

SDD E2
for naft

22.6.17

Kolkata Port Trust
15, Strand Road
Kolkata- 700001



Administration Department
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No.Admn/6497/C/TM/E1

To
The Chairmen
All Major Port Trust

Dated 20th June, 2017
योजना विभाग / Planning Department
कोलकाता पत्तन न्यास
Kolkata Port Trust

पंजी सं०.....
Sl. No.....
दिनांक/ Date.....

Sir,

Sub: Filling up two posts of Sr. Dy. Traffic Manager by absorption through composite method at KDS, KoPT – applications invited.

Applications are invited for filling up two posts of Sr. Dy. Traffic Manager in the scale of pay of Rs. 32,900-58,000/- at Kolkata Port Trust (Kolkata Dock System) by absorption through composite method, as per enclosed Recruitment Rules (at Annexure-I).

2. You are requested to kindly circulate the vacancy among the eligible officers of your port and forward the applications in the prescribed Proforma (Annexure-II) duly superscripting on the envelope "Application for the post of Sr. Dy. Traffic Manager" to the Secretary, Kolkata Port Trust, 15, Strand Road, Kolkata-700 001 along with the following documents:-

- i) Copies of APARs for the last 5 years attested by officer not below the rank of Dy. HoD on each page. [if any APAR is not available, non-availability certificate is to be enclosed]
- ii) Attested copies of all the certificates as proof of educational qualification, present and past work experience in the respective post and pay scale.
- iii) No objection certificate from the respective Port.
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
- v) Vigilance and administrative clearance by the concerned Port (Annexure-III)

vi) Passport size photographs (two numbers).

3. The crucial date for determining the qualification, experience and age shall be 01.06.2017.

4. The last date to receive the application at KoPT is **21.07.2017**. Incomplete application or application received after the due date will not be considered.

Encl.:- As stated

Yours faithfully,



(S. K. Dhar)
Sr. Dy. Secretary
for Secretary

Copy to TM. He is requested to kindly circulate the vacancy in Traffic Department.

Copy to General Manager (M&S) /General Manager (Traffic)(I/C) HDC. He is requested to kindly circulate the vacancy and forward applications of eligible candidates of HDC as per enclosures.

Encl.: As stated.

Copy to Jt. Director (P&R) for information. She is requested to arrange for necessary posting of this circular on KoPT's website.

Encl.: As stated.

APPLICATION FORM

Photograph
(3.5 c.m x 3.5
c.m.)

Post applied for:

1. Full Name (in block letters) :
2. (a) Address for communication :
(b) Telephone No. / Mobile No. :
(c) Fax / E-mail address :
3. Date of birth :
4. Date of retirement :
5. Whether belongs to SC/ST/OBC: SC ST OBC GEN
(Please \checkmark in relevant box)
6. Present post with scale of pay :
7. Date of continuous appointment :
in the present post
8. Date of first appointment in :
Class I cadre of the Port Trust
9. Educational and other qualifications :

Examination	University	Year of passing	Class and percentage obtained	Special subjects

10. Details of fulfilling qualifying service in the feeder grade :

	Period		
	on Regular basis	on Officiating basis	Against Temporary post
(Rs. 24900 -50500/-)			
(Rs. 20600 -46500/-)			

Note : (1) The above columns shall be clearly filled in.

(2) Pay scale granted as financial up gradation under Modified Assured Career Progression Scheme (MACPS) should not be indicated as it is not a regular service in the grade.

11. Details of employment/ :
experience in chronological order

Name of the organization	Posts held	Scale of pay	From	To	Nature of duties

12. Languages Known :
(Read, Write and Speak)

13. Any other information :
Desired to be furnished

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, my candidature/ appointment may be cancelled/ terminated without any notice. In the event of my selection to the above post, I will not withdraw and undertake to accept the appointment / posting.

(Signature of the applicant)

Place:

Date:

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 2011-2012 to 2015-1016 are enclosed.

Dated,

Signature of the forwarding authority along with office seal.

PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS/CLEARANCE BEING SOUGHT

[To be furnished and signed by the CVO or HOD]

1. Name of the Officer (in full) :
2. Father's Name
3. Date of Birth :
4. Date of Retirement :
5. Date of Entry into Service :
6. Service to which the officer belongs :
Including batch / year cadre-etc.
Wherever applicable.
7. Positions held :
(During the ten preceding years)

Sl. No.	Organization (Name in full)	Designation & Place of posting	Administrative/ nodal Ministry/Deptt. concerned (in case of officers of PSUs etc.)	From	To
1.					
2.					
3.					
4.					
5.					

8. Whether the officer has been placed on:
The "Agreed List" or "List of Officers of Doubtful Integrity"
[If yes details to be given]
9. Whether any allegation of misconduct:
Involving vigilance angle was
Examined against the officer during

the last 10 years and if so with what result(*)

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 charge sheet 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 AND SIGNATURE)

(*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.