



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
SYAMA PRASAD MOOKERJEE PORT, KOLKATA
Formerly Kolkata Port Trust

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
Syama Prasad Mookerjee Port, Kolkata
15, स्ट्रैंड रोड/15, Strand Road,
कोलकाता Kolkata - 700 001

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सामान्य प्रशासन विभाग
Genl. Admn. Deptt.

Date : 19.08.2021.

No.Admn/7230/1/Secy

To
The Chairperson,
All Major Port Trusts

Sir,

Sub:- Filling up of the post of Secretary (HOD) by
absorption through composite method under
Syama Prasad Mookerjee Port, Kolkata -
applications invited.

The post of Secretary in the rank of Head of Department in the scale of
pay of Rs.1,00,000-2,60,000/- (revised) (pre-revised Rs.43,200-66,000/-) is to
be filled up by absorption through Composite method from the officers of Major
Port Trusts, fulfilling the eligibility criteria as per the **Annexure-I**.

2. The selection is by merit for which overall grading in the ACRs/APARs
will not be below "Very Good".

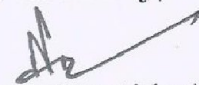
3. In terms of Ministry's letter dated 19.11.2019, the incumbent will be
initially appointed to the HOD post in the scale of pay of Rs. 1,00,000 -
2,60,000/- (pre-revised Rs.43,200-66,000/-), and after completion of three
years' regular service in the post, he/she will be elevated to the scale of pay of
Rs. 1,20,000 - 2,80,000/- (pre-revised Rs.51,300-73,000/-), subject to fulfilling
the relevant conditions as per the Ministry's guideline vide Letter No. A-
12023/15/2018-PE-I dated 19.11.2019. It may be noted that any changes as
directed by the Ministry from time to time, will be made applicable.

4. Applications of suitable and willing officers, who satisfy the provisions of
the Recruitment Rules for the post of Secretary, may please be furnished as per
Annexure-I. The application may be submitted through "Online Application
Portal (OAP)" of the Ministry of Shipping website
<http://onlinevacancy.shipmin.nic.in> from **23.08.2021 to 07.10.2021**. No
application other than OAP shall be accepted. All the applicants, after
registering themselves in the portal, are required to apply for the post through
OAP and thereafter a printout of the filled in application along with the following
documents may be sent in an envelope, through their Administrative Port
superscribing "Application for the post of Secretary in SMP, Kolkata", so as to
reach the Office of the Sr. Personnel Officer, Syama Prasad Mookerjee Port,
Kolkata, 15 Strand Road, Kolkata-700001 **on or before 22.10.2021**.

- i) Certified copies of APARs for the last 5 years (01.4.2015 to 31.3.2020), duly attested by officer not below the rank of Dy. HoD on each page.
 - ii) A statement showing year-wise availability of APARs and grading duly signed by the Dy. Chairman/Chairman as per the Ministry's letter dated 01.02.2007. If APAR for a particular year during the last 5 years is not available, "No Report Certificate" may be furnished along with APARs of the preceding years.
 - iii) Attested photocopies of all the certificates in proof of educational qualification, present and past work experience in the respective post and pay scale.
 - iv) No objection certificate from the respective Port.
 - v) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by the Service Selection Committee.
 - vi) Vigilance and administrative clearance by the concerned Port **(Annexure-II)**
 - vii) Two passport size photographs.
5. As per Ministry's guideline dated 26.9.2019, in case of receipt of advance copy of application in respect of any applicant by the port, candidature of the said candidate will not be considered by the Ministry if his/her application is not received through proper channel by the port within 15 days of the last date of receipt of application i.e. on or before **22.10.2021**.
 6. The Crucial date for determining the eligibility will be the last date of closing of application i.e. **07.10.2021** in terms of Ministry of Shipping Circular No.1-26/25/2013-PE-I dated 26.9.2019.
 7. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application. Vigilance report is to be furnished in the format prescribed vide Ministry of Shipping's letter No. A-12022/10/2005-PE.I dated 27th August, 2010, copy of which is attached as **(Annexure-III)**.
 8. As per the Ministry's guidelines dated 26.09.2019 regarding filling up the HOD level posts in Major Port Trust, Port official, who withdraws his candidature for the post after his selection by the Services Selection Committee, will be liable for debarment from future selection to HOD level posts in all Major Port Trusts for a period of two years.
 9. Incomplete application or application received after the due date will not be considered.

Encl.:- As stated.

Yours faithfully,



(J. Ghosh Dastidar)
Sr. Personnel Officer (I/C)

Annexure-I

Kolkata Dock System

Recruitment Rules for Class I posts of General Administration Department (Main Administration)*

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 and other qualifications prescribed for direct recruitment	Whether a)age b)educational qualifications c)experience for direct recruits will apply in 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
1.	Secretary	1	Class-I (HOD)	43,200-66,000/- [to be elevated to 51300-73000/-] after completion of 3 years regular service, upon consideration by the Competent Authority.	Selection	45 However in case of officers of any Major Port Trust, possessing prescribed qualification and experience may also apply provided the age limit in such cases shall not	Essential:- (i)A degree in any discipline from a recognized University (ii) Seventeen years experience in executive cadre in the field of General Admn., Personnel & Industrial Relations etc. in an Industrial/ Commercial/ Govt.	(a) No (b) Yes (c) No	N. A.	By absorption through composite method failing which by deputation failing both by direct recruitment	For absorption through composite method, Officers holding posts in the scale of pay of Rs.32900-58000/- with 3 years regular service in the grade in the General Administration/ Human Resource Development Deptt. of a Major Port Trust will be eligible. For Deputation, Officers holding analogous posts	Existing posts of Secretary will be re-designated as General Manager (Admn.)/ Chief General Manager (Admn.)

[Handwritten Signature]

						<p>exceed 55 years</p>	<p>Undertaking. <u>Desirable:-</u> Post Graduate degree/ diploma in Personnel Management/ Industrial Relations/ Social work/ Labour Welfare or allied subjects or Degree in Law from a recognized university/ Institution.</p>				<p>or post of G.M. (Admn) and equivalent posts in GAD/HRD in the scale of pay of Rs.43200- 66000/- in the grade or officers holding the post of Dy. G.M.. (Admn) and equivalent posts in GAD/HRD in the scale of pay of Rs.32900- 58000/- and above with 3 years regular service in the grade in Govt./Semi Govt. /PSUs/ Autonomous Bodies(other than Major Port Trust) will be eligible. The selection will be by merit for which the bench mark in the overall grading in the ACRs will not be below "very good".</p>
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* Awaiting Gazette Notification.

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ANNEXURE – II

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 2015-2016 to 2019-2020 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](*)
13. Whether the officers/official has submitted :
his/her Annual Immovable Property Return
of the previous year as required under Rule-18
of the CCS (Conduct), Rules, 1964 within the
prescribed limit.

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.

