

DIRECTORATE GENERAL OF SHIPPING, MUMBAI

TERM OF REFERENCE (TOR) FOR HIRING THREE (3) RETIRED GOVERNMENT OFFICIALS AS CONSULTANTS

Office Introduction:

The Directorate General of Shipping (DG Shipping), established in September 1949 with headquarters in Mumbai, operates under the Ministry of Ports, Shipping, and Waterways, Government of India. DG Shipping is tasked with maritime administration, education, and training, promoting the shipping industry, ensuring safety at sea, preventing marine pollution, and aligning with international maritime standards. It plays a pivotal role in developing the sector and regulating maritime activities to contribute to India's economic growth.

Objective: To provide professional accounting, financial scrutiny, budgeting, compliance, and audit coordination support to FAAPP through engagement of retired Accounts Officers, ensuring efficient financial management, regulatory compliance, and timely finalization of accounts.

1. Scope of Work / Key Tasks and Responsibilities

- The key tasks and responsibilities of the engaged officers shall include:
- Scrutiny and processing of financial proposals, administrative approvals, expenditure sanctions, bills, and claims in accordance with applicable financial rules.
- Examination and vetting of procurement proposals from financial perspective to ensure compliance with General Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR), FRs, CCS Rules, and other applicable Government of India instructions.
- Preparation of budget estimates, revised estimates, and monitoring of expenditure against sanctioned allocations.
- Maintenance, review, and reconciliation of accounts, ledgers, and financial records with PAO and bank statements.
- Preparation, vetting, and consolidation of financial statements, utilization certificates, expenditure reports, and other statutory financial returns.
- Ensuring compliance with all financial regulations, audit requirements, and internal control mechanisms.
- Assisting in handling Internal Audit, C&AG audit, and other statutory audit inspections, including preparation of draft replies to audit observations and paras.
- Monitoring outstanding audit objections and ensuring timely compliance and settlement.
- Providing advisory support to administrative divisions on financial propriety, budgeting, accounting procedures, and rule position.
- Assisting in strengthening financial discipline, internal controls, and risk mitigation measures to prevent financial irregularities.
- Supporting timely finalization of annual accounts and related financial documentation.
- Rendering professional advice to the competent authority on matters involving financial implications.

- Performing any other finance and accounts–related work assigned by the Directorate General of Shipping.
- Coordinating with PAO, internal divisions, and other stakeholders for smooth financial operations.

2. Reporting and Review

The Consultants will report to DDG, FAAPP or any other officer assigned for the purpose.

3. Qualification and Experience

This position requires a highly experienced, analytical, and professionally competent individual with demonstrated experience in handling Government financial management, accounting, budgeting, and audit-related matters in Central/State Government/Autonomous Body/PSU.

Essential Qualifications and Experience

- Must be a retired Central Government Officer from the Accounts/Finance cadre.
- Should have held the post of:
 - Retired at Pay Level 10/11/12 for Sr. Accounts/
 - Or at Pay level 9/10/11 for Asst Accounts/ Audit/ Administrative Officer
 - Senior Accounts/ Audit/ Administrative Officer (Level 10/11/12), or equivalent position in Government/PSU.
 - Assistant Accounts / Audit/ Administrative Officer Officer (Level-9 or above), or equivalent position in Government/PSU.
- Must have substantial experience in:
 - Government accounting systems
 - Budget formulation and expenditure control
 - Financial scrutiny and vetting
 - Handling audit matters (Internal Audit/C&AG)
 - Compliance with GFR, FR, CCS Rules, DFPR and related financial regulations
- Retirement must be in good standing, with no pending or contemplated vigilance/disciplinary case.
- Must be medically fit to discharge assigned duties.
- Should have working knowledge of computerized accounting systems, PFMS, and advanced computer applications (MS Office, Excel-based financial analysis, etc.).

Desirable Qualifications, Experience and Skill-set

- In-depth familiarity with Government financial rules, audit procedures, and statutory compliance requirements.
- Strong analytical and financial scrutiny skills with the ability to interpret complex financial proposals and provide reasoned recommendations.

