	Name of the position	No. of Vacancies
1	Media Assistant	1
2	Media Coordinator	1

For more information and details, please log in - www.nhsrcindia.org

S/d- Principal Administrative Officer, NHSRC

DIRECTORATE GENERAL OF MARITIME ADMINISTRATION

VACANCY

Applications are invited for 02 (two) contractual position for the post of Consultant at Office of the National Shipping Board, Chanderlok Building, 1st Floor Shipping Corporation of India 36, Janpath, New Delhi - 110001. The eligibility, educational Qualification, Work Experience and format for submission of application etc may be seen in the detailed advertisement placed at the DGMA website: https://dgma.gov.in/. The last date for receipt of application is 21 days from publication of this advertisement.

Sr. No.	Despcription	No. of Vacancy	Renumeration	Eligibility Criteria
1.	Consultant	02	Last Pay Drawn Minus Pension	Retired Central/State Government official with minimum 15 years of experience in Government Service with at least 5 years experience at the level of SSA/UDC/ASO or higher

OFFICE OF THE CHIEF ENGINEER (BUILDING) PUBLIC WORKS DEPARTMENT, NIRAMAN BHAWAN, Plot No. 27-28 , Arera Hills, BHOPAL

PHONE No. 0755-2559571 E-mail:-apdpiubhopal@gmail.com

NIT No. 22/2026/Tender/G/CE(B)/ BHOPAL DATE: 10/08/2026

Online bids for the following works are invited from registered contractors and firms of repute fulfilling registration criteria :

					Probable	Earnest	Cost of	Period of

TERM OF REFERENCE (TOR) FOR ENGAGEMENT OF 2 (TWO) RETIRED GOVERNMENT OFFICIAL(S) AS CONSULTANTS FOR NATIONAL SHIPPING BOARD (NSB), NEW DELHI

Introduction

The National Shipping Board (NSB) is a statutory advisory body constituted under Section 12 of the Merchant Shipping Act, 1958, to advise the Central Government on all matters relating to shipping, maritime administration, maritime safety, seafarer welfare, port and shipping development, regulatory reforms, and long-term strategic planning for the maritime sector. The Board functions as a key consultative and policy-support institution under the administrative control of the Ministry of Ports, Shipping & Waterways (MoPSW), Government of India.

The NSB is responsible for supporting the Board in discharge of its statutory mandate, which includes preparation of policy advisory notes, examination of legislative and regulatory proposals, coordination with multiple Ministries/Departments, handling of Parliament-related matters, RTI applications, audit observations, stakeholder consultations, and preparation of reports and recommendations for the Government. The Secretariat also plays a critical role in facilitating meetings of the Board, maintaining official records, ensuring procedural compliance, and providing timely inputs to the Ministry and other authorities.

In recent years, the scope and complexity of work handled by the NSB has increased significantly due to the expansion of maritime sector initiatives and reforms. These include, inter alia, shipping and port sector modernisation, shipbuilding and repair ecosystem development, implementation of international maritime conventions, maritime safety and environmental compliance, green and decarbonised shipping initiatives, digitalisation of maritime administration, and enhanced focus on seafarer welfare and skill development. These developments have led to a substantial increase in policy formulation, inter-ministerial coordination, drafting requirements, and analytical workload for the Secretariat.

At the same time, the NSB operates with limited sanctioned manpower, while several of its core functions require experienced handling and a deep understanding of Government procedures, financial rules, legislative processes, and inter-departmental coordination mechanisms. These responsibilities call for senior-level administrative expertise, strong drafting and analytical capabilities, and institutional memory, which cannot be readily developed through short-term training of junior personnel.

In this context, and in reference to the present Terms of Reference (ToR), the engagement of retired senior Government officials as Individual Consultants is considered an effective and efficient mechanism to bridge critical capacity gaps. Such officers bring extensive experience in Government functioning, policy analysis, file processing, and decision-making support, along with familiarity with applicable rules, regulations, and established protocols. Their engagement enables the NSB Secretariat to augment its functional capacity without the creation of permanent posts, while ensuring continuity, quality, and timeliness in the discharge of its statutory and advisory responsibilities.

Accordingly, the National Shipping Board proposes to engage retired Government officials as Consultants to provide high-level policy, administrative, and advisory support to the Secretariat in accordance with the General Financial Rules (GFR) 2017 and the Manual for Procurement of Consultancy & Other Services (2025).

