



श्यामाप्रसादमुखर्जीपोर्ट, कोलकाता
Syama Prasad Mookerjee Port, Kolkata
15, स्ट्रैंडरोड/15, Strand Road,
कोलकाता / Kolkata – 700 001
दूरभाष/Phone : 2230-3451
Website: www.smpportkolkata.shipping.gov.in
सामान्यप्रशासनविभाग/Genl. Admn. Deptt.



वसुधैव कुटुम्बकम्
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No.Admn/7230/FA&CAO/E1

Dated:17.01.2023

To
The Chairperson
All Major Port Authorities

Sir,

Sub:- Filling up of the post of Financial Advisor & Chief Accounts Officer(FA&CAO) by absorption through composite method under KDS of Syama Prasad Mookerjee Port -- applications invited.

The post of FA&CAO [to be re-designated as General Manager (Fin)] in the rank of Head of Department under Kolkata Dock System of Syama Prasad Mookerjee Port, Kolkata (SMPK) is to be filled up by Absorption through Composite Method from amongst the officers of Major Port Authorities, fulfilling the eligibility criteria for the concerned post, as per the **Annexure-I**.

2. The incumbent will be initially appointed to the HoD level 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 19th November, 2019.

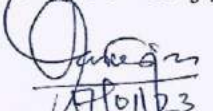
3. The selection is by merit for which overall grading in the ACRs/APARs will not be below "Very Good".

4. Applications of suitable and willing officers, satisfying the provisions of the Recruitment Rules for the post of FA&CAO, may please be submitted through "Online Application Portal (OAP)" of the Ministry of Shipping website <http://onlinevacancy.shipmin.nic.in> from **17.01.2023 to 17.02.2023**. Therefore, 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 superscripting "Application for the post of FA&CAO", so as to reach the Office of the Secretary, Syama Prasad Mookerjee Port, 15 Strand Road, Kolkata-700001 **on or before 6th March, 2023**.

- i) Copies of APARs for the last 5 years, attested by officer not below the rank of Dy. HoD on each page.
 - ii) Attested copies of all the certificates in proof of educational qualification, present and past work experience in the respective post and pay scale.
 - iii) No objection certificate from the respective Ports.
 - 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-II**)
 - vi) Passport size photographs (two numbers).
5. **Crucial date** for determining the eligibility will be **1st January, 2023**.
6. 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 (**Annexure-III**), as prescribed vide Ministry of Shipping's letter no. A-12022/10/2005-PE.I dated 27th August, 2010.
7. Incomplete application or application received after the due date will not be considered.
8. The vacancy circular along with the annexure is also available on SMP, Kolkata's website www.smpportkolkata.shipping.gov.in .

Encl.:- As stated

Yours faithfully,


(S.S. Chatterjee)
Dy. Secretary-I
For Secretary

Recruitment Rules for Class-I posts of Finance Department**

Sl. No.	Name of the post	No. of post	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
5.	General Manager (Fin)/ Chief General Manager (Fin.)	1	Class-I (HoD)	100000-260000/- To be elevated to the scale of pay of Rs. 1,20,000-2,80,000/- (Pre-revised Rs. 51300-73000/-) after completion of 3 years	Selection	45	<u>Essential :-</u> i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. ii) 15 years experience in Executive cadre in the field of	(a) No (b) Yes * (c) No * Relaxable for promotes with Master degree in Business Administration with specialization in Finance vide GSR No. 408(E) dated 04.06.2019.	N. A.	By absorption through composite method failing which by deputation and failing both by direct recruitment .	For absorption through composite method, Officers holding Posts in the scale of pay of Rs.80000-220000/- with 3 years regular service in the grade in the Finance Department of a Major Port Trust will be eligible.	Financial Adviser & Chief Accounts Officer is re-designated as G.M.(Fin) / C.G.M(Fin)



				regular service upon consideration by the Competent Authority			Finance, Accounting in an Industrial/ Commercial/ Government Undertaking.				For Deputation, Officers holding analogous posts or officers holding posts of Dy. General Manager (Finance) and equivalent posts in the scale of pay 80000-220000/- and above with 3 years regular service in the grade in Government/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 overall grading in the APARs will not be below "very good".
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** Awaiting Gazette Notification

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 2016-2017 to 2020-2021 are enclosed.

Dated,

Signature of the forwarding authority along with office seal.

ANNEXURE – III

**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 officer/official has submitted :
his/her annual immovable property return
of the previous year as required under Rule
18 of CCS (Conduct) Rules, 1964 within
the prescribed limit.
14. Details of complaint pending against the :
Officers as on dated

NB:- The applied post being Selection post at the level of Head of Department, the officer is CLEAR/NOT CLEAR (whichever applicable) from vigilance angle as per the guidelines of DoP&T / CVC issued from time to time.

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.