

No. Admn/4284/XI/D/Hindi Cell

Dated: 05.01.2024

To  
The Secretary  
All Major Port Authorities

Sir/Madam,

Subject: Filling up of the post of Hindi Officer/SAS (OL) in the scale of pay of Rs. 50,000-1,60,000/- (Pre-revised Rs. 9,100-15,100/-) by absorption/deputation at Kolkata Dock System under SMP, Kolkata --- applications invited.

Applications are invited for filling up of one post of Hindi Officer/SAS (OL), in the scale of pay of Rs. 50,000-1,60,000/- (Pre-revised Rs. 9,100-15,100/-) at SMP, Kolkata (Kolkata Dock System) by absorption/deputation, as per Recruitment Rules, at **Annexure-I.**

2. You are requested kindly to circulate the vacancy among the eligible officials of your port and forward the applications in the prescribed Pro-forma (**Annexure-II**) duly super-scribing on the envelope "**Applications for the post of Hindi Officer/SAS (OL)**" to the Sr. Dy. Secretary-II, SMP, Kolkata, 15, Strand road, Kolkata-700001, along with the following relevant documents:-

- i) Certified copies of ACRs/APARs for the last 5 years, duly attested by an officer not below the rank of Dy. HOD on each page.
  - ii) Attested copies of all certificates towards proof of educational qualification, present and past work experience in the respective post and pay scale, duly verified by the administrative port while forwarding the application to this port.
  - iii) No objection certificate issued by the competent authority from the respective Ports (**Annexure-III**).
  - iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
  - v) Vigilance clearance certificate in the pro-forma prescribed at (**Annexure-IV**).
  - vi) Self attested passport size photographs (two numbers).
3. Crucial date for determining the eligibility will be **01.01.2024.**

4. 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 application.
5. The last date for submission of application is **05.02.2024**. Incomplete application or application received after the due date will not be considered.
6. The Circular along with annexure is also available on SMP, Kolkata website [www.smpportkolkata.shipping.gov.in](http://www.smpportkolkata.shipping.gov.in).

Encl: As stated

Yours faithfully,



(S.S. Chatterjee)

Sr. Dy. Secretary-II

For Secretary

Copy to Managing Director, IPA, 1<sup>st</sup> Floor, South Tower, NBCC Place, Bhisim Pitamah, Lodhi Road, New Delhi – 110003 for kind information. This has reference to Ministry's letter No. A-11019/1/2023-PE-II dated 20.04.2023.

Copy to Shri Rajiv Nayan, Under Secretary to the Govt. of India, Ministry of Ports, Shipping and Waterways, New Delhi – 110001 for kind information. This has reference to Ministry's letter No. A-11019/1/2023-PE-II dated 20.04.2023.

Copy to GM (M&S),HDC with a request to circulate the vacancy and forward applications of eligible candidates, if any, of HDC. Copies of the Recruitment Rules, Application Form and Format for Vigilance and Administrative Clearance are enclosed.

Encl: As stated.

Copy to Sr. Dy. Director (EDP) with a request to arrange for necessary posting of this circular on SMPK's website. Copies of the Recruitment Rules, Application Form and Format for Vigilance and Administrative Clearances are enclosed.

Encl: As stated.



# भारत का राजपत्र

## The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)  
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित  
PUBLISHED BY AUTHORITY

सं. 520] नई दिल्ली, मंगलवार, अक्टूबर 15, 2013/आश्विन 23, 1935  
No. 520] NEW DELHI, TUESDAY, OCTOBER 15, 2013/ASVINA 23, 1935

पोत परिवहन मंत्रालय

(पत्तन स्कंध)

अधिसूचना

नई दिल्ली, 15 अक्टूबर, 2013

**सा.का.नि. 687(अ).**—महापत्तन न्यास अधिनियम, 1963 (1963 का 38) की धारा 132 की उप-धारा (1) के साथ पठित धारा 124 की उप-धारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए केन्द्रीय सरकार, इस अधिसूचना के साथ संलग्न अनुसूची में यथा निर्धारित कोलकाता पत्तन न्यास के न्यासी मण्डल द्वारा निर्मित कोलकाता पत्तन न्यास कर्मचारी (नियुक्ति, वरीयता और पदोन्नति) विनियम, 2013 को एतद्वारा अनुमोदित करती है।

2. उक्त विनियम इस अधिसूचना के सरकारी राजपत्र में प्रकाशित होने की तारीख से लागू होंगे।

अनुसूची

कोलकाता पत्तन न्यास कर्मचारी (नियुक्ति, वरिष्ठता और पदोन्नति) विनियम, 2013

महापत्तन न्यास अधिनियम, 1963 (1963 का अधिनियम 38) की धारा 28 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और इस संदर्भ में गठित सभी नियमों, विनियमों, उपनियमों के अधिक्रमण में, उक्त अधिक्रमण के पूर्व उक्त नियम, विनियम अथवा उपनियमों के तहत किए गए अथवा हटाए जाने को छोड़कर कोलकाता पत्तन का न्यासी मंडल एतद्वारा निम्नलिखित विनियम बनाता है, यथा :-

