



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

श्यामा प्रसाद मुखर्जी पत्तन, कोलकाता
SYAMA PRASAD MOOKERJEE PORT, KOLKATA
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) 264848 / 263160
जिला – पूर्ब मेदिनीपुर



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No: P&IR/13/1/Sh/2023/1379

Date: September 22, 2023

Secretary,
All Major Ports

(_____ Port Authority).

Madam / Sir,

Sub.: Filling up of the post of Dy. Manager under T.O.(Sh&CH) Division of Haldia Dock Complex, SMP-K in the scale of pay of ₹60,000-1,80,000/-, by Deputation.

Two (02) vacancies in the post of Deputy Manager under T.O.(Sh&CH) Division of Haldia Dock Complex, SMP-K in the scale of pay of ₹60,000-1,80,000/- (pre-revised ₹24,900-50,500/-) are to be filled up by Deputation from the officers holding analogous post or holding posts in the scale of pay of ₹50,000-1,60,000/- (pre-revised scale of pay of ₹20,600-46,500/-, erstwhile ₹10,750-16,750/-) with 4 years regular service in the grade in the Shipping & Cargo Handling discipline in a Major Port, fulfilling the eligibility criteria prescribed in the Recruitment Rule for the concerned post, as per the enclosed schedule of the KoPT Employees' (Recruitment, Seniority, Promotion) Regulations, 2013 (**Annexure-I**).

2. Applications of eligible and willing officers, who satisfy the provisions of the aforesaid Recruitment Rules for the post of Dy. Manager under T.O.(Sh&CH) Division, HDC, may please be forwarded as per pro-forma enclosed (**Annexure-II**), along with the following documents, duly superscribing the envelope as “*Application for the post of Dy. Manager under T.O.(Sh&CH) Division, HDC, SMP-K on Deputation*”, so as to reach the office of Sr. Dy. Manager (P&IR) on or before **October 26, 2023**. In case of receipt of advance copy of application in respect of any applicant, candidature of the candidate will not be considered by HDC, SMP-K, if the application is not received through proper channel by HDC, SMP-K within 15 days of last date of receipt of applications, i.e. within **November 10, 2023**.

- i) Copies of APARs for the last 5 years, attested by an officer not below the rank of Dy. HOD on each page. [If APAR for a particular year is not available, last available APAR may be furnished with a non-availability certificate.]
- ii) Self-certified photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.

(Contd...2)

(2)

- iii) No objection certificate from the respective Port to relieve the applicant in the event of his / her selection.
 - iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by the Service Selection Committee.
 - v) Vigilance and administrative clearance of the officer from the concerned Port, as per enclosed proforma (**Annexure-III**).
 - vi) Two passport size colour photographs.
 - vii) Complete service details of the applicant with posts held till date.
3. The Selection is by merit for which the benchmark in overall grading in the ACRs / APARs will not be below "Good".
 4. The crucial date of determining eligibility will be the last date of receipt of application i.e. **October 26, 2023**.
 5. The Deputation Terms are enclosed at **Annexure-IV**.
 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 alongwith the application. Vigilance report is to be furnished in the format prescribed by the MoPSW vide letter no. C-31018/5/2020-Vigilance dated February 15, 2022 (**Annexure -V**).
 7. The Authority forwarding the application is requested to verify that the application is in order. Incomplete application or application not submitted as per the aforesaid procedure or received after the due date will not be considered. Application received without the forwarding authority's certificate, as prescribed in the enclosed pro-forma, will not be considered.

Encl.: As stated.

Yours' sincerely,

रुके नाग 22/9/23

(अयन कुमार नाग / A. K. Nag)

वरिष्ठ उप प्रबंधक / Sr. Dy. Manager

पीएंडआईआर प्रभाग / P&IR Division

हल्दिया गोदी परिसर / Haldia Dock Complex

RECRUITMENT RULES FOR CLASS-I POSTS OF TRAFFIC OPERATIONS (SH&CH) DIVISION UNDER GENERAL MANAGER (TRAFFIC OPERATIONS)

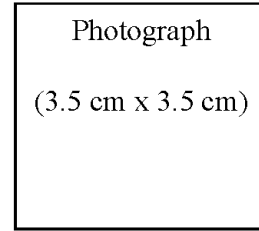
(As on 26.05.2013)

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
1	Asstt. Manager	13	1	20600 - 46500	Selection	30	<p>Essential:- i) A Degree from a recognised University.</p> <p>Desirable :- Two years experience in an Executive cadre in Shipping & Cargo Handling Operations in an Industrial / Commercial / Govt. Undertaking.</p>	a) No b) Yes. c) No	2	By Direct Recruitment - 66.2/3% By Promotion - 33.1/3%	Promotion from Traffic Officer, T.O. (Sh & CH) Division, in the scale of pay of Rs. 16400 - 40500/- with 3 years regular service in the grade.	Existing designations of Asstt. Traffic Officer Gr.-1 (Sh&CH) & Asstt. Traffic Officer Gr.-11 (Sh&CH) will be re-designated as Traffic Officer (SH&CH). Also existing designations of Traffic Officer (Sh&CH) and Jr. Asstt. Manager (Sh&CH) will be redesignated as Asstt. Manager (Sh&CH)

