of all the equipment that belong to the concerned specialty of the hospital.</li> <li>● Shall assist CMO in administrative matters and also assist CMO sending the information with regards to letters to Ministry/DHS and other organization.</li> <li>● Any other duties as may be assigned by CMO from time to time.</li> </ul>	
6	<b>Sr. Medical Officer (Specialist)</b>	Consultation of OPD and IPD patients of its speciality.	<ul style="list-style-type: none"> <li>● The Specialist will look after all clinical needs/requirements of outpatient and inpatients in the concerned specialty cases. He will coordinate the services/activities of part time and Visiting Specialists / Super Specialists allied to his speciality.</li> <li>● Shall attend the hospital at fixed hospital working hours for the purpose of the above mentioned duties and also attend emergency cases as and when need arises</li> <li>● Follow Acts, Rules, Regulations and bye-laws issued therein and all orders issued by the Govt., Board, Chairman, CMO that may be enforced from time to time so far as they relate to them and their work. He will also follow the</li> </ul>	



			<p>rules of Medical Ethics.</p> <ul style="list-style-type: none"> <li>• Shall be responsible for the procurement/operation and maintenance of all the equipment that belong to the concerned speciality.</li> <li>• Any other duties as may be assigned by CMO from time to time</li> </ul>	
8	<b>Sr. Medical Officer (General Duty)</b>	Consultation of OPD patients.	<ul style="list-style-type: none"> <li>• Attend the hospital at fixed times for the purpose of treatment of staff, their families or others entitled to the medical services of the Port Hospital and for the issue of medical certificates. He will, so far as reasonably possible arrange his/her programme of visits to patients at their residences in such a fashion as not to interfere with his/her work at the hospital.</li> <li>• To attend shift duty and on call duty from time to time</li> <li>• Shall prepare and circulate duty roster for deployment of duty doctor for shift duty.</li> <li>• Will reside within the Municipal limits of Mormugao</li> <li>• Shall attend the hospital at fixed hospital working hours for the purpose of the above mentioned duties and also attend emergency cases as and when need arises.</li> <li>• Follow Acts, Rules, Regulations and bye-laws issued therein and all orders issued by the Govt., Board, Chairman, CMO that may be enforced from time</li> </ul>	

			<p>to time so far as they relate to them and their work. He will also follow the rules of Medical Ethics.</p> <ul style="list-style-type: none"> <li>• Shall be responsible for the procurement/operation and maintenance of all the equipment that belong to the concerned speciality.</li> <li>• Any other duties as may be assigned by CMO from time to time.</li> </ul>	
9	<b>Medical Officer</b>	Consultation of OPD patients.	<ul style="list-style-type: none"> <li>• Attend the hospital at fixed times for the purpose of treatment of staff, their families or others entitled to the medical services of the Port Hospital and for the issue of medical certificates.</li> <li>• Will also conduct general OPD / follow up OPD clinics.</li> <li>• To attend shift duty and on call duty from time to time.</li> <li>• Will reside within the Municipal limits of Mormugao and be available for emergency calls at all times.</li> <li>• Render whatever help or assistance may be required to the Senior Doctors so as to ensure that the entire medical staff work as a team.</li> <li>• Shall attend the hospital at fixed hospital working hours for the purpose of the above mentioned duties and also attend emergency cases as and when need arises.</li> <li>• Follow Acts, Rules, Regulations and bye-laws issued therein and all orders issued by the Govt., Board, Chairman, CMO that may be enforced from time to time so far as they relate to them and their work. Shall also</li> </ul>	