संक्षिप्त नाम और प्रारंभ

1. (i) इन विनियमों का नाम कोलकाता पत्तन न्यास कर्मचारी (नियुक्ति, वरिष्ठता, और पदोन्नति) विनियम, 2013 है।
- (ii) यह महापत्तन न्यास अधिनियम, 1963 की धारा 124 व 132 के प्रावधानों के तहत अपेक्षित केन्द्रीय सरकार के अनुमोदन का भारत के राजपत्र में प्रकाशन की तिथि से प्रभावी होगा।

लागू होना

2. अधिनियम की धारा 24 के उप-धारा (1) के खंड (क) के अंतर्गत पदों सहित मंडल के तहत अधिनियम की धारा 27 के अंतर्गत सृजित सभी पदों के लिये ये विनियम लागू होंगे।

सामान्य प्रशासन विभाग (मुख्य प्रशासन) के हिन्दी अधिकारी व कल्याण अधिकारी(खेल) के लिए नियुक्ति नियम

क्रम सं.	पद का नाम	पदों की संख्या	वर्गीकरण	वेतनमान (रु)	चयनित अथवा गैर चयनित	सीधी भर्ती के लिए उर्ध्व उम्र सीमा (वर्षों में)	सीधी भर्ती के लिए निर्धारित शैक्षिक तथा अन्य अर्हताएं	सीधी भर्ती के लिए (क) उम्र (ख) शैक्षिक योग्यता (ग) अनुभव क्या पदोन्नति/समावेशन/प्रतिनियुक्ति के लिए लागू होंगे	परिचीक्षा की अवधि (वर्षों में)	नियुक्ति की विधि (क्या सीधी भर्ती अथवा पदोन्नति/समावेशन/प्रतिनियुक्ति द्वारा)	पदोन्नति/समावेशन/प्रतिनियुक्ति के मामले में वह ग्रेड जिससे यह किया जाना चाहिए	टिप्पणी
1	2	3	4	5	6	7	8	9	10	11	12	13
1	हिन्दी अधिकारी	1	श्रेणी-I	रु. 20600-46500/-	चयन	30	(i). किसी मान्यता प्राप्त विश्व विद्यालय से हिन्दी में एम.ए. की योग्यता अनिवार्य, साथ ही स्नातक स्तर पर अँग्रेजी एक विषय अथवा स्नातक स्तर पर अँग्रेजी में बी.ए. (आनर्स) के साथ हिन्दी में डिग्री अथवा स्नातकोत्तर की डिग्री (ii). हिन्दी में शब्दावली कार्य में और अनुवाद कार्य में अँग्रेजी से हिन्दी और विलोमतः 5 वर्षों का अनुभव अथवा शिक्षण, अनुसंधान, लेखन अथवा हिन्दी में	(क) नहीं (ख) हों (ग) नहीं	2	पदोन्नति द्वारा, जिसके न होने पर समावेशन/प्रतिनियुक्ति द्वारा, दोनों के न होने पर सीधी भर्ती द्वारा	पदोन्नति: प्रशासन विभाग में वरिष्ठ हिन्दी अनुवादक के पद पर, वेतनमान रु. 13,600-32,400/- के उक्त ग्रेड पर 6 वर्षों की नियमित सेवा का अनुभव होने पर, उक्त पद से पदोन्नति द्वारा, अथवा हिन्दी सहायक के पद पर वेतनमान रु. 11,000-29,400/- पर 10 वर्षों की नियमित सेवा का अनुभव होने पर, समावेशन/प्रतिनियुक्ति: सदृश पदधारित अधिकारी अथवा किसी महापत्तन न्यास में वरि. हिन्दी अनुवादक, वेतनमान रु. 13600-32400 के ग्रेड	हिन्दी अधिकारी का वर्तमान पद वरि. सहायकसचिव (हिन्दी) के रूप में पुनः पदनामित किया जाएगा।

							पत्रकारिता में 5 वर्षों का अनुभव				में 6 वर्षों की निम्नमित सेवा का अनुभव होने पर की जाएगी
2	कल्याण अधिकारी (खेल)	1	श्रेणी-I	रु. 20600- 46500/ -	चयन	30	अनिवार्य (i). किसी विधा में स्नातक, प्रतिभाशाली खिलाड़ी के मामले में स्थिर योग्य । (ii). किसी बड़े खेल या क्रीड़ा में राष्ट्रीय स्तर पर उनके द्वारा किसी राज्य का प्रतिनिधित्व किया जाना आवश्यक है । (iii). आंचलिक स्तर पर खेल-कूद आयोजित करने का अनुभव वांछनीय किसी विश्वविद्यालय अथवा मान्यता प्राप्त संस्था से सामाजिक कार्य / कार्मिक प्रबंधन / औद्योगिक संपर्क में स्नातक अथवा डिप्लोमा	लागू नहीं	2	सीधी भर्ती	लागू नहीं



