

जवाहर टावर कंप्लेक्स,  
हल्दिया टाउनशिप – 721 607  
दूरभाष सं. (03224) 264848 / 263160  
जिला – पूर्व मेदिनीपुर

Jawahar Tower Complex,  
Haldia Township – 721607  
Dist. Purba Medinipur  
Phone No. (03224) 264848 / 263160  
Email: aknag.hdc@kolkataporttrust.gov.in

No: P&IR/27/2024/462

Date: June 13, 2024

Secretary,  
All Major Ports

( \_\_\_\_\_ Port Authority ).

महोदया / महोदय  
Madam / Sir,

**Sub.:** Filling up of the post of Medical Superintendent, Medical Division under Haldia Dock Complex, SMP-K by Absorption through Composite method.

One post of Medical Superintendent, Medical Division, Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata, in the scale of pay of ₹80,000 – 2,20,000/- (pre revised ₹32,900 – 58,000/-) is vacant.

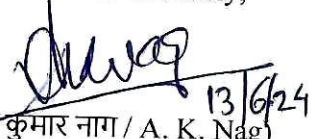
2. The post of Medical Superintendent, Medical Division, Haldia Dock Complex SMP-K is to be filled up by Absorption through Composite Method, from the officers of Major Ports, fulfilling the eligibility criteria prescribed in the Recruitment Rules for the concerned post enclosed at **Annexure- I**. However, actual filling up of the vacancy will be done upon concurrence / approval of the Ministry.
3. The selection is by merit for which benchmark in overall grading in the ACRs / APARs will not be below “Very Good”.
4. Applications are invited from eligible and willing officers, who satisfy the provisions of the Recruitment Rules for the post of Medical Superintendent, Medical Division, HDC, SMP-K, as per **Annexure- I**. The applications are to be submitted in the “**Online Application Portal (OAP)**” of the Ministry of Ports, Shipping and Waterways website <https://onlinevacancy.shipmin.nic.in> from **14.06.2024 to 13.07.2024**. No application other than those submitted through OAP shall be accepted.
5. In case of receipt of advance copy of application by HDC in respect of any applicant, candidature of the candidate will not be considered if the application is not received through proper channel at HDC within 15 days of the last date of receipt of applications, i.e. **29.07.2024**, as per Ministry’s advisory / instructions dated 11.08.2021 in respect of filling up the post of Dy. HoD level.
6. The candidate shall have to submit the printout of the application in the format ( as uploaded by him / her in the OAP) to his / her administrative Port for onward forwarding to HDC, along with all enclosures. The administrative Ports are requested to forward the application of the candidates along with the following documents superscribing the envelope “**Application for the post of Medical Superintendent, Medical Division, HDC, SMP-K**”, so as to reach the office of the undersigned on or before **29.07.2024:-**
  - i) Copies of APARs for the previous 5 years (2018-19 to 2022-23), attested by an officer not below the rank of Dy. HoD on each page. If APAR for a particular year is not available, last available APAR may be furnished, along with a non-availability certificate.
  - ii) Self-certified photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.

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- iii) No objection certificate from the respective Port to relieve the applicant in the event of his / her selection.
  - iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by the Service Selection Committee.
  - v) Vigilance and administrative clearance of the concerned Port, as per enclosed proforma (**Annexure-II**).
  - vi) Two recent passport size colour photographs.
  - vii) Complete service details of the applicant with posts held.
7. The crucial date for determining eligibility will be **13.07.2024**.
8. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application. Vigilance report is to be furnished in the format (**Annexure-III**), prescribed by the Ministry of Ports, Shipping and Waterway's vide letter no. C-31018/5/2020-Vigilance dated 15.02.2022 and letter no. A-29018/4/2018-PE-I dated 30.05.2022, letter no. C-30019/2/2024-Vigilance (C.No.365156) dated 07.05.2024 and CVC's circular no.06/02/24 dated 23.02.2024.
9. Also, as per the Ministry's advisory / instructions dated 11.08.2021, the port official, who withdraws the candidature for the post after his / her selection by the Service Selection Committee, will be liable for debarment from future selection to Dy. HoD level posts in all Major Ports for a period of two years.
10. Incomplete applications or application not made following the stated procedure or received after the due date will not be considered.

Encl.: As stated.

सादर / Yours' sincerely,



(अयन कुमार नाग / A. K. Nag)

वरिष्ठ उप प्रबंधक / Sr. Dy. Manager  
पीएंडआईआर प्रभाग / P&IR Division  
हल्दिया गोदी पसिसर / Haldia Dock Complex

Copy to the Under Secretary to the Govt. of India, MoPSW (PHRD Division), Transport Bhawan, 1, Parliament Street, New Delhi – 110 001, for favour of information please. It has been administratively decided to fill up the 1 available vacant post of Medical Superintendent, HDC, which was previously proposed to be surrendered for creation of higher post of Additional Chief Medical Officer, HDC in 2020 vide letter No.P&IR/44/RSP/2020/64 dated 15.07.2020 but for which approval of the MoPSW has not been accorded. A soft copy of this circular is also sent to the Ministry by e-mail to [vacancy-ship@gov.in](mailto:vacancy-ship@gov.in) for necessary posting on the website of MoPSW.