			<p>follow the rules of Medical Ethics.</p> <ul style="list-style-type: none"> <li>• Shall be responsible for the procurement/operation and maintenance of all the equipment that belong to the concerned speciality.</li> <li>• Any other duties as may be assigned by CMO from time to time</li> </ul>	
<b>10</b>	<b>Nursing Superintendent</b>	Overall Incharge of Nursing Section of the hospital.	<ul style="list-style-type: none"> <li>• Nursing Superintendent is the overall administration In-charge of Nursing, House Keeping, Dietary, Operational, Hospital Sanitation and Other Staff / Patient Services related areas of Medical Department.</li> <li>• The Nursing Superintendent shall be responsible for planning and organizing all the above services in the Medical Department maintaining and control over the staff working under her.</li> <li>• Conduct daily rounds of the wards and the Out-Patient Department and conducting inspection of the hospital premises and arranging for rectification of any defects detected.</li> <li>• Shall be assisted by Matron and Asst. Matron.</li> <li>• Submit suitable proposals for the materials, equipment required for nursing care in the Hospital, by the nursing staff, giving specifications, approximate cost, source, and process requests/ proposals received from different sections under control for procurement of the same.</li> <li>• Handle grievances and problems of patients, and staff under her control</li> </ul>	Technical and Administrative knowledge.

			<p>and shall initiate corrective and preventive measures to rectify. She shall promote and enhance the skills development by providing in-house education programmes and training, counseling by creating healthy and familiar atmosphere amongst the staff to provide utmost satisfaction to the patients.</p> <ul style="list-style-type: none"> <li>• She shall control and maintain all the equipment, inventory, furniture, materials, fixtures pertaining to the Nursing Section only and also all the records pertaining to the same and all the records of nursing activities. She shall also ensure the efficient functioning and services rendered by various section under her controls such as Casualty, OPD, Indoor, OT, FAP, Oxygen Bank, Laundry, Linen, Diet (Kitchen), etc. She shall strictly check and supervise all the activities of these sections and ensure perfect and efficient maintenance of records, equipment, inventory services, etc. of the Nursing Section only.</li> <li>• Shall look after the overall disposal of Biomedical Waste in the Hospital.</li> <li>• Any other duties as may be assigned by CMO from time to time</li> </ul>	
11	<b>Laboratory-In-Charge</b>	Overall Incharge of Pathology Section the hospital.	<ul style="list-style-type: none"> <li>• Shall be the over all in-charge of the Pathology Section.</li> <li>• Shall control staff deployed under him/her.</li> <li>• Shall carry out all the administrative works of the Section, maintenance of</li> </ul>	

			<p>records, control of stores, equipment, chemicals, reagents and tools of the Section.</p> <ul style="list-style-type: none"> <li>• Shall reply audit queries.</li> <li>• Shall supervise technical function carried out by the staff</li> <li>• Shall carry out Laboratory investigations with available equipments and verify reports.</li> <li>• Shall maintain inventory of the section.</li> <li>• Shall attend collection of Blood and supervise the same.</li> <li>• Shall ensure smooth functioning of the section and liase with stores attached to the Medical Dept., pertaining to materials of store.</li> <li>• Shall prepare duty roster and ensure uninterrupted shifts and posting.</li> <li>• Shall attend to emergency call if needed.</li> <li>• Carry out periodic inspection of the laboratory equipments and ensure smooth functioning of sources.</li> <li>• Shall, Co-ordinate / liase with concerned officers in Engg. Mech. Dept. and Engg. Civil Dept., for uninterrupted supply of electricity, air-conditioners, record section and Nodal Officer for the purpose, carry out periodically inspections in this regard and ensure smooth functioning of the sources.</li> <li>• Any other duties as may be assigned by CMO from time to time</li> </ul>	
<b>12</b>	<b>Chief Pharmacist</b>	Overall Incharge of Pharmacy Section of the Hospital.	<ul style="list-style-type: none"> <li>• Procure medicines from the Medical Stores.</li> </ul>	

			<ul style="list-style-type: none"> <li>• In the dispensary section supervise and direct the Pharmacists and other staff in dispensing correct medicines</li> <li>• Maintain discipline among his subordinate staff.</li> <li>• Be responsible for proper maintenance of equipment and stores of the section.</li> <li>• Shall be responsible for the smooth functioning of the Dispensary. Be responsible for maintenance of all Records and Ledgers of the Section upto date.</li> <li>• Shall be responsible to identify expired medicines, segregation, quarantining and disposing them off suitably</li> <li>• Shall go to the medical stores to check the medicines issued, expiry date, etc. when reservations are made by pharmacy.</li> <li>• Any other duties as may be assigned by CMO from time to time</li> </ul>	
<b>13</b>	<b>Personal Assistant</b>	Secretarial Assistant to Chief Medical Officer	<ul style="list-style-type: none"> <li>• Shall carry out the Secretarial duties to the CMO.</li> <li>• Shall take dictation and typing.</li> <li>• Shall maintain the correspondence and records of the CMO.</li> <li>• Any other duties as may be assigned by CMO from time to time</li> </ul>	<b>Secretarial Skill</b>
<b>14</b>	<b>Asst. Secretary Gr. II</b>	Overall Supervision of work of Establishment related matters.	<ul style="list-style-type: none"> <li>• Verification/checking/disposal of work prepared by respective staff, such as Paybill data, retirement documents,</li> </ul>	