Objectives and Scope of the Assignment

The objective of the assignment is to provide high-level policy, administrative, and advisory support to the National Shipping Board Secretariat through engagement of retired Government officials with proven experience in Government functioning, policy formulation, and inter-ministerial coordination.

Key responsibilities:

The Consultant will provide comprehensive policy, administrative, and coordination support to the National Shipping Board (NSB), contributing to effective policy formulation, regulatory compliance, and stakeholder engagement in alignment with Government procedures and priorities. The key responsibilities include:

- Policy Formulation and Advisory Support
    - Assist in drafting, vetting, and finalization of policy papers, advisory notes, consultation documents, guidelines, and background briefs.
    - Provide expert inputs on maritime policy issues, regulatory reforms, and strategic initiatives.
    - Undertake policy analysis and comparative studies, as assigned.
- Administrative and Procedural Support
    - Assist in preparation and processing of official files, notes, draft approvals, and correspondence in accordance with CCS Rules, GFR, DoPT instructions, and Secretariat procedures.
    - Support compliance with statutory, financial, and procedural requirements.
    - Assist in preparation of replies to audit observations and administrative reports.
- Coordination and Stakeholder Interface
    - Facilitate coordination with the Ministry of Ports, Shipping & Waterways, DG Shipping, other Ministries/Departments, and external stakeholders.
    - Assist in organizing meetings, consultations, and workshops, including drafting agendas, minutes, and action-taken reports.
    - Monitor and track follow-up actions on decisions of NSB meetings.
- Legislative, Parliament, and RTI Support
    - Assist in preparation of replies to Parliament Questions, assurances, RTI applications, and VIP references.
    - Ensure accuracy, completeness, and adherence to prescribed timelines and protocols.
- Documentation, Reporting, and Knowledge Management
    - Assist in preparation of periodic reports, briefs, and working papers.
    - Support maintenance of records, policy archives, and documentation.
    - Assist in preparation of NSB's Annual Report and other statutory documents.

- Any Other Work
    - Perform any other task assigned by the Chairperson or Member Secretary, NSB, in the interest of the organization.

Deliverables

- Draft policy/advisory notes and background papers as assigned.
- Timely processing of files and administrative proposals.
- Support documents for meetings, consultations, and statutory submissions.
- Periodic status reports on assigned tasks.

Reporting and Review

The Consultant shall report to the Member Secretary, National Shipping Board, or any other officer designated by the Competent Authority.

Duration of Engagement

- **Initial Tenure**: One (01) year
- **Extension**: Extendable based on performance, requirement, and approval of the Competent Authority.

Eligibility Criteria

- Retired Central/State Government official.
- Minimum 15 years of experience in Government Service with at least 5 years of experience at the level of SSA/UDC/ASO or higher.
- Sound knowledge of Government rules, procedures, and drafting

Remuneration and Payment Terms

- Remuneration shall be paid as per applicable DoPT/Government guidelines for engagement of retired Government officials.
- Indicative remuneration: **Last Pay Drawn minus Pension**, subject to applicable deductions including TDS.
- Payment shall be made on a monthly basis upon certification of satisfactory performance.

Leave Entitlement

- Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

Facilities and Logistics

- Office space, basic furniture, and access to official records as required for the assignment.
- No HRA shall be admissible.
- An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TADA on official tour, if any, as per their entitlement at the time of retirement.

Confidentiality and Conduct

- The Consultant shall maintain strict confidentiality of all official information.
- The Consultant shall adhere to standards of integrity, propriety, and conduct applicable to retired Government officials.

Termination

- The engagement may be terminated by either side with one month's notice or payment in lieu thereof.
- The Competent Authority reserves the right to terminate the contract at any time in case of unsatisfactory performance or breach of conditions.

General Conditions

- This engagement does not confer any right for regular appointment or absorption.
- The Competent Authority reserves the right to modify or amend this ToR at any stage.
- Canvassing in any form will lead to disqualification

How to Apply

Candidates must submit their applications in the prescribed format within 14 days from the date of publication of window advertisement in Newspaper. The application should be sent via email along with necessary documents to the contact email mentioned in the advertisement. Hard copies will not be accepted. Scanned copy of the application form along with other relevant documents should be mailed to **n.mukesh@gov.in , official05.nsb@gov.in & official04.nsb@gov.in**

Selection Criteria

1. **Shortlisting:** Based on essential and desirable qualifications.
2. **Interview:** Shortlisted candidates from the test will be invited for an online interview, which will assess technical skills, communication, and domain understanding. The interview details will be sent to the shortlisted Candidate only.

