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PART II.—Advertisements, Notices

**KOLKATA PORT TRUST**

**Schedule of Class-II posts**  
**at**  
**Kolkata Dock System**  
**2014**

Admn./7740/3/RSP/Class-II/EI

Dated 17th November 2014

**NOTIFICATION No. 501**

In compliance with the provision of Section 132 of the Major Port Trust Act, 1963, and as per order bearing No. PR-11011/1/2012-PE-I dated 8<sup>th</sup> July, 2013 of Ministry of Shipping (Ports Wing), Schedule of Class-II posts of Kolkata Port Trust Employees (RSP) Regulations, 2013 made by the Board of Trustees of Kolkata Port Trust in its meeting held on 5<sup>th</sup> September, 2014 is set out in the Schedule II.

2. The said Schedule-II shall come into effect from the date of publication of this Notification in *The Official Gazette*.

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**Recruitment Rules for Class-II posts of General Administration Department (Main Administration)**

Sl. No.	Name of the Post	No. of Post	Classification	Scale of pay (in Rs.)	Whether selection or non-selection	Upper age limit for direct recruitment (in years)	Educational and other qualifications for direct recruitment	Whether (a) Age (b) Educational Qualifications (c) Experience for direct recruits will apply in the cases of promotion/absorption/deputation	Period of probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation)	In case of promotion/absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Asstt. Secretary/ Asstt. Secretary (PR)	4	II	16,400-40,500/-	Selection	30	<u>Essential:</u> A degree in any discipline from recognised university; <u>Desirable</u> i) Post Graduate degree/ diploma in Personnel Management/ Industrial Relations/ Social Work/ Labour Welfare/Public Relations/Mass Communication/ Journalism or allied subjects or degree in Law from a recognised university/ institution. ii) 2 yrs. experience in Executive/Supervisory Cadre. iii) Knowledge/ proficiency in MS Word/Excel	a) No. b) Yes. However, in case of promotion of departmental candidates, the minimum educational qualification will be Higher Secondary or equivalent. c) No.	2	By direct recruitment 66.2/3%  By promotion 33.1/3 %  failing which by transfer/ deputation or failing both by direct recruitment	Promotion from Head Clerk / Head Assistant or above with minimum of 10 years regular service in the clerical cadre, out of which, 3 years must be in the grade of HC / HA or above, failing which by absorption/ deputation of officers holding equivalent posts of Asstt. Secretary in the respective discipline of GAD in the scale of pay of Rs.16,400-40,500/- with 3 years regular service in the grade.	Existing posts of Asstt. PRO will be redelegated as Asstt. Secretary

SECURITY WING											
1.	Security Officer (Port Security Organisation)	2	II	16,400 40,500/-	Selection	30	<p>i) An ex -service officer not below the rank of a substantive Lieutenant or equivalent or ex Police Officer not below the rank of Inspector with at least 5 year's experience.</p> <p>ii) Experience as Security Officer in a reputable organisation,</p>	<p>a) No. b) No. c) No.</p>	2	By promotion - failing which by transfer/ deputation or failing both by direct recruitment.	By promotion from the rank of Field Security Inspector / Inspector having a minimum of 10 years regular service in KoPT of which at least 3 year's regular service should be in the above rank, failing which by transfer/ deputation / direct recruitment.

PERSONAL ASSISTANTS TO HEAD OF THE DEPARTMENT											
1.	Personal Assistant to Head of Department.	9	II	16,400 40,500/-	Selection	30	<p>Essential-</p> <p>i) Degree in any discipline;</p> <p>ii) Shorthand and typing speed of 120 words and 40 words per minute respectively.</p> <p>iii) 10 years' experience in stenographic work.</p> <p>iv) Proficiency in computer with a certificate of basic computer training is desirable</p>	<p>a) No. b) No. c) No.</p>	2	By promotion - failing which By absorption/ deputation, failing both by direct recruitment.	By promotion from the grade of Stenographer Grade-I with 3 years regular service in the Grade or by promotion from Stenographer Grade-I/II with 7 years regular service, taken together or separately, failing that by transfer/ deputation/ direct recruitment.

**Recruitment Rules for Class-II posts of Labour & Industrial Relations Division (L&IR) under the General Administration Department**

Sl. No.	Name of the Post	No. Of Post	Classification	Scale of pay (in Rs.)	Whether selection or non-selection	Upper age limit for direct recruitment (in years)	Educational and other qualifications for direct recruitment	Whether (a) Age (b) Educational Qualifications (c) Experience for direct recruits will apply in the cases of promotion/absorption/deputation	Period of probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation).	In case of promotion/absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Asstt. Personnel Officer	1	II	16,400-40,500/-	Selection	30	<p><b>Essential:-</b> A degree in any discipline from a recognised University/ Institute;</p> <p><b>Desirable:</b> i) Post Graduate degree or diploma in Personnel Management/ Industrial Relations/ Social Work/ Labour Welfare or allied subject. ii) 2 years experience in Labour problems in the field of General Admn., Personnel, Industrial Relations etc. in any industrial/ commercial/ Govt. undertaking iii) Knowledge/ proficiency in MS Word/Excel.</p>	a) No. b) Yes. c) No.	2	By promotion, failing which by transfer/ deputation, failing both, by direct recruitment.	Promotion from the post of Inspector (Welfare) with regular service of at least 5 years in the scale of pay of Rs.13,600-32,400/- (Pre-revised) failing which by transfer/ deputation or by direct recruitment.	Existing post of Asstt. Labour Officer in the scale of pay of Rs.16,400-40,500/- will be redesignated as Asstt. Personnel Officer