Copy to General Manager (M&S) HDC, SMP-K for information please.

Copy to the Secretary (I/C), SMP- K for information please. He is requested to circulate the vacancy and forward the complete applications of eligible candidates of KDS as per enclosure.

# Annexure - I

1	2	3	4	5	6	7	8	9	10	11	12	13
4	Medical Supdt	3	1	32900 - 58000	Selection	37	<p><b>Essential:</b></p> <p>i) MBBS Degree from a recognised University / Institution.</p> <p>ii) A Post Graduate Medical Degree / Diploma in the specified speciality from a recognised University / Institution.</p> <p>iii) Post qualification experience of seven years for PG Degree holders or nine years for PG Diploma holders in a Hospital in the relevant field of specialisation.</p>	(a) No. (b) Yes. (c) No.	Not Applicable	By Absorption through composite method, failing which, by Deputation, failing both, by Direct Recruitment.	For absorption through composite method, officers holding analogous posts or holding posts in the scale of pay of Rs.24900-50500/- with 3 years regular service in the grade or officers holding posts in the scale of pay of Rs.24900-50500/- with 2 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs. 24900-50500/- and Rs.20600-46500/- in the Medical discipline in a Major Port Trust will be eligible. For Deputation, officers holding analogous post or holding posts in the scale of pay of Rs.24900-50500/- and above with 3 years regular service in the grade in the Medical Discipline in Govt. / PSUs / Autonomous Bodies, will be eligible.	Existing designation of Medical Supdt. in the scale of pay of Rs. 29100 - 54500/- will be upgraded to the pay scale of Rs. 32900 - 58000/-.

*[Handwritten Signature]*

ANNEXURE-II

Certificate to be given by Head of Office

of Shri / Smt. ....

Designation.....

1. It is certified that the particulars furnished by the Officer are correct and he / she fulfils the eligibility criteria.
2. It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and that he / she is clear from the Vigilance and Administrative angle.
3. His / her integrity is certified.
4. It is certified that no Major / Minor penalty has been imposed on the Officer during the last 10 years.
5. Copies of APARs for the previous 5 years from 2018 – 19 to 2022 – 23 are enclosed.

Dated:

Signature of the forwarding authority along with office seal.

**PARTICULARS OF THE OFFICER FOR WHOM VIGILANCE  
COMMENTS / CLEARANCE BEING SOUGHT**

(To be furnished and signed by the CVO or HOD)

1. Name of the Officer (in full) :
2. Fathers' Name :
3. Date of Birth :
4. Date of Retirement :
5. Date of Entry into Service :
6. Service to which the officer belongs :  
including batch / year cadre-etc.  
wherever applicable
7. Positions held **including whether the officer has functioned as a CVO in part time or additional charge capacity** :  
(During the ten preceding years)

Sl. No.	Organisation (Name in full)	Designation & Place of posting	Administrative / Nodal Ministry / Department Concerned (in case of officers of PSUs etc.)	From	To
1.					
2.					
3.					

DATE:

( NAME AND SIGNATURE)

VIGILANCE PROFILE OF OFFICERS FOR WHOM VIGILANCE COMMENTS /  
CLEARANCE BEING SOUGHT

( To be furnished by the CVO or HOD)

Name of the Officer :

8. Whether the officer has been placed on the :  
“Agreed List” or “List of Officer of  
Doubtful Integrity”  
[If yes, details to be given]
9. Whether any allegation of misconduct :  
involving vigilance angle was examined  
against the officer during the last 10 years  
and if so with what result (\*)
10. Whether any punishment was awarded to :  
the officer during the last 10 years and if  
so, the date of imposition and details of the  
penalty (\*)
11. Is any disciplinary / criminal proceedings :  
or charge sheet pending against the  
officers, as on date. [if so, details to be  
furnished - including reference no. if any,  
of the Commission]
12. Is any action contemplated against the :  
officer as on date [If so, details to be  
furnished (\*)]
13. Whether the officer / official has :  
submitted his / her annual immovable  
property return of the previous year as  
required under Rule 18 of the CCS  
(Conduct) Rules, 1964 within the  
prescribed limit.
14. Whether any complaint **with vigilance** :  
**angle** is pending against the officer[ if so,  
details to be furnished]

DATE:

(NAME AND SIGNATURE)

(\*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.