			<p>increment, promotion, seniority list, all types of leave, TA/LTC/HTC claims, B.C.S., preparation of Revised Estimate/Budget Estimate, Vehicle bills, Canteen bills.</p> <ul style="list-style-type: none"> <li>• Disposal of Public grievance, R.T.I. applications.</li> <li>• Disciplinary Proceedings.</li> <li>• Implementation of the Hindi Language.</li> <li>• Verification and disposal of claims of empaneled Hospital.C97</li> <li>• Verification of Claims of Port employees, pensioners in respect of emergency treatment and submit proposals</li> <li>• Verification of Claims for purchasing medicines from outside pharmacy, claims of pathological investigations.</li> <li>• Verification of Claims in respect of purchase of medical appliances, surgical claims</li> <li>• Verification of DMR to raise bills for rendering medical services to private patients, CISF (Goa Shipyard)</li> <li>• Arrangement for conducting Medical Board and submitting relevant proposals.</li> <li>• Verification of requisition for AMC for maintenance of Hospital equipment and submitting proposals. Proposals for</li> </ul>	
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			<p>purchase of spare parts (hospital equipment) and releasing PR, etc.</p> <ul style="list-style-type: none"> <li>Any other duties as may be assigned by CMO from time to time.</li> </ul>	
	<b>Establishment Officer (Stores)</b>	<p>Responsible of Medical Store Responsible for Receipts &amp; Issue of Medicines Responsible for timely settlement of procurement Bills, Recovery, Expiry of medicines. Responsible for tender opening. Any other work assigned related with Medical Stores.</p>	<ul style="list-style-type: none"> <li>Efficient planning of stores and distribution of medicines and other medical</li> <li>Ensure all regulations and procedures are complied with and in time items.</li> </ul>	Technical knowledge & skill of stores and medicines

## Marine Department

Sr. No.	Name of the Post	Duties and Responsibilities	Key Result areas	Competency standards
1	Dy Conservator	<ul style="list-style-type: none"> <li>Implementing QMS to achieve quality objectives and targets. Ensure monitoring and measurement of key characteristics of operations and activities that may have a significant impact on the environment.</li> <li>Deals with non-conformances and takes appropriate corrective and preventive actions related to the QMS. Identifies resource requirements to meet the departmental needs for the QMS.</li> <li>Maintenance of all the moorings and running maintenance of tugs. Maintenance and control of</li> </ul>	<ul style="list-style-type: none"> <li>All relevant Marine Response procedures are adhered to</li> <li>Ensure operations are in accordance with required procedures</li> <li>Ensure all regulations and procedures including Port safety are complied with</li> <li>Nil accident as a result of non-compliance of procedures</li> <li>Required number of audits completed</li> </ul>	<ul style="list-style-type: none"> <li>Technical Skill</li> <li>Information access and interpretation</li> <li>Knowledge sourcing and application.</li> <li>Judicial and judgment competencies</li> <li>Competencies of policy and strategic action</li> <li>Team management and development.</li> </ul>