**Recruitment Rules for Class-II posts in Estate Division under the General Administration Department**

Sl. No.	Name of the Post	No. of Post	Classification	Scale of pay (in Rs.)	Whether selection or non selection	Upper age limit for direct recruitment (in years)	Educational and other qualifications for direct recruitment	Whether (a) Age (b) Educational Qualifications (c) Experience for direct recruits will apply in the cases of promotion/absorption/deputation	Period of Probation (In years)	Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation).	In case of promotion/absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Asstt. Estate Manager	3	Class-II	16,400-40,500/-	Selection	30	<p><b>Essential-</b> A degree in any discipline from a recognized University.</p> <p><b>Desirable-</b> i) Qualifying at least the first examination of the Institute of Surveyors (India) in valuation Sub Division, ii) Degree/ Diploma in Architecture, town &amp; country planning or Civil Engg. or a degree in Law from a recognized University iii) Knowledge / proficiency in MS Word/Excel</p>	a) No b) Yes C) No	2	By promotion, failing which by transfer/ deputation, failing both, by direct recruitment.	Promotion from Junior Inspector (Land) with 3 years regular service in the grade failing which by transfer/ promotion of eligible Class-III employees having qualifications as applicable in case of promotion of Junior Inspector, failing which by direct recruitment.	Existing post of Land Inspector in the scale of pay of Rs.16,400-40,500/- will be redesignated as Asstt. Estate Manager
2	Asstt. Estate Manager (Survey)	1	Class-II	16,400-40,500/-	Selection	30	N/A	N/A	2	By promotion, failing which by transfer/ promotion of eligible class-III employees having qualifications as applicable in case of Surveyor/ Sr. Surveyor, failing both, by direct recruitment.	By promotion from the rank of Surveyors and Sr. Surveyors having a minimum total of 5 years combined regular service in the grade of Surveyor & Sr. Surveyor.	Existing post of JFO in the scale of pay of Rs.16,400-40,500/- will be redesignated as Asstt. Estate Manager (Survey)

**Recruitment Rules for Class-II posts of Finance Department**

Sl. No.	Name of the Post	No. of Post	Classification	Scale of pay (in Rs.)	Whether selection or non-selection	Upper age limit for direct recruitment (in years)	Educational and other qualifications for direct recruitment	Whether (a) Age (b) Edu. Qualifications (c) Experience for direct recruits will apply in the cases of promotion/absorption/deputation	Period of probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation).	In case of promotion/absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Accounts Officer	7	Class - II	16,400-40,500/-	Selection	30	<u>Essential:-</u> Degree in Commerce with Advance Accountancy and Auditing as Elective Subjects.  <u>Desirable:-</u> i) 3 yrs. experience in a Supervisory position in an Industrial/Commercial/Govt. Undertaking ii) Knowledge/proficiency in MS Word/Excel	a) No. (b) Yes, but relaxable upto Graduation from recognized University. (c) No.	2	By promotion, failing which by transfer/deputation, failing both, by direct recruitment.	By promotion from the rank of Office Supdt./ Head Asstt./ Head Clerk/ Stock Verifier / Sr. Stock Verifier of the Finance Deptt. with; i) a total of 5 yrs. regular service in the above capacities taken together, or ii) At least 2 years service as Office Supdt./Head Asstt. /Head Clerk taken together and the balance period of 3 years or so as Calculator/ UD (Selection Grade) Clerk/Stock Verifier, or iii) At least 2 years service as Sr. Stock Verifier/Stock Verifier taken together and the balance period of 3 years or so as Asstt. Stock Verifier, failing which by transfer/deputation/direct recruitment	The existing posts of Inspector of Accounts will be redesignated as Accountants Officer.

**Recruitment Rules for Class-II posts of EDP Wing and Planning & Research Division under Finance Department**

Sl. No	Name of the Post	No. of Post	Classification	Scale of pay (in Rs.)	Whether selection or non-selection	Upper age limit for direct recruitment (in years)	Educational and other qualifications for direct recruitment	Whether (a) Age (b) Educational Qualifications (c) Experience for direct recruits will apply in the cases of promotion/absorption/deputation	Period of probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation).	In case of promotion/absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Assistant Director	5	II	16,400-40,500/-	Selection	30	Essential:- Degree or equivalent with Economics or Statistics or Mathematics or in allied subjects from a recognised University or Institution or Degree or equivalent in Computer Engineering/Computer Application /Computer Science or in allied subjects from a recognised University or Institution . or Degree or equivalent in Engineering with PG Diploma in Computer Science/ Application From a recognised University or Institution .	(a) No (b) No. A degree in any discipline is essential for the KoPT officials on roll as on date of notification of this RSP Regulation. Qualification may be further relaxed for the candidates of Planning & Research Division. (c) No.	2	By promotion failing which by transfer/deputation, failing both, by direct recruitment.	Promotion from Junior Investigator/Data Compiler of P&R Division (Research Wing) with 3 years' regular service in that grade, failing which from IO-CO-DE Supervisor of P&R Division (EDP Wing) with 3 years' regular service in that grade/ failing which through transfer of KoPT employees in the scale of pay of OS from the respective divisions of Finance Department/ failing which through deputation/transfer of KoPT employees in the scale of pay of OS from all other Departments/ Divisions of KDS/HDC, failing which through Direct Recruitment.	The existing post of 'Inspectors and OSD of Research Wing of P & R Division will be re-designated as Assistant Director



**Recruitment Rules for Class-II posts in Vigilance Department**

Sl. No.	Name of the Post	No. of Post	Classification	Scale of pay (in Rs.)	Whether selection or non-selection	Upper age limit for direct recruitment (in years)	Educational and other qualifications for direct recruitment	Whether (a) Age (b) Educational Qualifications (c) Experience for direct recruits will apply in the cases of promotion/absorption/deputation	Period of probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation).	In case of promotion/absorption/deputation, grades from which it should be made	Remark
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Assistant Security Officer (Vig)	1	II	Rs.16,400-40,500/-	Selection	N/A	A degree in any discipline from recognised university/ Institution;	a) NA b) In case of promotion, Higher Secondary passed is essential for KoPT employees on-roll as on the date of notification of this RSP Regulations. However, in case of deputation, a degree/ diploma in any discipline from a recognized University/ Institute will be essential. c) In case of deputation, preference will be given for persons having experience in vigilance work	2	By promotion, failing which by transfer/ deputation, failing both, by direct recruitment.	By promotion from Class-III employees in the rank of Inspector/ Senior Investigator in Vig. Dept., with 4 years regular service in the grade, failing which by selection from Class-III employees of KDS/HDC in the scale 11,000-29,400 (pre-revised) with 4 years regular service in the grade in their respective discipline, failing which by deputation from officers holding analogous posts in Major Ports/ Central Govt./ State Govt./ Autonomous Bodies/ PSUs.	Deputation will be normally for a period of 3 years and in any case not to exceed 5 years.

