

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

**Requires
Asstt. Vigilance Officer Gr.II**

One vacancy of Asstt. Vigilance Officer Gr.II under Haldia Dock Complex, Kolkata Port Trust in the scale of pay of Rs. 16400-40500/-, is to be filled up **by deputation** from the officers holding analogous posts, or officers holding posts in the scale of pay of Rs.19100-51100/- (pre-revised scale of pay of Rs.11000-29400/-) and above with 5 years' regular service in those grades in a Major Port Trust / Central Govt. / State Govt. / Public Sector Undertaking / Autonomous Body. Preference will be given to persons having experience in vigilance work / Ex-Serviceman.

Scale of Pay: Rs. 16400-40000/- (Class –II Officer).

Qualification

Essential

Must possess Degree of a recognized University.

Experience

5 years experience in the scale of pay of Rs. 19100-51100/- and above (pre-revised scale of pay of Rs.11000-29400/-)

Pay & Allowance

The scale of pay for the post is Rs.16400-40500/- in the IDA pattern. Present monthly emoluments at the minimum of the pay scale is about Rs. 33,320/-. Other benefits include subsidized accommodation, free medical facilities, L.T.C., Provident Fund, Gratuity, Subsidized transportation, Subsidized schooling for wards etc., as admissible, as per rules of Haldia Dock Complex.

Incumbents fulfilling the above eligibility criteria may apply through proper channel, enclosing 2 passport size photographs, giving detailed bio-data, including name, date of birth, permanent address, address of communication, nationality, religion, whether SC/ST/OBC, details of educational and professional qualification, details of experience, posts held (including name of the post, scale of pay and name of employer) present basic pay and scale of pay, e-mail address, contact phone number, extra curricular activities and any other relevant information and enclosing therewith copies of all supporting documents.

Complete applications, through proper channel, should reach the office of the Manager, Personnel & Industrial Relations Division, Haldia Dock Complex, Jawahar Tower Building, P.O.-Haldia Township, P.S.-Haldia, Dist.-Purba Medinipur, PIN-721607, latest by **October 30, 2015** in a sealed envelop, superscribing “**Application for the post of Asstt. Vigilance Officer Gr.II**”.

The authority forwarding the application is requested to verify that the application is in order and should enclose a certificate alongwith the application, in the format as enclosed herewith. It should also be accompanied by certified true copies of the Annual Confidential Reports / Annual Performance Appraisal Reports for the last 5 years of the applicant(s). Applications received late or incomplete applications or applications received without the aforesaid certificate, as per the prescribed proforma, may not be considered.

(H. S. Banerjee)
Manager (P&IR)

FORWARDING CERTIFICATE

(To be filled by the Authority forwarding the application)

- i) Pay scale of Sri / Smt. _____ (Name & designation) for the last five years is / are Rs. _____

- ii) Certified that the particulars furnished by the candidate has been checked from the available records and has been found correct.

- iii) Certified that the candidate is eligible as per the eligibility criteria mentioned for the post and can be spared in case of selection.

- iv) No vigilance or disciplinary case is either pending or being contemplated against the candidate. There is nothing in the ACR / APAR dossier of the candidate, which makes him / her ineligible for consideration for appointment to the post applied for.

- v) Certified true copies of ACRs / APARs for the last 5 years of the candidate are enclosed.

Seal.

Signature of the Forwarding Authority with date

Name

Designation

Address

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PRESCRIBED PROFORMA FOR APPLICATION

POST APPLIED FOR :



- 1. Name :
- 2. Father's / Husband's Name :
- 3. Date of birth :
(Self Certified copy of proof to be enclosed)
- 4. Age (As on 01/09/2014):
- 5. Sex :
- 6. Permanent Address :
- 7. Address for Communication :
.....
- 8. Telephone : Landline :
Mobile :
- 9. E-mail Address:
- 10. Nationality :
- 11. Religion :
- 12. SC/ST/OBC :

13. Qualification:
(Self certified copies of Marks sheets/ Certificate s to be enclosed)

	Percentage % with Division/ Class	Name of University / College /Board	Honours / Pass Course
Class-X			
Class-XII			
Graduation			
Post Graduation			
Additional			

14. Experience :
(Self certified copies of certificates to be enclosed)

Organisation	Scale of pay & Present Basic Pay.	Post	___ to ___	Period

15. Additional Informations (if any)

I certify that the above information are true to the best of my knowledge and the necessary documents including the certificate from my employer are enclosed.

(Full Signature of Applicant with Date)