1	2	3	4	5	6	7	8	9	10	11	12	13
2	Dy. Manager	4	I	24900 - 50500	Selection	35	Essential : i) A Degree from a recognised University. ii) Five years experience in an Executive cadre in Shipping & Cargo Handling operations in an Industrial / Commercial / Govt. Undertaking.	a) No b) Yes c) No	2	By Promotion, failing which, by Absorption / Deputation, failing both, by Direct Recruitment.	Promotion from Asstt. Manager, T.O. (Sh&CH) 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 posts in the scale of pay of Rs.20600 - 46500/- with 4 years regular service in the grade in the Shipping & Cargo Handling discipline in a Major Port Trust.	Existing designation of Asstt. Manager (Sh&CH) in the scale of pay of Rs. 24900 - 50500/- will be redesignated as Dy. Manager (Sh&CH).
3	Sr. Dy. Manager	2	I	32900 - 58000	Selection	37	Essential: i) A Degree from a recognised University. ii) Nine years experience in an Executive cadre in Shipping / Cargo handling Operations in an Industrial / Commercial / Govt. Undertaking.	a) No b) Yes c) No	Not applicable	By promotion, failing which, by Absorption / Deputation, 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 scales of pay of Rs.24900 - 50500/- and Rs.20600 - 46500/- in the Shipping & Cargo Handling Discipline in a Major Port Trust will be eligible. For Deputation, officers holding analogous posts or holding posts in the scale of pay of Rs. 24900 - 50500/- and above with 3 yrs. regular service in the grade, in the Shipping & Cargo Handling discipline in Govt. / PSUs / 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 (Sh&CH) in the scale of pay of Rs. 29100 - 54500/- will be redesignated as Sr. Dy. Manager (Sh&CH) and upgraded to the pay scale of Rs. 32900 - 58000/-.

N. B. The existing officers who had opted to maintain their seniority in both Traffic Operations (Sh&CH) and Traffic Operations (Rly) Divisions before 20/03/96, will be eligible for consideration for promotion in both the said Divisions as per the aforesaid Schedule.

APPLICATION FORM



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 (Please ✓ in relevant box) : SC ST OBC GEN
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 Authority :
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 :

Pay scale	Period					
	on Regular basis		on Officiating basis		Against Temporary post	
	From	To	From	To	From	To

(2)

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 Organisation	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 and in the event of any selection to the above post, I will not withdraw and undertake to accept the appointment / posting.

(Signature of the Applicant)

Place:

Date:

ANNEXURE-III

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 and he / she fulfils the eligibility criteria.
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.

HALDIA DOCK COMPLEX

**TERMS AND CONDITIONS OF DEPUTATION FOR
HALDIA DOCK COMPLEX, SYAMA PRASAD MOOKERJEE PORT, KOLKATA**

1. **Period of Deputation:** The Officer shall be on deputation for a period of three years, which is extendable to four years. In exceptional circumstances, this can be extended to five years with the approval of Ministry.
2. **Pay:** While on deputation, the Officer may, within one month from the date of his joining the Major Port Trust, elect to draw either the pay in the scale of pay of the post in the Major Port Trust or his basic pay in the parent organization plus deputation allowance thereon.
3. **Deputation allowance:** The deputation allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs. 4500/- per month in case of deputation within same station and payable at the rate of 10% of basic pay subject to a maximum of Rs. 9000/- per month in case of deputation involving change of station.
 - (a) In cases where the basic pay in parent cadre has been upgraded (upto Level 13 A) on account of Non-Functional Upgradation (NFU), Modified Assured Career Progression Scheme (MACP), Non Functional Selection Grade (NFSG), etc., and the officer has opted for such upgraded pay of the parent cadre, in that event, the upgraded basic pay under such upgradations shall not be taken into account for the purpose of Deputation (Duty) Allowance. In such cases, the Deputation (Duty) Allowance will be calculated taking the basic pay of the parent cadre which the officer was getting before such upgradation and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.
 - (b) However, if the upgradation is to Level 14 or above, he shall be given the option to draw the upgraded basic pay under such upgradations without Deputation (Duty) Allowance or the pay which he was drawing before such upgradation with Deputation (Duty) Allowance, whichever is more beneficial as per the option of the officer.
4. **Dearness Allowance:** The officer shall be entitled to dearness allowance at the rates prevailing in the Major Port Trust or in his parent organisation depending on whether the officer opted to draw pay in the pay scale of the post in Major Port Trust or the pay in parent organization plus deputation allowance.
5. **Cafeteria Allowance:** The Deputationist, if opting for the pay of the borrowing organization would be granted perks and allowances subject to a ceiling of 35% of Basic pay under the concept of Cafeteria approach. List of allowances and or exclusions shall be governed by the applicable rules of the borrowing organization.
6. **House Rent Allowance:** The Officer shall be entitled to draw House Rent Allowance (HRA) at the rates prevailing in the Major Port Trust or in his parent organisation plus deputation allowance. He shall be entitled to residential accommodation on payment of standard rent according to the rules of Major Port Trust.
7. **Joining time pay and transfer traveling allowance:** Joining time pay and transfer travelling allowance, both on joining the post of deputation and on reversion, shall be paid by the major Port Trust as per rules.