**Recruitment Rules for Class-II posts of Traffic Department**

Sl. No.	Name of the Post	No. of Post	Classification	Scale of pay (in Rs.)	Whether selection or non-selection	Upper age limit for direct recruitment (in years)	Educational and other qualifications for direct recruitment	Whether (a) Age (b) Educational Qualifications (c) Experience for direct recruits will apply in the cases of promotion/absorption/deputation	Period of probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation).	In case of promotion/absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Asst. Traffic Manager	10	II	16,400-40,500/-	Selection	30	<b>Essential:-</b> Degree in any discipline from a recognised University <b>Desirable:-</b> 2 years Executive experience in shipping/ cargo operation/ railway operation in an industrial/ commercial/ Govt. Undertaking.	a) No b) Yes. However, in case of promotion of departmental candidates, the minimum educational qualification will be Higher Secondary or equivalent. c) No	2	By direct recruitment 66 2/3% By promotion 33.1/3%, failing which by transfer/ deputation or failing both by direct recruitment	Promotion from Class-III Supervisory grade with minimum of 3 years of regular service in that grade, failing which by transfer/ deputation of eligible class-III employees, failing both by direct recruitment.	Existing posts of Asst. Transportation Officer and Traffic Officer will be redesignated as Asst. Traffic Manager.
2	Security Officer (Fire Fighting)	1	11	16,400-40,500/-	Selection	30	<b>Essential:-</b> Degree of a recognised University preferably in science. <b>Desirable:-</b> Certificate (Divisional Officer) in Fire Fighting from the Training college of Nagpur or equivalent	a) No b) Yes c) Yes	2	By promotion, failing which by transfer/ deputation or failing both by direct recruitment.	Promotion from 1)A.F.O./ Dy. Fire Officer with 3 years regular service in the grade, failing which by transfer/ deputation.	

**Recruitment Rules for Class-II posts of Mechanical and Electrical Engineering Department**

Sl. No.	Name of the Post	No. of Post	Classification	Scale of pay (in Ra.)	Whether selection or non-selection	Upper age limit for direct recruitment (in years)	Educational and other qualifications for direct recruitment	Whether (a) Age (b) Educational Qualifications (c) Experience for direct recruits will apply in the cases of promotion/absorption/deputation	Period of probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation).	In case of promotion/absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Asstt. Exe. Engg. (Mech./Electrical)	88	II	16,400 40,500f	Selection	30	(i) Higher Secondary or equivalent. (ii) Diploma in Mechanical Engineering or equivalent. (iii) Full term apprenticeship in a recognised Workshop. (iv) 5 years experience in a Supervisory Capacity in a recognised Workshop/ Shipyard carrying out repair and maintenance of Mechanical & Hydraulic Machinery and components OR i) Higher Secondary or equivalent, diploma in Elect. Engg. or equivalent, full term apprenticeship in a recognised workshop manufacturing or repairing heavy and medium electrical machinery, must have licence issued by Electrical Inspector, Govt. of WB in part/ parts-1, 2, 3, 4, 5, 6a, 7a, 7b and 11 or National Certificate of Competency in Part-I and Part-II. (ii) 5 years experience in a Supervisory capacity in a recognised Engg. Organisation.	a) No b) Yes c) No	2	By direct recruitment 33.1/3% By promotion 66.2/3%  failing which by transfer/deputation or failing both by direct recruitment.	By promotion from the rank of Jr. Engg. Gr.-I having a minimum 5 yrs. regular service in the grade/grades failing which by transfer/deputation or direct recruitment	The existing 88 Class-II posts bearing various designations like E-1-C/ Foreman/ Asstt. Foreman/ Engineer/ Power Controller/ Engineer (Reclassified Class-II) etc. have been clubbed and re-designated as Asstt. Exe. Engg. (Mech./Electrical)

2	Lift Inspector	I	II	16,400-40,500/-	Selection	30	(i) Higher Secondary or equivalent. (ii) Diploma in Electrical Engineering or equivalent. (iii) Full term recognised Apprenticeship. (iv) Licences of Supervisors Certificate of Competency issued by Govt. of West Bengal in all parts excluding Mining i.e. in Parts 1,2,3,4,5,6,7 (a), 7(b), 9 and 11 or Part 'A' and Part 'B' of National Certificate of Competency. (v) Electrical Supervisors Licence in Part 9 (Lifts) issued by Govt. Of West Bengal or equivalent National Supervisors Certificate. (vi) 10 years experience in a Supervisory capacity in a reputable mechanical or electrical workshop.	(a) No (b) Yes (c) No	2	By promotion, failing which by transfer/ deputation or failing both by direct recruitment.	From the rank of Jr. Engg. (Grade-I) having a minimum of 5 years regular service in the grade/ grades, failing which by transfer/ deputation/ direct recruitme	Since it is a statutory post, there will be no change in designation as well as qualification, experience etc.
3	Asstt. Estb. Officer	I	II	16,400-40,500/-	Selection	30	Essential:- Graduate in any discipline with 10 years experience in dealing with personnel matters  Desirable:- Ability to write in English/Hindi/Bengali.	(a) No (b) Yes (c) No	2	By promotion, failing which by transfer/ deputation or failing both by direct recruitment.	From the Supervisory staff having a minimum 15 years Regular service in the clerical and supervisor grades taken together of which at least 3 years must be in the grade of HC/HA/OS/PS (Commercial) taken together. Failing the above, by transfer/ deputation/ direct recruitment	

