

Job Profile of Development Adviser (Ports)

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1. To give technical advice to the Ministry: -
 - (a) For the development of port facilities of Major Ports/port facility proposals through private sector and joint sector participation at Major Ports.
 - (b) Technical Appraisal of schemes from Dredging Corporation of India (DCI) and Andaman Lakshadweep Harbour (ALHW) before taking investment decision.
 - (c) On the technical matters of various studies carried out on "Privatisation", Sethusamudram Ship Canal Study etc.;
 - (d) On the development aspects of Minor Ports through Maritime State Development Council (MSDC).
 - (e) Matters referred to by the Ports of technical nature like Arbitration of Consultancy Contracts, representations received in the Minister's Office regarding award of contracts, replies to Public Accounts Committee (PAC) observations, replies to Audit Paras etc., to Ministry.
 - (f) On the matters regarding water sharing of India and Bangla Desh in the capacity of Chairman, Study Team on "Proto-type studies of discharge through River Hooghly".
2. Advising the Ministry and Kolkata Port in the capacity of Chairman, Technical Advisory Committee (TAC) on River Regulatory Measures on Kolkata Port (TAC consists of Experts including CWPRS, Pune).
3. Active participation in the following subjects: -
 - (a) External Aided Projects, Discussions with Funding Agencies and concerned Ports, follow-up action etc.;
 - (b) Various Committees set up by the Department of Ocean Development, Ministry of Environment and Forests in connection with issues of Coastal Zone managements, Environment, National Data Study Programme etc.,
 - (c) Short-listing of vendors for cargo handling port equipments, flotilla etc., in consultation with Indian Ports Association (IPA) in connection with modernisation of ports.
 - (d) Preparation of Working Group Report of Five Years Plans, Sub-group/main group discussions etc.
 - (e) Bureau of Indian Standards for Ports and Harbours as well as Civil Engineering Section.
4. Monitoring of important plan schemes at Major Ports, Andaman Harbour Works and make efforts to remove the bottlenecks so that project completion is expedited.
5. To explain the technical matters in Parliament Consultative Committee meetings, briefing the Minister/Prime Minister whenever required on the technical matters of Port Sector.
6. Approval and monitoring of Research Schemes of Port Sector, Inland Water Transport and Shipbuilding and Repair Sector.

7. The Permanent International Association of Navigational Congress (PLANC) is a World Wide non-profit making technical organisation. Government of India through Ministry of Shipping is one of the Member countries of this Congress and —
8. — Development Adviser (Ports) is an ex-officio Chief Delegate. From this organisation latest progress in the designs, construction, improvement, maintenance operation of inland and maritime waterways, ports and coastal areas will be known.
8. Taking inter-ministerial meetings to discuss about the related issues of Port Sect

NAME OF THE DIVISION: Development Wing

1. NAME OF THE PROJECT/PROGRAMME/MAJOR ACTIVITY.

Technical scrutiny of Fresh/Revised PIB/EFC /SFC, PPPAC proposals of Port Sector.

2. RESPONSIBLE OFFICERS. (1) Dir. (Engg.) (2) Dy. Dir (Engg.)

3. KEY STAKEHOLDER MINISTRIES/AGENCIES. Major Ports.

Deliverables	Major Activities	Minor Activities	Timelines
Technical scrutiny of Fresh/Revised PIB/EFC/SFC, PPPAC proposals of Port Sector as and when received	(i) Receipt of proposal from Ports Wing	(i) Examination of proposal	7 days
		(ii) Seeking additional information on Technical observation including re-structuring of the proposal, if required, by the administrative Wing.	30 days
	(ii) Technical appraisal of the proposal	Examination of reply for technical clearance	10 days

NAME OF THE DIVISION: Development Wing

1. NAME OF THE PROJECT/PROGRAMME/MAJOR ACTIVITY.

Monitoring of important port development schemes/capacity yielding schemes and ongoing scheme costing Rs. 5.00 crore and above of Port sector and ALHW and updating in NIC site of the Ministry on quarterly basis.

