



कोलकाता पत्तन न्यास
KOLKATA PORT TRUST
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX



कार्मिक एवं औद्योगिक संपर्क प्रभाग

Personnel & Industrial Relations Division

जवाहर टावर कंप्लेक्स,

हल्दिया टाउनशिप – 721 607

दूरभाष सं. (03224) 263160/ 263716/ 265907

फैक्स सं. (03224) 263160

जिला – पूर्व मेदिनीपुर

Jawahar Tower Complex,

Haldia Township – 721607

Phone No. (03224) 263160/ 263716/ 265907

Fax No.(03224) 263160

Dist. Purba Medinipur,
West Bengal

No: P&IR/13/5/2016/4927

Date: February 29, 2016

Chairman,

All Major Port Trusts

(_____ Port Trust).

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

Sir,

One vacancy of Sr. Dy. Manager, Finance 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, Finance 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)

2	3	4	5	6	7	8	9	10	11	12	13
Dy. Manager	3	1	24900 - 50500	Selection	35	<p>Essential:-</p> <p>i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.</p> <p>ii) Five years experience in an executive cadre in the field of Finance, Accounting in an Industrial / Commercial / Govt. Undertaking.</p>	<p>a) No</p> <p>b) No. However a Degree from a recognised University / Institution is essential.</p> <p>c) No</p>	2	By Promotion, failing which, by Absorption / Deputation, failing both, by Direct Recruitment.	Promotion from Asstt. Manager, Finance Division in the scale of pay of Rs.20600 - 46500/- with 4 years regular service in the grade. Absorption / Deputation will be of officers holding analogous post or holding the aforesaid feeder post (or equivalent) in the scale of pay of Rs.20600 - 46500/- with 4 years regular service in the grade in the Finance discipline in a Major Port Trust.	Existing designation of Asstt. Manager in the scale of pay of Rs. 24900 - 50500/- will be redesignated as Dy. Manager.
Sr. Dy. Manager	3	1	32900 - 58000	Selection	37	<p>Essential:</p> <p>i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.</p> <p>ii) Nine years experience in an executive cadre in the field of Finance, Accounting in an Industrial / Commercial / Govt. Undertaking.</p>	<p>a) No.</p> <p>b) Yes. However, for the KoPT officials on roll on the date of notification of this RSP Regulations, M. Com. / MBA (Finance) would also suffice.</p> <p>c) No.</p>	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 Finance 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 benchmark in overall grading in the APARs will not be below 'Very Good'.	Existing designation of Dy. Manager (Finance) in the scale of pay of Rs. 29100 - 54500/- will be redesignated as Sr. Dy. Manager (Finance) and upgraded to the pay scale of Rs. 32900 - 58000/-.

**Application for the post of Sr. Dy Manager, Finance 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 belonging 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 penalty has 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.