**Recruitment Rules for Class-II posts in Civil Engineering Department**

Sl. No.	Name of the Post	No. of Post	Classification	Scale of pay (in Rs.)	Whether selection or non-selection	Upper age limit for direct recruitment (in years)	Educational and other qualifications for direct recruitment	Whether (a) Age (b) Educational Qualifications (c) Experience for direct recruits will apply in the cases of promotion/ absorption/ deputation	Period of probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/ absorption/ deputation).	In case of promotion/ absorption/ deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Asst. Admn. Officer	1	II	pay 16,400-40,500/-	Selection	30	<u>Essential:-</u> Graduation in any stream.  <u>Desirable:-</u> Experience in Estb. and Administrative work.	1. No 2. Yes 3. Yes	2	By promotion, failing which by transfer/ deputation or failing both by direct recruitment.	By promotion from Class-III indoor supervisory cadre having at least 10 years experience in dealing with establishment matters in a supervisory capacity, failing which by absorption or deputation or by promotion from inter-departmental candidates having requisite qualifications and experience, failing both by direct recruitments.	
2	Permanent Way Inspector	1	II	do	Non-selection	30	<u>Essential:-</u> Higher Secondary or equivalent. <u>Desirable:-</u> 3 years experience in permanent way laying, maintenance, repair etc. in a supervisory capacity in any of the Indian Railways.	1. No. 2. Yes 3. Yes.	2	By promotion, failing which by transfer/ deputation or failing both by direct recruitment.	By promotion from the post of APWI failing which by absorption or deputation, failing both by direct recruitment with 5 years experience in permanent way laying, maintenance, repair etc. in a supervisory capacity in any Indian Railways.	

**Recruitment Rules for Class-II posts in Hydraulic Study Department**

Sl. No.	Name of the Post	No. of Post	Classification	Scale of pay (in Rs.)	Whether selection or non-selection	Upper age limit for direct recruitment (in years)	Educational and other qualifications for direct recruitment	Whether (a) Age (b) Educational Qualifications (c) experience for direct recruits will apply in the cases of promotion/absorption/deputation	Period of probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation)	In case of promotion/absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Jr. Asstt. Engineer (Electronics)	6	II	16,400-40,500/-	Selection	30	<p><u>Essential:-</u></p> <p>i) Higher Secondary or equivalent</p> <p>ii) Diploma in Electronics or Telecommunication Engineering from a Government recognised institute.</p> <p><u>Desirable:-</u></p> <p>10 years experience in maintenance and installation of UHF/VHF/MF position fixing communication, RADAR, AIS, Communication link, D.G.P.S. Current Meter, A.D.C.P., Echo Sounder etc. and test equipment e.g. Oscilloscope, Spectrum, Analyser etc.</p>	a) No. b) Yes c) Yes	2	By direct recruitment 33.1/3% By promotion 66.2/3%  failing which by transfer/deputation or failing both by direct recruitment	From Class-III employees in the scale of pay of Jr. Engineer, Gr.I [Rs.13,600-32,400/] of Hydraulic Study Deptt. with 3 years regular service in the grade or 7 years combined service as Jr. Engg / JTA in the scale (Rs.11,000-29,400/) failing which by transfer/deputation.	
2	Scientific Asstt -II	1	II	16,400-40,500/-	Selection	30	<p><u>Essential:-</u></p> <p>Post Graduate Degree in Physics, Mathematics, Statistics, Applied Geology, Oceanography, Marine Science with diploma in remote sensing, Hydrology</p> <p>OR</p> <p>i) Higher Secondary or equivalent</p> <p>ii) Diploma in Civil Engg.</p> <p><u>Desirable:-</u></p> <p>Two yrs. practical experience in study, investigation, Hydraulic Research</p>	a) No. b) Yes c) Yes	2	By promotion, failing which by transfer/deputation or failing both, by direct recruitment	By promotion from Class-III employees of Hydraulic Study Deptt. in the scale of pay of Scientific Asstt. -III [Rs.13,600-29,400/] with 3 years regular service in the grade or 7 years combined service in Jr. Scientific Asstt. in the scale of pay Rs.11,000-29,400/-	

**Recruitment Rules for Class-II posts of Marine Department**

Sl. No.	Name of the Post	No. of Post	Classification	Scale of pay (in Rs.)	Whether selection or non-selection	Upper age limit for direct recruitment (in years)	Educational and other qualifications for direct recruitment	Whether (a) Age (b) Educational Qualifications (c) Experience for direct recruits will apply in the cases of promotion/absorption/deputation	Period of Probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation)	In case of promotion/absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Radio Officer	6	II	16,400-40,500/-	Selection	30	Must be in possession a General Class / First Class or at least Second Class Certificate of proficiency in Wireless Communication with GOC Certificate issued by Ministry of Communication, & IT, Govt. of India.	NA	2	By direct recruitment.	NA	
2	Asst. Lighting Officer	1	II	16,400-40,500/-	Selection	30	<b>Essential:-</b> i) Higher Secondary or equivalent ii) Diploma in Mechanical / Electrical Engineering or equivalent. <b>Desirable:-</b> 3 years Apprenticeship in a recognised workshop. iv) 5 years experience in supervisory capacity in maintenance of Lighted Navigational aids.	i) No ii) Yes iii) No	2	By promotion, failing which by transfer / deputation / direct recruitment	By promotion from the grade of Jr. Asst. Lighting Officer (re-designated as Jr. Engineer) with a minimum of 3 years regular service in the grade, failing which by transfer / deputation / direct recruitment	

3	Inspector (Marine)	I	II	16,400- 40,500/-	Selection	30	Degree in Commerce with 5 years experience in commercial matters (qualification is relaxable in respect of candidates otherwise well qualified.	i) No ii) No iii) No	2	By promotion, failing which by transfer/ deputation or failing both by direct recruitment.	By promotion from the senior most supervisory staff of Director, Marine Department's office, failing which by transfer/ deputation or failing both by direct recruitment.
4	Jr. Marine Engineer	29	II	16,400- 40,500/-	Selection	30	<u>Essential:-</u> i) Full time Apprenticeship in an approved Marine workshop and simultaneous attendance to an approved course of Engineering in a Technical School and passing out requisite examination as required for Diploma of the school. Or Apprentices for Marine Workshop who are eligible to appears in Class-IV part 'A' Engineer's Examination of MOT and candidates with equivalent training and experience from the Indian Navy. <u>Desirable:-</u> Sea going experience or with practical experience on Diesel or Class-IV part-'B' certificate.	i) No ii) Yes iii) No	2	By direct recruitment.	NA