		<p>navigational aids, Port Signal Station and control of communications.</p> <ul style="list-style-type: none"> <li>• Control and running of the port flotilla, diving operations, marine survey, and operation of the Port fire service. <ul style="list-style-type: none"> <li>• Identifies training needs of all the employees of Marine Dept. and ensure they are suitably trained.</li> </ul> </li> <li>• Conservation of all the fairways of the port. Giving draft permission to vessels after taking into consideration the safety aspects of the vessel and port property.</li> <li>• Port Pilot services, programming of movement of ships in and out of the harbour and alongside berths.</li> <li>• Monitoring and reviewing the ISPS Code in the Port.</li> </ul>	<ul style="list-style-type: none"> <li>* Work permit requirements for vessel crew are complied with</li> <li>* Marine investigations/hydrographic surveys are done as per procedures</li> <li>* Reports are generated and submitted within stipulated times</li> <li>* Ensure that all Port crafts (own by the Port or hired) achieves target of utilisation</li> <li>* Monitors sub-ordinates staff awareness and compliance with policy and procedures in line with quality and environmental standards set by the Port</li> <li>* Ensures personal matters are resolved and effective relationship are build between management and staff.</li> <li>* Ensure no delays of vessel due to non availability of Pilots or Navigational aids including VTMS</li> <li>* Preparation and full utilisation of Budgets for the Dept.</li> <li>* Communicate effectively with other Depts .and Port users.</li> <li>* Preliminary enquires in to Marine accidents.</li> </ul>	
2	Harbour Master	<ul style="list-style-type: none"> <li>• Port pilotage services including programming of movements of ships in and out of the harbour and alongside berths.</li> <li>• Monitoring supply of fresh water to ships through contractor.</li> <li>• Control of all port crafts, navigational aids, including channel and mooring buoys.</li> <li>• Control of Port Signal Station and control of communication. Operations of storm and safety signal services.</li> <li>• Monitoring and combatting oil pollution.</li> <li>• Assisting Deputy Conservator in Control of Port</li> </ul>	<ul style="list-style-type: none"> <li>* Identify and trouble shoot issues related to ship movement, ship berthing and other works.</li> <li>* Plan and recommend issues in relation to utilization of port crafts, personnel manning the crafts, including improvements on systems and procedures.</li> <li>* Ensure all relevant laws are observed by ships identify and troubleshoot issues related to ship movement, ship berthing and other</li> </ul>	<ul style="list-style-type: none"> <li>* Technical Skill</li> <li>* Knowledge sourcing and application.</li> <li>* Judicial and judgment competencies</li> <li>* Competencies of policy and strategic action</li> <li>* Team management and development.</li> </ul>

		<p>Fire Services &amp; Marine Survey operation including maintenance dredging of navigable channel and alongside berths and also ISPS Code.</p> <ul style="list-style-type: none"> <li>• To issue hot work permit on receipt of inspection report from Fire Officer/Station Officer and monitoring the progress of the hot work as per the provisions of the Explosives (Control) Act, through Fire Officer/Station Officer.</li> <li>• Establishment matters and any other duties assigned by the Deputy Conservator.</li> </ul>	<p>works.</p> <ul style="list-style-type: none"> <li>* Plan and recommend issues in relation to utilization of port craft, personnel manning the craft, including improvements on systems and procedures</li> <li>* Ensure compliance of all relevant laws by ships and other port users within the port limit.</li> <li>* Ensure effective functioning of all navigational aids including VTMS</li> <li>* Contribute to safe system of work planning of works and allocation of tasks to assist with appropriate decision making</li> <li>* Complete appropriate documentations as required</li> <li>* Prepare realistic budget for Harbour Master Division and its follow up.</li> <li>* Allocation of Pilots in effective (meeting requirements/targets) and efficient (meeting targets utilizing less resources) fashion</li> <li>* Maintain open lines of communication between officers/employees and customers</li> </ul>	
<b>3</b>	Pilots	<ul style="list-style-type: none"> <li>• Piloting the vessels in and out of the harbour and alongside berths during day &amp; night under the direction of DC and HM.</li> <li>• Assisting Harbour Master in any safety and pollution related matters or any other duties assigned by the Deputy Conservator/Harbour Master.</li> </ul>	<ul style="list-style-type: none"> <li>* Communicate effectively</li> <li>* Ensure all necessary safety precautions are taken while operating various types of vessels.</li> <li>* Continuous updating of knowledge of the channels layout for safe navigation within Port limits.</li> <li>* Reports any suspected cases, accidents, malfunctioning/damages to navigational aids.</li> <li>* Assess in carry out drills related to safety / pollution.</li> </ul>	<ul style="list-style-type: none"> <li>* Technical Skill</li> <li>* Competencies of policy and strategic action</li> <li>* Team management and development.</li> </ul>