2. RESPONSIBLE OFFICERS. (1) Dir. (Engg.) (2) Dy. Dir (Engg.)

3. KEY STAKEHOLDER MINISTRIES/AGENCIES. Ports, ALHW.

Deliverables	Major Activities	Minor Activities	Timelines
Monitoring of Major important /Capacity Yielding schemes and Ongoing Plan Schemes costing Rs. 5.00 crore and above of Port sector and ALHW and updating in the website site of the Ministry on quarterly basis	(i) Receiving the status of sanctioned project on monthly basis from all Major Ports.	(i) Examination of the status of the schemes	10 days
		(ii) Writing of letter to the Ports for reply to the observations if any.	7 days
		(iii) Updating the status on quarterly basis in Ministry's Website.	30 days after end of quarter

NAME OF THE DIVISION: Development Wing

1. NAME OF THE PROJECT/PROGRAMME/MAJOR ACTIVITY.

Sanction of Research & Development Projects.

2. RESPONSIBLE OFFICERS. (1) Dir. (Engg.) (2) Dy. Dir (Engg.)

3. KEY STAKEHOLDER MINISTRIES/AGENCIES. Ports, Technical Institute of Repute.

Deliverables	Major Activities	Minor Activities	Timelines
Sanction of R & D projects	(i) Receiving the proposal from project proponent	(i) Internal examination of the proposal	7 days from receipt of the proposal
		(ii) Circulation to all Research Committee Member for comments	5 days from minor activities No. (i)
		(iii) Compilation of comments and send to project proponent for clarification	30 days from minor activities of No. (ii)
		(iv) Finalization of the proposal	15 days from minor activities of No. (iii)
		(v) Organising R & D Meeting	15 days from minor activities of No. (iv)
	(ii) Issue of sanction letter	(vi) Issue the minutes of the meeting	07 days from minor activities of No. (v)
		(vii) Release of fund	10 days from minor activities of No. (vi)
		(viii) Monitoring of the proposal	Till completion of the project as per Bar Chart
		(ix) Circulation of R & D Report to the stakeholders	10 days from receipt of the report

NAME OF THE DIVISION: Development Wing.

1. NAME OF THE PROJECT/PROGRAMME/MAJOR ACTIVITY.

Technical scrutiny of the proposal received from ALHW

2. RESPONSIBLE OFFICERS. (1) Dir. (Engg.) (2) Dy. Dir (Engg.)

3. KEY STAKEHOLDER MINISTRIES/AGENCIES. ALHW

Deliverables	Major Activities	Minor Activities	Timelines
Technical scrutiny of the proposal from ALHW	(i) Receipt of proposal form Minor Ports Section	Examination of the proposal	7 days
		Seeking additional information on technical observations and restructuring of the proposal on cost, adequacy of requirements etc., if required, by the administrative Wing	30 days
		Consultation with the field organisation, if required.	7 days
	(ii) Technical appraisal of the proposal	Finalisation of the proposal for Technical clearance	7 days

NAME OF THE DIVISION: Development Wing

1. NAME OF THE PROJECT/PROGRAMME/MAJOR ACTIVITY.

Technical inputs/observations as and when required by Administrative Wing.

2. RESPONSIBLE OFFICERS. (1) Dir. (Engg.) (2) Dy. Dir (Engg.)

3. KEY STAKEHOLDER MINISTRIES/AGENCIES: Different Wings of the Ministry of Shipping, Ministry of Agriculture, BIS etc.

Deliverables	Major Activities	Minor Activities	Timelines
Inputs/observations on various technical issues received from different wing of the Ministry and other organisations	(i) Brief on Parliament question on Port capacity, Modernisation, Development of New Ports, Dredging related matters of Kolkata Port Trust etc.	NA	5 days
	(ii) Technical comments on matters related to Bureau of Indian Standard	NA	5 days
	(iii) Annual Plan outlay on R & D Budget.	NA	5 days
	(iv) PIANC activities	NA	5 days
	(v) Technical scrutiny on development of State Ports	NA	5 days
	(vi) Technical scrutiny on development of fishing harobour	NA	5 days
	(vii) Technical scrutiny of proposal refered by Shipping Wing	NA	5 days

NAME OF THE DIVISION: Development Wing

1. NAME OF THE PROJECT/PROGRAMME/MAJOR ACTIVITY.

Committees associated with Development Advisor (Ports).