5	Jr. Electrical Engineer	4	II	16,400-40,500/-	Selection	30	<p><u>Essential:-</u>            i) 5 years' Apprenticeship training in an approved Electrical Engineering Workshop and approved course of study in Electrical Engineering in a Technical School.            ii) Must have also passed Electrical Supervisor's Examinations.            iii) At least 5 years experience in repair of Electrical Machinery on board vessels. Preference to candidates having experience in Air-conditioning and Refrigeration.</p> <p><u>Desirable:-</u>            Sea going experience.</p>	i) No ii) Yes iii) No	2	By direct recruitment.	NA	
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# **KOLKATA PORT TRUST**

**Schedule of Class-II Posts**

**at**

**Haldia Dock Complex**

**2014**

## Schedule of Class-II Posts at Haldia Dock Complex

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**KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX  
RECRUITMENT RULES FOR CLASS-II POSTS OF ADMN. DIVISION (EXCLUDING EDP UNIT)**

Sl.No.	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-selection	Upper Age limit for Direct Recruitment (in Years)	Educational & Other Qualifications Prescribed for Direct Recruitment	Whether a) Age b) Educational Qualification c) Experience for Direct Recruit will apply in the case of Promotion/ Absorption/ Demotion	Period of Probation (in Years)	Method of Recruitment (whether by Direct Recruitment or by Promotion / Absorption / Deputation)	In case of Promotion/ Absorption / Deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Administrative Officer	4	II	16,400-40,500-*	Selection	30	Essential: (i) Degree of a recognised University. Desirable: 2 years' experience in a supervisory position in the field of General Administration / Personnel & Industrial Relations etc. in an Industrial / Commercial / Govt. Undertaking.	(a) No. (b) No. (c) No.	2	Normally by Promotion, filing which, by Direct Recruitment	By promotion by inviting applications and through written test & interview from the departmental candidates encadred in Admn. Division in posts carrying scale of pay of Rs.19,100-51,100** and above with a minimum of 5 years' regular service in the eligible grades. **filing which, from the departmental candidates encadred in P&E, Marine Operations and I&CF Divisions working in the clerical cadre in the scale of Rs.19,100-51,100/2 and above with minimum 5 years' regular service in those grades] filing which, by Direct Recruitment.	Existing designation of Asstt. Administrative Officer Grade -I (Admn.), Asstt. Administrative Officer Grade-II (Admn.) / Jr. Technical Officer / Estate Superintendent are to be re-designated as Administrative Officer (Admn.)  *** ] This facility to the personnel of P&E, MO and I&CF Divisions will be valid for employees who will be on roll on the date of notification of the schedule for Class-II posts.

2	Jr. Field Office	I	II	16,400-40,500/-	Selection	30	Essential: (i) Must have passed H.S. Examination and possess Diploma in Civil Engineering or Diploma in Surveyorship from a recognised Institution or its equivalent. Desirable: (i) A Degree in Law from a recognised university. (ii) Associate Membership of the Institution of Surveyors (Indian). (iii) 2 years' experience in Estate Management, Valuation and Land Records in an Industrial / Commercial / Govt. Undertaking	(a) No (b) No (c) No.	2	Normally by Promotion, failing which, by Direct Recruitment	By promotion by inviting applications through written test & interview from the posts of Estate Supervisor, Zonal Surveyor, having a minimum of 3 years' regular service in the eligible posts, failing which, from the posts of Inspector (Estate), Surveyor, having a minimum of 5 years' regular service in the eligible posts or cumulative experience of 5 years in the above posts taken together, failing which, by Direct Recruitment.
3	Estate Surveyor	I	II	16,400-40,500/-	Selection	30	Essential: (i) Must possess a Diploma in Survey Engineering / Surveyorship from a recognised Institute or equivalent. (ii) 3 years' experience in Survey Works.	(a) No, (b) Yes (c) No.	2	Normally by Promotion, failing which, by Direct Recruitment.	By promotion by inviting applications and through written test & interview from the post of Zonal Surveyor having a minimum of 3 years' regular service in the feeder post, failing which, from the posts of Surveyor, having a minimum of 5 years' regular service in the eligible post, failing which, by Direct Recruitment.

\* Scale of pay as last revised w.e.f. 01.01.2007.

\*\* Scale of pay as last revised w.e.f. 01.01.2012.

N.B.: i) The above RR for Class-II posts for Admn. Division excludes EDP Unit.

**KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX  
RECRUITMENT RULES FOR CLASS II POSTS OF COMMON POOL**

Sl.No.	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-selection	Upper Age limit for Direct Recruitment (in Years)	Educational & Other Qualifications Prescribed for Direct Recruitment	Whether a) Age b) Educational Qualification c) Experience for Direct Recruits will apply in the case of Promotion/ Absorption/ Deputation	Period of Probation (In Years)	Method of Recruitment (whether by Direct Recruitment or by Promotion / Absorption / Deputation)	In case of Promotion/ Absorption / Deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	P.A in General Manager	2	II	16,400-40,500.*	Selection	30	Essential:- (i) Degree of a recognised University (ii) Proficiency in Stenography and Typewriting with a speed of 100 / 40 words per minute respectively. (iii) Knowledge of Computer Applications (iv) 2 years' experience as a Personal Assistant / Secretary in an Industrial / Commercial / Govt. Undertaking.	(a) No. (b) No. However, minimum speed of stenography and typewriting of 100/40 w.p.m. and knowledge of Computer Applications is essential. (c) No.	2	Normally by Promotion, failing which, by Direct Recruitment	By promotion by inviting applications and through written test, proficiency in stenography and type writing test, computer test & interview from the post of PA to HOD having 3 years' experience in the said post, failing which, from the category of PA in HOD having a minimum of 6 years' experience in the posts of PA to HOD / Senior Stenographer Gr. I / Senior Stenographer Gr. II, taken together or separately, failing which, from PA to HOD having a minimum of 9 years' experience in the posts of PA to HOD / Senior Stenographer Gr. I / Senior Stenographer Gr. II / Senior Stenographer Gr. II / Stenographer, taken together or separately, failing which, from Senior Stenographer Gr. I / Senior Stenographer Gr. II / Stenographer having a minimum of 12 years' regular service in the eligible posts, taken together or separately, failing which, by Direct Recruitment.	

\* Scale of pay as last revised w.e.f. 01.01.2007.

**KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX  
RECRUITMENT RULES FOR CLASS-II POSTS OF P&IR DIVISION**

Sl. No.	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-selection	Upper Age limit for direct recruitment (in Years)	Educational & Other Qualifications prescribed for Direct Recruitment	Whether a) Age b) Educational Qualification c) Experience for Direct Recruits will apply in the case of Promotion/ Absorption/ Deputation	Period of Probation (in Years)	Method of Recruitment (whether by Direct Recruitment or by Promotion / Absorption / Deputation)	In case of Promotion/ Absorption / Deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Personnel Officer	2	II	16,400-40,500/-*	Selection	30	Essential:- Degree of a recognised University. Desirable:- (i) Degree or Diploma in social Work / Personnel Management from a recognised University/Institute. (ii) 2 years' experience in a Supervisory position in the field of General Administration, Personnel & Industrial Relation, etc. from an Industrial / Commercial / Govt. Undertaking.	(a) No. (b) No. However, Higher Secondary (10+2) pass or equivalent from a recognised institute is essential, (c) No	2	Normally by Promotion, failing which, by Direct Recruitment	By promotion by inviting applications and through written test & interview from the departmental candidates encadred in P&IR Division in posts carrying scale of pay of Rs.19,100 - 51,100/-** and above with a minimum of 5 years' regular service in the eligible grades, failing which, by Direct Recruitment	Existing designation of Asstt. Personnel Officer Gr.-I (P&IR) & Asstt. Personnel Officer Gr.- II (P&IR) are to be re-designated as Personnel Officer (P&IR).
<p>* Scale of pay as last revised w.e.f. 01.01.2007. ** Scale of pay as last revised w.e.f. 01.01.2012.</p>												

**KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX  
RECRUITMENT RULES FOR CLASS-II POSTS OF VIGILANCE SECTION**

Sl. No.	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-selection	Upper Age limit for direct recruitment (in Years)	Education/Other Qualifications prescribed for Direct Recruitment	Whether— a) Age b) Educational Qualification c) Experience for Direct Recruits will apply in the case of Promotions/ Absorption/ Deputation	Period of Probation (in Years)	Method of Recruitment (whether by Direct Recruitment or by Promotion / Absorption / Deputation)	In case of Promotions or Absorption/ Deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Asstt. Vigilance Officer Gr.- II	I	II	16,400-40,500.*	Selection	Not applicable	Not applicable	a) — b) Degree of a recognised University c) —	Not applicable	By deputation	Deputation will be from officers holding analogous posts or officers holding posts in the scale of pay of Rs. 19,100-51,100/- and above with 5 years' regular service in those grades from Major Port Trusts / Central Govt. / State Govt. / PSU / Autonomous Bodies. Preference will be given to persons having experience in vigilance work / ex-serviceman.	Deputation will normally be for a period of 3 years, and, in any case not to exceed 5 years.

\* Scale of pay as last revised w.e.f. 01.01.2007.

\*\* Scale of pay as last revised w.e.f. 01.01.2012.



**KOLKATA PORT TRUST /  
HALDIA DOCK COMPLEX  
RECRUITMENT RULES FOR CLASS-II POSTS OF FINANCE DIVISION**

Sl.No.	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-selection	Upper Age limit for direct recruitment (in Years)	Educational & Other Qualifications prescribed for Direct Recruitment	Whether a) Age b) Educational Qualification c) Experience for Direct Recruits will apply in the case of Promotion/ Absorption/ Deputation	Period of Probation (in Years)	Method of Recruitment (whether by Direct Recruitment or by Promotion / Absorption / Deputation)	In case of Promotion/ Absorption / Deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Accounts / Audit Officer	8	II	16,400-40,500/-*	Selection	30	Essential- Must be a Commerce Graduate from a recognised University. Desirable- 2 years' experience in a supervisory position in the field of Finance, Accounting in an Industrial / Commercial / Govt. Undertaking.	(a) No. (b) No. (c) No.	2	Normally by Promotion, failing which, by Direct Recruitment	By promotion by inviting applications and through written test & interview from the departmental candidates encaaded in Finance Division in posts carrying scale of pay of Rs. 19,100-51,100/-** and above with a minimum of 5 years' regular service in the eligible grades, failing which, by Direct Recruitment.	Existing designation of Inspector of Accounts Gr.-I (Finance) & Inspector of Accounts Gr.-II (Finance) are to be re-designated as Accounts / Audit Officer (Finance).

2	Treasurer	2	II	16,400-40,500/-*	Selection	30	<p><b>Essential:-</b>            (i) Must be a Graduate from a recognised University and must be able to furnish security as required by the Port Authority.            (ii) 2 years' experience of different kinds of works relating to a treasury in an Industrial / Commercial / Govt Undertaking.</p>	(a) No. (b) No. (c) No.	2	Normally by Promotion, failing which, by Direct Recruitment	By promotion by inviting applications and through written test & interview from the incumbents in the post of Sr. Cash Clerk carrying scale of pay of Rs.19,100-51,100/-** with a minimum regular service of 5 years in that post, failing which, by Direct Recruitment.	Existing designation of Dy. Treasurer (Finance) is to be re-designated as Treasurer (Finance).
<p>* Scale of pay as last revised w.e.f. 01.01.2007.            ** Scale of pay as last revised w.e.f. 01.01.2012.</p>												

**KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX  
RECRUITMENT RULES FOR CLASS-II POSTS OF I&CF DIVISION**

Sl No.	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-selection	Upper Age limit for direct recruitment (in Years)	Educational & Other Qualifications prescribed for Direct Recruitment	Whether a) Age b) Educational Qualification c) Experience for Direct Recruits will apply in the case of Promotion/Absorption/Deputation	Period of Probation (in Years)	Method of Recruitment (whether by Direct Recruitment or by Promotion/Absorption/Deputation)	In case of Promotion/Absorption / Deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Asst. Engineer	9	II	16,400-40,500/-*	Selection	30	<b>Essential :-</b> (i) Must have a Diploma in Civil Engineering from a recognised Institute or equivalent. (ii) 3 years' experience in Supervisory cadre in Planning / Design/ Maintenance, preferably of Port & Marine Structures, in an Industrial /Commercial / Govt. Undertaking.	(a) No. (b) Yes. (c) No.	2	Normally by Promotion, failing which, by Direct Recruitment	By promotion by inviting applications and through written test & interview from the post of Jr. Engineer Gr-I having a minimum regular service of 3 years in that post, failing which, by Direct Recruitment.	Existing designation of Jr Asstt. Engineer Gr.-1 (I&CF) & Jr. Asstt. Engineer Gr.-II (I&CF) are to be re-Designated as Asstt. Engineer (I&CF).
2	Technical Officer	1	II	16,400-40,500/-*	Selection	30	<b>Essential :-</b> (i) Must possess a Diploma in Civil Engineering or Diploma in Draftsmanship from a recognised Institute or equivalent. (ii) 3 Years' Experience of independently planning & drafting of sketches of different types of structures and buildings and having adequate knowledge of estimating and quantity survey. <b>Desirable:-</b> Experience in architectural planning will be an added advantage.	(a) No. (b) Yes. (c) No.	2	Normally by Promotion, failing which, by Direct Recruitment	By promotion by inviting applications and through written test & interview from the posts of Sr. Estimator / Sr. Draftsman having a minimum of 3 years' experience in the feeder posts, failing which, by Direct Recruitment.	Existing designation of Jr. Technical Officer (I&CF) is to be re-designated as Technical Officer (I&CF)

3	Estate Surveyor	I	II	16,400-40,500/-*	Selection	30	<b>Essential :-</b> (i) Must possess a Diploma in Survey Engineering / Surveyorship from a recognised Institute or equivalent. (ii) 3 years' experience in Survey Works.	(a) No (b) Yes (c) No	2	Normally by Promotion, failing which, by Direct Recruitment	By promotion by inviting applications and through written test & interview from the post of Zonal Surveyor having a minimum of 3 years' regular service in the feeder post, failing which, by Direct Recruitment.	
4	Asstt. Engineer (Permanent Way)	I	II	16,400-40,500/-*	Selection	30	<b>Essential :-</b> (i) Must have a Diploma in Civil Engineering from a recognised Institution. (ii) Possess a systematic approved training in Permanent Way Works from Indian Railways. (iii) 3 years' experience in Permanent Way Works.	(a) No (b) Yes (c) No	2	Normally by Promotion, failing which, by Direct Recruitment	By promotion by inviting applications and through written test & interview from the posts of Jr. Engineer Gr-I / Asstt. Permanent Way Inspector having a minimum regular service of 3 years in that post, failing which, by Direct Recruitment.	Existing designation of Permanent Way Inspector (I&CF) is to be re-designated as Asstt. Engineer (PW), I&CF Division.
* Scale of pay as last revised w.e.f. 01.01.2007.												

**KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX  
RECRUITMENT RULES FOR CLASS-II POSTS OF P&E DIVISION**

Sl No.	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-selection	Upper Age limit for direct recruitment (in Years)	Educational & Other Qualifications prescribed for Direct Recruitment	Whether a) Age b) Educational Qualification c) Experience for Direct Recruits will apply in the case of Promotion/ Absorption/ Deputation	Period of Probation (in Years)	Method of Recruitment (whether by Direct Recruitment or by Promotion/ Absorption/ Deputation)	In case of Promotion/ Absorption / Deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Assistant Executive Engineer (P&E)	68	II	16,400.- 40,500.-*	Selection	30	<b>Essential:</b> (i) Must have a Diploma or passing out certificate in Mechanical / Electrical / Electronics & Communication Engineering from a recognised Technical School or College. Diploma holders in Electrical Engineering must have Electrical Supervisor's Certificate of competency issued by the West Bengal Licensing Board (Electrical) of Govt. of West Bengal in Para 1, 2, 3, 4, 5, 6A & 6B, 7A & 7B, 11 & 12 or its equivalent certificate. (ii) Should have a minimum of 5 years' experience in a responsible supervisory capacity in an Industrial / Commercial / Govt. Undertaking. <b>Desirable:</b> Supervisory Certificate of competency issued by the West Bengal Licensing Board (Electrical) of Govt. of West Bengal Part-9 is preferred.	(a) No (b) Yes. However, relaxation will be made to the candidates already in service on the date of approval of the instant RR, according to the guidelines mentioned at Col 12 herein (c) Yes	2	Normally by Promotion, failing which, by Direct Recruitment	By promotion by inviting applications and through written test & interview from the posts of Chargeman (Mechanical / Electrical / Electronics & Communication) having requisite educational qualification as per col.8 (i) herein & a minimum regular service of 5 years in the feeder posts, failing which, from Chargeman not possessing Diploma in Mechanical / Electrical / Electronics & Communication Engineering, but having the minimum educational qualification of Higher Secondary or equivalent (in Science stream) pass, and a minimum experience of 7 years in the above mentioned posts, failing which, by Direct Recruitment.	The existing designations of Plant Engineer (P&E) & Assistant Plant Engineer (P&E) are to be re-designated as Assistant Executive Engineer (P&E)

\* Scale of pay as last revised w.e.f. 01.01.2007.

**KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX  
RECRUITMENT RULES FOR CLASS-II POSTS OF MARINE OPERATION DIVISION**

Sl No.	Name of the Post	No of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-selection	Upper Age limit for direct recruitment (in Years)	Educational & Other Qualifications Prescribed for Direct Recruitment	Whether a) Age b) Educational Qualification c) Experience for Direct Recruits will apply in the case of Promotion/ Absorption/ Deputation	Period of Probation (in Years)	Method of Recruitment (whether by Direct Recruitment or by Promotion/ Absorption/ Deputation)	In case of Promotion/ Absorption / Deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Assistant Marine Engineer	4	II	16,400-40,500/-	Selection	30	<b>Essential:</b> (i) Must possess Marine Engineer Officer Class - JV (FG) or Near Coastal Vessel Class - III certificate issued under Merchant Shipping Act, 1958. (ii) Experience as Watch Keeping Engineer on-board a Vessel for a minimum period of 2 years.	Not Applicable	2	By absorption from other Major Ports, failing which, by deputation and failing both by Direct Recruitment.	Absorption / Deputation will be from officers holding analogous posts in a Major Port Trust.	Existing designation of Jr. Marine Engineer (MO) may be re-designated as Asstt. Marine Engineer (MO).
2	Diving Officer	2	II	16,400-40,500/-	Selection	35	<b>Essential:</b> (i) Must possess a certificate in Ship's Diver Course issued by the Indian Navy. (ii) 5 years' experience in Diving work, including underwater examination of engineering structures, propeller / hulls etc. of ships or other floating crafts.	Not Applicable	2	By absorption from other Major Ports, failing which, by deputation and failing both by Direct Recruitment.	Absorption / Deputation will be from officers holding analogous posts in a Major Port Trust.	Existing designations of Diver Diver (MO) and Port Diver (MO) may be re-designated as Diving Officer (MO).