Other Details

- This is an indicative ToR only. The Competent Authority reserves the right to change, update or modify this ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.
- The contract shall not confer any right or claim of extension/absorption in the department at any point of time whatsoever.
- The date of the interview will be informed via email to the shortlisted candidates. The department reserves the right to cancel/postpone the appointment if so required.
- No TA, DA or expenses of any kind will be paid for attending the interview.
- Canvassing in any form may lead to disqualification of candidature.
- For any clarification, Please contact Capt Nitin Mukesh (**n.mukesh@gov.in**).

APPLICATION FORM FOR THE POSITION OF ENGAGEMENT OF 2 (TWO) RETIRED GOVERNMENT OFFICIAL(S) AS CONSULTANTS FOR NATIONAL SHIPPING BOARD (NSB), NEW DELHI

Paste Recent Passport Photo

1. **Full Name of the candidate** (In Block Letters): **SANJAY MITTAL**
2. **Father's/Husband's Name: Late Shri D.S.MITTAL**
3. **Mother's Name: Late Mrs. PUSHPA MITTAL**
4. **Gender: MALE**
5. **Marital Status : MARRIED**
6. **Nationality: INDIAN**
7. **Permanent Postal Address** (attach a copy of evidence)**: A-3/324, SF, PASCHIM VIHAR. N. DELHI-63**
8. **Police Station: PASCHIM VIHAR**
9. **Current Address: A-3/324, SF, PASCHIM VIHAR. N. DELHI-63**
10. **Mobile No.: 9811939696**
11. **Mobile No.** *(WhatsApp messenger)*: **9811939696**
12. **Email ID: 20sanjaymittal@gmail.com**
13. **Passport No.** *(If available)*: .....
14. **Date of Birth**(attach a copy of evidence)(dd/mm/yyyy): **20/03/1966**
15. **Age** *(As on 1st January 2026)*: **59** Years **09** month(s)
16. **Current Designation: RETIRED FROM GOVT. SERVICE**
17. **Current Employer's Full Address with contact email and phone number:**
18. **Educational Qualification** (attach copies of certificates)**:**

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/University	Class/ Percentage of marks obtained
1.	Graduation	B.Com	1988	Guru Gobind Singh College of Commerce	Delhi University	52%
2.	Post graduation					
3.	Others (if any)					

19. **Training details relevant to the position applied**(attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

20. **Total Professional Experience:** 36 Years 8 month(s)

21. **Details of Professional Experience** *(Starting from latest **)(attach copies of experience certificates):*

Sl.	Designation	Organization	From (MM/YYYY)	To (MM/YYYY)	Last net salary drawn (per annum)	Summary of Services provided
1	ASO	MHA	22.05.1989	30.03.2026	Rs. 16,07,870/-	PPO attached

22. **Write a brief noted a scribing why would like to be associated with us:***(Maximum 250 words*

I am keen enough to join National Shipping Office as I am interested in shipping and maritime sector and want to work after retirement and believe this organization will give me an opportunity to develop my skills, gain valuable experience and contribute sincerely to the efficient functioning of the shipping industry.

23. **Languages proficiency:**(please tickV)

Sl.	Language	Read	Write	Speak
1.	HINDI	YES	YES	YES
2.	ENGLISH	YES	YES	YES
3.	PUNJABI	NO	NO	YES

24. Computer proficiency:

Sl.	*Program/Software/Applications*	*Excellent*	*Good*	*Average*
1.	MS WORD	YES	-	-
2.	POWER POINT	YES	-	-
3	EXCEL	YES	-	-

25. Names and Addresses of two persons from whom we may seek reference about you

Sl.	**Name of the person & designation(if any)**	**Address**	**Phone no**	**E-mail id**
1.				
2.				

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

26. Have you ever been discharged or forced to resign from any position?*(If yes furnish details)*

Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the National Shipping Board to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by National Shipping Board would render dismissal and termination of my candidature/service/contract apart from other penal action as per the law.

Date :
Place:

Signature of the Candidate

IMPORTANT Notes:

a. Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. ***The complete application (only in PDF format) along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.***

b. **While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application (only in PDF format).**

c. **Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.**