2. RESPONSIBLE OFFICERS. (1) DA (P) (2) Dir. (Engg.) (3) Dy. Dir (Engg.)

3. KEY STAKEHOLDER MINISTRIES/AGENCIES: Ports, Ministry of Water

Resources, CWPRS, Ministry of Home Affairs, Indian Navy, A & N Administrations etc.

Sl. No.	Deliverables	Major Activities	Minor Activities	Timelines
1	Representing the Ministry on: (i) Technical Advisery Committee on River Hooghly. (ii) Study team to examine the prototype data on discharge to River Hooghly. (iii) Technical Advisery Committee on Farakka Barage of Ministry of Water Resource (iv) Governing Council of CWPRS, Pune (v) Technical Advisery Committee of CWPRS, Pune. (vi) Coastal Protection Development Advisory Committee of Ministry of Water Resources,	Attending the meeting and taking up the issues pertaining to the Ministry/Ports	Follow up action with the stakeholders.	7 days
2	Technical Committee set up by the Ministry of Shipping under the Chairmanship of DA (P) on various issues.	Site inspection and consultation with all the stakeholders.	(i) Getting reply from stakeholders. (ii) Discussion with members of the committee to finalise the report	15 days 10 days
		Submission of final Report		AS indicated in the Terms of Reference of the Committee

DUTIES AND RESPONSIBILITIES OF DEPUTY DIRECTOR (ENGINEERING)

1. Proposal referred by Ports Wing for technical advice in respect of Plan schemes and Public Private Partnership (PPP) projects submitted by Major Ports for Govt sanction.
2. Monitoring of Major Port Projects including ALHW costing Rs.5.00 crores and above and preparation of quarterly review of projects.
3. Monitoring of Capacity Yielding Schemes and preparation of quarterly review of projects.
4. Scrutiny of Research proposals received in the Ministry for grant, fixing of the Research Committee meeting, and processing the research proposal for administrative sanction.
5. Matter relating to Fishing Harbour on West Coast.
6. Matters relating to Bureau of Indian Standards (Marine & Civil).
7. Working out Capacity of Major Ports on Annual Basis.
8. Inviting the Research Papers for Maritime Award, finalizing the winners and organizing the Maritime Award function in the Ministry.
9. Furnishing the details to Ports Wing in respect of Parliament Questions relating to subject handled.
10. Any other work assigned by Development Adviser (Ports)/Director (Engg).

BRIEF DESCRIPTION OF DUTIES OF ASSISTANT DIRECTOR (ENGG.)

1. Monitoring of all correspondence related to Plan Schemes at Major Ports costing Rs. 5.00 crores and above.
2. Monitoring of PPP Projects.
3. Monitoring of all correspondence related to Capacity Yielding schemes at Major Ports.
4. Scrutiny of Research and Development proposals, monitoring of progress of ongoing R & D schemes, preparation of year wise funds requirement for R & D and to organize the Research Committee meeting.
5. Finalisation of year wise capacity at Major Ports.
6. Scrutiny of Technical Projects in respect of cost and design aspects.
7. Scrutiny of Detailed Project Report/Feasibility Report, Cost Estimate of schemes relating to Major Ports and Fishing Harbour Projects/Schemes referred by Ministry of Agriculture.
8. Examination of tender documents, specification, proposal etc for civil/mechanical works of the projects.
9. Work relating to committees, working groups set up by the Ministry, Port Trust or other departments concerned with Major Ports in which Development Advisor (Ports) is member/chairman.
10. Creation of sanction and bills for payment to R & D Projects through Central Plan Monitoring System.
11. Assisting the Senior Officers in day to day technical works.

*** Send Results ***

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