3	Radio Officer	3	II	16,400-40,500/-	Selection	30	<p><b>Essential:</b></p> <p>(i) Must possess 2nd Class Certificate of proficiency as Wireless Operator, issued by the Ministry of Communication, Government of India.</p> <p>(ii) Experience of 3 years as Radio Officer in any Industrial / Commercial / Govt. Undertaking or in any Inland / Foreign Going Vessel or other Marine establishment.</p>	Not Applicable	2	By absorption from other Major Ports, failing which, by deputation and failing both by Direct Recruitment.	Absorption / Deputation will be from officers holding analogous posts in a Major Port Trust.
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**KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX  
RECRUITMENT RULES FOR CLASS-II POSTS OF MATERIALS MANAGEMENT DIVISION**

Sl No	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-selection	Upper Age limit for direct recruitment (in Years)	Educational & Other Qualifications Prescribed for Direct Recruitment	Whether a) Age b) Educational Qualification c) Experience for Direct Recruits will apply in the case of Promotion/Absorption/Deputation	Period of Probation (in Years)	Method of Recruitment (whether by Direct Recruitment or by Promotion/Absorption/Deputation)	In case of Promotion/Absorption/Deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Stores / Purchase Officer	2	II	16,400-40,500-*	Selection	30	Essential:- Degree / Diploma in Engineering in any branch from a recognised University or Institution. Desirable:- i) Post-Graduate Diploma in Materials Management from a recognised University/Institute (i) 2 years' experience in procurement & handling of stores in Supervisory position in an Industrial/ Commercial /Govt. Undertaking	a) No. b) No. However, Higher Secondary (10+2) pass / Diploma in Engineering or equivalent from a recognised institute is essential. c) No.	2	Normally by Promotion, failing which, by Direct Recruitment	By promotion by inviting applications and through written test & interview from the departmental candidates of M.M. Division, HDIC, in the posts of Sr. Store Keeper, Sr. Purchase Assistant, Store Keeper, Head Clerk with a minimum of 3 years' regular service in the eligible grades, failing which, from the posts of Jr. Engineer / Chargehand under P&E Division, and / or from the post of Jr. Engineer Gr-1 under I&CF Division, having a minimum of 3 years' regular service in the eligible grades, failing which, by Direct Recruitment.	Existing designation of Asst. Stores / Purchase Officer Gr.-I (M.M.) & Asst. Stores / Purchase Officer Gr.-II (M.M.) are to be Re-designated as Stores / Purchase Officer(M.M.).
Scale of pay as last revised w.e.f. 01.01.2007.												



**KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX  
RECRUITMENT RULES FOR CLASS-II POSTS OF T.O. (SI & CH) DIVISION**

Sl. No.	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-selection	Upper Age limit for direct recruitment (in Years)	Educational & Other Qualifications Prescribed for Direct Recruitment	Whether a) Age b) Educational Qualification c) Experience for Direct Recruits will apply in the case of Promotion/Absorption/Deputation	Period of Probation (in Years)	Method of Recruitment (whether by Direct Recruitment or by Promotion / Absorption / Deputation)	In case of Promotion/Absorption / Deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Traffic Officer (SI&CH)	12	II	16,400-40,500/-*	Selection	30	Essential- Must be Graduate of a recognised University. Desirable- 2 years' experience in a Supervisory Post in Shipping & Cargo Handling Operations in an Industrial / Commercial /Govt. Undertaking.	(a) No. (b) No. (c) No.	2	Normally by Promotion, failing which, by Direct Recruitment	By promotion by inviting applications and through written test & interview from the departmental candidates encadred in T. O. (SI&CH) Division in Posts carrying scale of pay of Rs.19,100-51,100/-** and above with a minimum of 5 years' regular service in the eligible grades, failing which, by Direct Recruitment.	Existing designation of Asst. Traffic Officer Gr-I (SI&CH) & Asst. Traffic Officer Gr-II (SI&CH) are to be re-designated as Traffic Officer(Sb&CH).
<p>* Scale of pay as last revised w.e.f. 01.01.2007. ** Scale of pay as last revised w.e.f. 01.01.2012.</p>												

**KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX  
RECRUITMENT RULES FOR CLASS-II POSTS OF TRAFFIC OPERATION ( RAILWAY ) DIVISION**

Sl No	Name of the Post	No of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-selection	Upper Age limit for direct recruitment (in Years)	Educational & Other Qualifications Prescribed for Direct Recruitment	Whether a) Age b) Educational Qualification c) Experience for Direct Recruits will apply in the case of Promotion/ Absorption/ Deputation	Period of Probation (in Years)	Method of Recruitment (whether by Direct Recruitment or by Promotion/ Absorption / Deputation)	In case of Promotion/ Absorption / Deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Traffic Officer (Rly)	16	II	16,400-40,500/- *	Selection	30	Essential: Graduate of a Recognised University. Desirable: 2 years' experience in Supervisory Cadre in Railway Transportation in an Industrial / Commercial / Govt. Undertaking.	(a) No. (b) No. (c) No.	2	Normally by Promotion, failing which, by Direct Recruitment	By promotion by inviting applications and through written test & interview from the departmental candidates encased in T.O. (Rly.) Division in posts carrying the scale of pay of Rs. 19,100-51,100/- ** and above with a minimum of 5 years' regular service in the eligible grades, failing which, by Direct Recruitment	Existing designations of Asstt. Traffic Officer Gr. I (Rly.) and Asstt. Traffic Officer Gr.-II (Rly.) are to be re-designated as Traffic Officer (Rly.)

\* Scale of pay as last revised w.e.f. 01.01.2007.

\*\* Scale of pay as last revised w.e.f. 01.01.2012.

P. K. CHATTOPADHYAY,  
Secretary (I/C)  
for & on behalf of  
Board of Trustees for the  
Port of Kolkata.