- Experience in reconciliation of accounts, preparation of financial statements, and utilization certificates.
- Demonstrated ability to draft audit replies, financial notes, and advisory memoranda clearly and precisely.
- Ability to work independently as well as collaboratively with administrative and technical divisions.
- Good communication and interpersonal skills for coordination with PAO, audit authorities, and internal stakeholders.
- High standards of integrity, confidentiality, and professional ethics.
- Self-motivated, proactive, and capable of handling time-bound financial assignments.

4. How to apply

Candidates are requested to apply in the online application format provided with this ToR by 15th March 2026. Scanned copy of the application form along with other relevant documents should be mailed to rgupta-dgs@gov.in and nishant.d-dgs@gov.in latest by 16:00 Hrs. No hard copies will be accepted.

5. Selection Criteria:

Applications will be shortlisted based on candidates fulfilling the essential and desirable qualifications.

As per the number and type of applications received, a written test may be conducted.

An interview may also be conducted.

6. Period of the Assignment/Services:

The assignment will be for a period of eleven months and may be extended, if necessary but strictly based on satisfactory performance on the position. The candidate would work on site at the Directorate.

7. Payment Terms and Leave Eligibility:

- The remuneration shall be regulated strictly in accordance with the Department of Expenditure OM dated 09.12.2020 governing engagement of retired Central Government employees on contract basis.
- The monthly remuneration shall be fixed at the difference between the last basic pay drawn at the time of retirement and the basic pension (including commuted portion), as applicable.
- The remuneration shall remain fixed for the entire contract period.

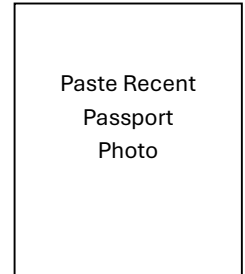
- No Dearness Allowance (DA), House Rent Allowance (HRA), increments, performance-linked incentives, pensionary benefits, or terminal benefits shall be admissible.
- TA/DA for official tours, if any, shall be admissible as per entitlement at the time of retirement and subject to approval of the Competent Authority.
- The Consultant shall arrange his/her own conveyance for commuting to and from office.
- For officially approved tours or field visits, TA/DA shall be admissible as per entitlement at the time of retirement and in accordance with Government rules.
- No regular conveyance reimbursement for routine commuting shall be admissible.
- No negotiation beyond the admissible remuneration under Government policy shall be permissible.
- The engaged officer shall be eligible for:
 - 8 (Eight) days of Casual Leave per year.
 - 2 (Two) Restricted Holidays per year.
- Leave beyond a total of 10 working days in a year shall be treated as Leave Without Pay.
- Casual leave exceeding 5 working days at a stretch shall not ordinarily be granted.
- Medical leave up to a maximum of 10 days per year may be granted subject to submission of a valid medical certificate.
- Leave on medical grounds beyond 10 days in a year shall be treated as Leave Without Remuneration.
- Unutilized leave shall not be carried forward or encashed.

9. 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 Ramsajan Gupta, at email Id: **rgupta-dgs@gov.in**

APPLICATION FORM FOR THE POSITION OF RETIRED GOVERNMENT OFFICIALS AS CONSULTANTS

1. **Full Name of the candidate** (In Block Letters):
2. **Gender:**
3. **Marital Status :**
4. **Nationality:**
5. **Permanent Postal Address** (attach a copy of evidence):
6. **Police Station:**
7. **Current Address:**
8. **Mobile No.:**
9. **Mobile No. (WhatsApp messenger):**
10. **Email ID:**
11. **Passport No. (If available):**
12. **Date of Birth** (attach a copy of evidence) (dd/mm/yyyy):
13. **Age:** ___Years _____month(s)
14. **Educational Qualification** (attach copies of certificates):



Sl.	Examination	Subject	Year of Passing	Name of College	Name of Board/University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others(if any)					

15. **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.			

16. **Total Professional Experience:** ____ Years __ month(s)

17. **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

18. **Languages proficiency:**(please tick√)

Sl.	Language	Read	Write	Speak

19. **Computer proficiency**

Sl.	Program/Software/Applications	Excellent	Good	Average

20.

21.

22. 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 6 months in a Professional and/or academic capacity during the last 5 years)

23. 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 DG Shipping 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 DG Shipping would render dismissal and termination of my candidature/service/contract apart from other penal action as per the law.

Date :

Signature of the Candidate

Place:

IMPORTANT Notes:

1. Candidates shall complete this application **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.***
2. **While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application (only in PDF format).**
3. **Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.**