4	Superintending Engineer (Marine)	<ul style="list-style-type: none"> <li>• Maintenance of Port crafts including revalidation of statutory certificates, maintenance of “Class” dry-docking, running repairs. Assisting CME in organising major repairs of crafts, dry docking and procurement of new crafts. Monitoring tugs engaged on contract basis. Monitoring allocation of duties to the subordinates from time to time.</li> <li>• Indenting fuel and spares for crafts.Preparation of fair defect list for crafts and any other connected duties assigned by the Deputy Conservator.</li> </ul>	<ul style="list-style-type: none"> <li>* Assess performance of all floating crafts and suggest improvement</li> <li>* Identify spares parts requirements</li> <li>* Provide inputs on planning with Harbour Master, DC on a day to day basis for dredging and flotila crafts.</li> <li>* Contribute to compliance of all relevant laws / rules / agreement including saftety rules for operation.</li> </ul>	<ul style="list-style-type: none"> <li>* Technical Skill</li> <li>* Judicial and judgement competencies</li> <li>* Competencies of policy and strategic action</li> <li>* Team management and development.</li> </ul>
5	Chief Engineer (Marine)	<ul style="list-style-type: none"> <li>• Assisting Superintending Engineer (Marine) in day to day operation maintenance of Port crafts. To follow up work orders issued to Workshop.Guidance to Engineers/ Masters in maintenance of machineries, equipments of crafts and assisting for surveys/ preparation of fair defect list and any other duties assigned by HOD.</li> <li>• To operate and maintain all machineries, equipment with overall guidance of SE(M)/CE(M) (Office).</li> <li>• Raising work orders for Workshop as necessary. Maintenance of records of operations/maintenance as necessary.Also on spot supervision of repair works. Preparing tugs for surveys. Monitoring allocation of duties to the subordinates from time to time. Any other work assigned by SE(M)/DC.</li> </ul>	<ul style="list-style-type: none"> <li>* Assess performance of all floating crafts and suggest improvement</li> <li>* Identify spares parts requirements</li> <li>* Provide inputs on planning with Harbour Master, DC on a day to day basis for dredging and flotila crafts.</li> <li>* Contribute to compliance of all relevant laws / rules / agreement including saftety rules for operation.</li> </ul>	<ul style="list-style-type: none"> <li>* Technical Skill</li> <li>* Judicial and judgement competencies</li> <li>* Competencies of policy and strategic action</li> <li>* Team management and development.</li> </ul>
6	Marine Surveyor	<ul style="list-style-type: none"> <li>• Marine survey work of the Port area and foreshore area within the Port limits including monitoring of dredging outsourced to contractors and preparation of sounding charts.Verification of contractors’ bills of maintenance dredging as per the soundings and conditions of the contract. Monitoring channel and berth depth and to calculate quantities to be dredged to attain notified depths at various parts of the Harbour and Navigational channels. Preparing Tender documents for maintenance dredging. Maintaining all the survey equipments. To control and monitor day to day allocation of the work to the</li> </ul>	<p>Allocate day to days Hydrographic Survey work to the subordinates. Ensures processing of data &amp; production of chart.Verifies the depth of channel achieved after Maintenance Dredging.</p>	<ul style="list-style-type: none"> <li>* Technical Skill .</li> <li>*Team Management and Development.</li> <li>* Competencies of policy and strategic action</li> <li>* Team management and development.</li> </ul>

		subordinates. Anyother duties assigned by the Deputy Conservator.		
<b>7</b>	Communication Officer	<ul style="list-style-type: none"> <li>• In-charge of Signal Station Communication Section of Marine Department. Procurement and maintenance of Radio, Echo sounding equipment, DGPS equipment, walkie-talkies, VHFS and other communication equipments. Monitoring the operations and maintenance of VTMS. Pursuing and obtaining relevant licences for wireless equipments from the Ministry, frequency allocation permission, payment of licence fees, royalty etc. Monitoring allocation of duties to the subordinates from time to time. Any other duties assigned by the Deputy Conservator</li> </ul>	Overall Supervision of Signal Station and Statutory compliance fulfillment.	Skills on Communication System

