

Application for the post of Traffic Manager in Kolkata Port Trust  
(on deputation)

The post of Traffic Manager in the scale of Rs. 51,300-73,000/- in the rank of Head of Department has fallen vacant w.e.f. 1<sup>st</sup> December, 2013. The post will be filled up by deputation of officers holding analogous post or officers holding post of Traffic Manager and equivalent post in the Traffic Department in the scale of pay of Rs. 43,200-66,000/- with 2 years' regular service in the grade or officers holding post of Addl. Traffic Manager/Sr. Dy. Traffic Manager and equivalent post in the Traffic Department in the scale of pay of Rs. 32,900-58,000/- and above with 5 years' regular service in the grade in Government/ PSUs or Autonomous Bodies are eligible.

Educational and other qualifications required:-

Essential:

- i) A Degree in any discipline from a recognized University.

Desirable

13 years' experience in Shipping/ Cargo Operations/ Railway Transportation in Executive cadre in an industrial/ commercial/ Govt. undertaking.

The selection is by merit for which the overall grading in the confidential reports should not be below "Very Good."

2. Responsibility and authority of the post:

He is the Head of Traffic Department of Kolkata Port Trust and responsible for all cargo, shipping and port railway related operations at the Transit Docks, riverside jetties, wharves, Container Terminal, Lighterage and anchorage. Loading and unloading of vessels in Docks & Jetties is subject to the control of Traffic Manager. Allotment of berth to import/export vessels in KDS is decided by him. Entries of persons, vehicles and equipments in Docks & Jetties, issue of Clearing

Agency Licence for transacting shipping, clearing & forwarding business in the Docks is subject to his approval.

Overall in charge of Traffic Department of Kolkata Port Trust.

3. Willing candidates who satisfy the provisions of the Recruitment Rules (Annexure – I) for the post of Traffic Manager, may please apply through proper channel as per Proforma enclosed (Annexure-II) along with the following documents so as to reach the undersigned on or before 31<sup>st</sup> December, 2014:-

- i) Photo copy of APARs of the applicant for the last 5 years duly attested by an officer not below the rank of Dy. HOD on each page.
- ii) Attested photo copy of all certificates.
- iii) No objection certificate of respective Port (Annexure-III).
- iv) Undertaking of the applicant not to withdraw, if selected.
- v) Vigilance/Administrative Clearance of the concerned Port.
- vi) Two passport size photographs.

If any major or minor penalty has been imposed on the applicant during the last 10 years, the details of the disciplinary case leading to such penalty alongwith necessary documents may be sent for forwarding to Government alongwith application. Vigilance clearance may be furnished in the format prescribed vide Ministry of Shipping's letter no. A-12022/10/2005-PE. I dated 27<sup>th</sup> August, 2010, copy of which is attached as Annexure-IV.

Enclo: As stated.

(P.K.Chattopadhyay)  
Secretary(I/C)

**Annexure – II**

**PROFORMA**

1.	Name of the applicant	:	
2.	a) Date of birth b) Date of appointment c) Date of retirement	:	
3.	Present post held along with the details of earlier post/s (with pay scale) held in chronological order.	:	
4.	Whether belongs to SC/ST/OBC	:	
5.	Present pay and pay scale of the post indicating detailed break-up of emoluments.	:	
6.	Service to which the officer belongs to	:	
7.	Educational qualifications	:	
8.	Other qualifications	:	
9.	Experience	:	
10.	Any other points required to be mentioned	:	

**(Signature of the Applicant)**

**Address with Tel. No./Mobile No. if any**

**Place :**

**Date :**

Annexure-III

Certificate to be given by Head of Office of

Shri/Smt.....

Designation.....

1. It is certified that the particulars furnished by Officer are correct.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from the Vigilance and Administrative angle.
3. His/her integrity is certified.
4. It is certified that no Major/Minor penalties have been imposed on the Officer during the last 10 years.
5. Copies of APARs for the last 5 years from 2009-2010 to 2013-2014 are enclosed.

**Dated,**

Signature of the forwarding authority along with office seal.

PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE / COMMENTS

CLEARANCE IS BEING SOUGHT

(TO BE FURNISHED AND SIGNED BY THE CVO OR HOD)

- 01 Name of officer (in full) :
- 02 Father's name :
- 03 Date of Birth :
- 04 Date of retirement :
- 05 Date of entry into service :
- 06 Service to which the officers belong including batch/ year /cadre etc. wherever applicable. :
- 07 Position held (during 10 preceding years) :

Sl.No.	Designation & placing of posting	From	To

- 08 Whether the officer has been placed on the "Agreed list" or "List of officers of Doubtful Integrity" ( If yes, details to be given) :
- 09 Whether any allegation of misconduct involving vigilance angle was examined against the officers during the last 10 years and if so, :
- 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 chargesheet pending against the officer 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). (\*) :

Date:

(Name & Signature)

(\*) If vigilance clearance has been obtained from the Ministry/ CVC in the past, the information may be provided for the period thereafter.

ANNEXURE-I

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 year)	Educational and 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 year)	Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation)	In case of promotion/adsorption/deputation, grades from which it should be made
1.	Traffic Manager	1	Class-I (HOD)	51,300-73,000/-	Selection	40	(i) Degree in any discipline.  (ii) Thirteen years experience in shipping/  cargo operations/  railway transportation in executive cadre in an	(a) No  (b) Yes  (c) No	N.A.	By absorption through composite method failing which by deputation and failing both by direct recruitment.	For <u>absorption</u> through composite method, officers holding analogous post or Officers holding post of Traffic Manager in Category-II ports with 2 years regular service in the grade or officers holding posts in the scale of pay of Rs.36,600-62,000/- with 4 years regular service in the grade or officers holding post in the scale of pay of Rs.32,900-58,000/- with 5

							Industrial/ Commercial/ Govt. Undertaking.				<p>years regular service in the grade in the Traffic Deptt. of a Major Port Trust will be eligible.</p> <p>For <u>deputation</u>, Officers holding analogous posts or officers holding post of Traffic Manager and equivalent post in Traffic Deptt. in the scale of pay of Rs.43,200-66,000 /-with 2 years regular service in the grade or officers holding post of Addl. Traffic Manager and equivalent post in Traffic Deptt., in the scale of pay of Rs.32,900-58,000./- and above with 5 years regular service in the grade in Govt./ PSUs or Autonomous Bodies will be eligible.</p> <p>The selection is by merit for which Overall grading in the APARs will not be below "very good".</p>
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