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8. **Travelling allowance for journey on duty during the period of deputation:** Officer shall be entitled to Travelling Allowance and daily allowance for journeys undertaken after joining on deputation according to the relevant rules of major Port Trust.

9. **Leave (Earned Leave, Half Pay Leave & Casual Leave)**

(a) Major Port Trust, will maintain a leave account of the officer concerned, on the basis of extract of the leave account received from his parent organisation. The major Port Trust will determine the leave admissible to the officers / staff concerned and sanction it under intimation to the parent organisation. That means the copy of the leave sanctioned to officer during deputation will be sent to parent organisation.

(b) Officer shall continue to be governed by the Leave rules of his parent organisation. The procedure laid down as per the rules and regulations of parent organisation should be followed scrupulously. On being relieved from deputation he/she will not be allowed to proceed on leave directly by the Major Port Trust i.e. without first joining his parent organisation.

(c) In the case of a female Officer/staff, the leave salary for the period of maternity leave availed by her during the period of deputation shall be borne by the Major Port trust.

10. **Leave Salary / Pension / NPS Contributions:** The leave due and admissible to him/he from parent organisation during the deputation period will be entitled as per parent organisation rules and regulation policy. During the deputation period, the admissible leave to the officer/staff as per rules, the reimbursement for that period leave admissible to him, will be reimbursed to parent organisation by the Major Port Trust as per the parent organisation Policy.

Leave salary contribution (except for the period of leave availed on deputation) and pension contribution (Employer's share – if pension scheme is available in the parent organisation) will be paid by Major Port Trust to the parent organisation.

In case of employee covered under New pension Scheme (NPS), the Major Port Trust shall make matching contribution to the NPS account of the employee.

11. **Leave salary on account of disability leave:** The Major Port Trust shall be liable to pay leave salary in respect of any disability leave that may be granted on account of disability incurred in or through deputation even though such disability manifests itself after the termination of deputation. The leave salary charge of such leave shall be recovered from the Major Port Trust.

12. **Leave travel concession:** The Officer/staff shall be entitled to the leave travel concession according to the relevant rules of the parent organization/ Major Port Trust on the subject. The expenditure in this respect shall be borne by the Major Port Trust. *However, the Deputationist opting for LTC shall be entitled to only 30% of basic pay as Cafeteria Allowance. In that case the Deputationist shall be allowed LTC as per the rules of the Borrowing Organization.*

13. **Medical Facilities:** The Officer/staff shall be entitled to medical facilities in accordance with the rules of the Major Port Trust.

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14. **Employee Provident Fund subscription:** The Officer/ staff shall continue his subscription to the Employee Provident Fund of which he/she is a member in accordance with the prescribed rules. The Major Port Trust should reimburse the E.P.F. amount deducted every month from his/her salary due amount and also Foreign Employer equal contribution amount to parent organisation by Demand Draft. The same will be credited in his/her E.P.F. regular account under his/her common Universal Account Number (U.A.N.).

In case of employees covered under the New Pension Scheme (NPS), the Borrowing Organization shall make matching contribution to the NPS account of the employee.

15. **Departmental Inquiry:** If a departmental inquiry is to be initiated against the officer / staff during his / her deputation, the Major Port Trust can revert back the officer to his parent organization.

16. The subsistence allowance only for the period between suspension and repatriation shall be paid by the Major Port Trust.

17. **Premature reversion of deputationist to parent organization:** As and when a situation arises for premature reversion to the parent organization of the deputationist, his services could be so returned after giving an advance notice of three months to his parent organization and the employee concerned. However, Ministry, in exceptional circumstances, may return the services of the deputationist to his parent cadre without such advance notice.

18. **Residuary matters:** In all matters relating to conditions of service and benefits/ facilities in the Major Port Trust not covered by item Nos. 1 to 17 above, the Officer/ staff will be governed the existing rules, regulations and orders of the Major Port Trust.

19. **Relaxation of conditions:** Any relaxation of these terms and conditions will require the prior concurrence of the Ministry.

ANNEXURE -V

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE
COMMENTS / CLEARANCE IS 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.	Organisation (Name in full)	Designation & Place of posting	Administrative / Nodal Ministry / Department 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 the CCS
(Conduct) Rules, 1964 within the
prescribed limit.
14. Details of complaint pending against :
the officer as on date.

The officer is CLEAR / NOT- CLEAR from Vigilance angle.

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.