<b>8</b>	Asst. Dredging Master	<ul style="list-style-type: none"> <li>• Overall in charge of craft. Responsible for navigational handling of the craft, upkeep of hull, deck, deck machineries, safety equipment and housekeeping of their crafts. Raising work orders for repair maintenance of hull, deck and equipment under their control and maintaining records of same. Preparing the vessels for survey. Recording of attendance of the posted staff and forwarding the same to the CO(PR). Any other work assigned by HM and DC</li> </ul>	<ul style="list-style-type: none"> <li>* Record keeping of Dredging activities on a day to day basis.</li> <li>* Routine maintenance and operation of Dredger in consultation with CE(M)/HM.</li> <li>* Suggest improvement</li> <li>* Maintenance inventory of stores/ spare parts / navigational charts</li> <li>* Efficient records keeping.</li> <li>* Contribute to compliance of all relevant rules and regulations and laws.</li> </ul>	<ul style="list-style-type: none"> <li>* Technical Skill</li> <li>* Judicial and judgement competencies</li> <li>* Competencies of policy and strategic action</li> <li>* Team management and development.</li> </ul>
<b>9</b>	Superintending Officer (Marine)	Maintenance, inclusive of stores & repairs of the channel lighted Buoys & berth buoys in coordination with the Engg. Mech Dept. Hull & deck maintenances of tugs, Launches & other small craft, inclusive of indenting & supply of connected stores of tugs, launches.	<ul style="list-style-type: none"> <li>* Assess performance of all floating crafts and suggest improvement</li> <li>* Identify spares parts requirements</li> <li>* Provide inputs on planning with Harbour Master, DC on a day to day basis for dredging and flotila crafts.</li> <li>* Contribute to compliance of all relevant laws / rules / agreement including safety rules for operation.</li> </ul>	<ul style="list-style-type: none"> <li>* Technical Skill</li> <li>* Judicial and judgement competencies</li> <li>* Competencies of policy and strategic action</li> <li>* Team management and development.</li> </ul>
<b>10</b>	PA to DC	<ul style="list-style-type: none"> <li>• To assist DC in day to day work.</li> <li>• To monitor weekly, fortnightly, monthly, quarterly and annual review to be submitted to various Departments/Authorities.</li> <li>• To maintain dossiers of CRs pertaining to Marine Dept. and any other work assigned byDC.</li> </ul>	Shall carry out the Secretarial duties to the DC.	Secretarial Skill
<b>11</b>	Dy Marine Surveyor	responsible to Marine Surveyor for Hydragraphic survey work and calculations of Hydragraphic Survey data. Attend the project work as well as foreshore survey work. Supervision over Draftsman during the preparation of sounding charts and foreshore land survey charts. keeping inventory of survey equipment up to date. Responsible for completing outdoor work as per daily working programme prepared by Marine Surveyor.	Overall in charge of survey launch. Carryout hydrographic survey as assigned. Guiding of survey launch during survey operations	<ul style="list-style-type: none"> <li>* Technical Skill.</li> <li>*Team management and development</li> </ul>
<b>12</b>	Asst. Engineer	Engineer incharge of Engine room and deck	* Assess performance of all Tugs and	* Technical Skill

	(Marine)	<p>machineries of vessels on which there are posted. Responsible for operation &amp; maintenance of machineries, Responsible for raising requisitions for P.O.L. products, stores, spares receiving them, maintaining records and submitting the records as required. up keeping of LSA &amp; FFA equipments under his charge, responsible for preparation of dry-docking defects list, supervision of dry docking repair works pertaining to his equipments.</p>	<p>suggest improvement  * Indentify spares parts requirements for better maintenance of Port Tugs  * Indentify risks and appropriate mitigation.  * To provide inputs on the planning for better maintenance of Port Tugs, pre activities for dry docks of Port crafts and day to day progress while vessel is in dry dock.  * Coordinate with daily Shipping</p>	<p>* Team management and development.</p>
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