



कोलकाता पत्तन न्यास

KOLKATA PORT TRUST

हल्दिया गोदी परिसर

HALDIA DOCK COMPLEX

कार्मिक एवं औद्योगिक संपर्क प्रभाग

Personnel & Industrial Relations Division

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West Bengal

No: P&IR/13/6/2016/4924

Date: February 29, 2016.

The Chairman,
All Major Port Trust,
(.....Port Trust)

Sub.: Filling up of the post of Sr. Dy. Manager, P&IR Division, by absorption through composite method under Haldia Dock Complex, Kolkata Port Trust

Sir

One vacancy of Sr. Dy. Manager, P&IR Division, under Haldia Dock Complex, Kolkata Port Trust in the pay scale of Rs. 32900-58000/-, is to be filled up by Absorption through Composite Method, from the officers of Major Port Trusts, fulfilling the eligibility criteria prescribed in the Recruitment Rules for the concerned post, as per the enclosed Schedule of the KoPT Employees' (Recruitment, Seniority and Promotion) Regulations, 2013 (**Annexure-I**).

You are requested to circulate the above vacancy amongst the eligible officers of your Port. The applications (in the prescribed proforma, **Annexure-II**) of suitable and willing officers of your Port who satisfy the eligibility criteria, as per the enclosed Schedule, may be forwarded, alongwith the following documents, duly superscribing the envelope as 'Application for the post of Sr. Dy. Manager, P&IR Division', so as to reach the undersigned on or before **March 31, 2016**.

- i) Photocopy of the ACRs / APARs of the applicant for the last 5 years, duly attested on each page by an officer not below the rank of Dy. HOD.
- ii) Attested photocopy of all certificates in support of educational qualification, present and past work experience in the respective post with pay scale.
- iii) No objection certificate of the Port.
- iv) Undertaking of the applicant not to withdraw, if selected.
- v) Vigilance, Disciplinary and Administrative Clearance of the concerned Port, as per enclosed proforma (**Annexure-III**).
- 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 alongwith the application.

Encl.: As stated.

Yours faithfully,

(P.K.Das)
Sr.Dy.Manager (P&IR)

RECRUITMENT RULES FOR CLASS-I POSTS OF P&IR DIVISION, UNDER GENERAL MANAGER (M&S)

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 years) | Educational & Other Qualifications prescribed for Direct Recruitment | Whether a) Age b) Educational Qualifications 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 |
| 3 | Sr. Dy. Manager | 2 | I | 32900 - 58000 | Selection | 37 | <p>Essential :</p> <p>i) Degree from a recognised University / Institution.</p> <p>ii) Nine years experience in an executive cadre in the field of General Administration, Personnel, Industrial Relations, etc., from an Industrial / Commercial / Govt. Undertaking.</p> <p>Desirable:</p> <p>Post Graduate Degree / Diploma in Personnel Management / Industrial Relations / Social Work / Labour Welfare or allied subjects or Degree in Law from a recognised University / Institution.</p> | a) No. b) Yes. c) No. | Not applicable | By Absorption through composite method, failing which, by Deputation, and 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 pay scales of Rs.24900 - 50500/- and Rs.20600 - 46500/- in the P&IR 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 P&IR discipline in Govt. / PSU / Autonomous Bodies, will be eligible. The selection is by merit for which the bench mark in overall grading in the APARs will not be below "Very Good". | Existing designation of Dy. Manager (P&IR) in the scale of pay of Rs.29100-54500/- will be redesignated as Sr.Dy.Manager (P&IR) and upgraded to the pay scale of Rs. 32900-58000/- |

PROFORMA

Application for the post of Sr.Dy.Manager, P&IR Division
under Haldia Dock Complex, Kolkata Port Trust

| | | | |
|-----|--|-------------|--|
| 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 point required to be mentioned | : | |

(Signature of the Applicant)
Address with Tel. No. / Mobile No., if any

Place :

Date :

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.
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 penalties have been imposed on the Officer during the last 10 years.
5. Copies of APARs for the last 5 years are enclosed.

Dated:_____

Signature of the forwarding authority along with office seal