APPLICATION FORM

Photograph  
(3.5 cm x 3.5  
cm)

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. 90,000 – 2,00,000/ – (Pre – revised Rs. 36,600 – 62,000/-)			
Rs. 80,000 – 2,20,000 – (Pre – revised Rs. 32,900 – 58,000/-)			
Rs. 70,000 – 1,80,000 – (Pre – revised Rs. 29,600 – 46,500/-)			
Rs. 60,000 – 1,80,000/ – (Pre – revised Rs. 24,900 – 50,500/-)			
Rs. 50,000 – 1,60,000 – (Pre – revised Rs. 20,600 – 46,500/-)			

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

(2) Pay scale granted as financial upgradation 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 true 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 2017-2018 to 2021-22 are enclosed.
6. The veracity of the educational qualification certificates and caste certificates submitted by the applicant are endured and certified and the incumbent fulfils the eligibility criteria w.r.t. and experience as specified in the Annexure- I of the circular for absorption through composite method.

Dated:

Signature of the forwarding authority with office seal.

**PARTICULARS OF THE OFFICER FOR WHOM VIGILANCE  
COMMENT/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 10 preceding years) :

Sl. No.	Organization (Name in full)	Designation & Place of Posting	Administrative/ Nodal Ministry/ Deptt. Concerned ( in case of officers of PSU's etc.)	From	To
1.					
2.					
3.					
4.					
5.					
6.					

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 Officer as on dated. :

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.



**Terms & Conditions of Deputation for appointment in the post of Hindi Officer in the scale of pay of Rs.50,000-1,60,000/- (pre-revised Rs.9,100-15,100/-), under Kolkata Dock System of Syama Prasad Mookerjee Port, Kolkata**

1. **Period of Deputation:** The officer shall be on deputation for a period of 3 years from the date of taking over charge of the post which is extendable to 4 years. However, in exceptional circumstances, this may be extended upto 5 years, with the consent of the lending organization.
2. **Pay:** While on deputation, the officer may, within one month from the date of his joining in Kolkata Dock System, Syama Prasad Mookerjee Port, Kolkata (KDS, SMPK), may elect to draw either the pay in the scale of pay of the post in KDS, SMPK or his basic pay in the scale of pay of his parent organization plus deputation allowance thereon.
3. **Deputation Allowance:** If he opts for the scale of pay of his parent organization (which is other than SMPK), the deputation allowance will be payable at the rate of 5% of basic pay, subject to a maximum of Rs. 4,500/- per month.
4. **Dearness Allowance:** The officer shall be entitled to Dearness Allowance as per rates prevailing in KDS, SMPK or in his parent organization depending on whether the officer opts to draw pay in the pay scale of the post in KDS, SMPK or the pay in parent organization.
5. **Cafeteria Allowance:** The Deputationist, if opts 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 organizations.
6. **House Rent Allowance:** The officer shall be entitled to draw House Rent Allowance (HRA) at the rates prevailing in Major Port Authorities, or in his parent organization depending on whether he opts to draw pay in the pay scale of the post in Major Port Authorities or pay in his parent organization. The officer shall be entitled to residential accommodation on payment of standard rent according to the rules of Major Port Authorities. The officer will not be entitled to HRA in case he is provided with SMPK residential accommodation.
7. **Joining Time Pay and Transfer Travelling Allowance:** The officer shall be entitled to Joining Time Pay and Travelling Allowance, both on joining the post on deputation in Syama Prasad Mookerjee Port and on reversion there from to his parent organization, as admissible under the rules. The expenditure on this account will be borne by SMPK.
8. **Travelling Allowance for journey on duty during the period of deputation:** The Officer shall be entitled to Travelling Allowance and daily allowance for journeys undertaken after joining on deputation according to the relevant rules of SMPK.
9. **Leave (Earned, Half-pay & Casual Leave):**
  - a) KDS, SMPK, will maintain a leave account of the officer concerned, on the basis of extract of the leave account received from his parent organization. KDS, SMPK will determine the leave admissible to the officer concerned and sanction it under intimation to the parent organization. That means the copy of the leave sanctioned to the officer during deputation will be sent to parent organization.



b) Officer shall continue to be governed by the Leave rules of his parent organization. The procedure as laid down in the rules and regulations of parent organization should be followed scrupulously.

10. **Leave Salary/Pension/NPS Contributions:** The leave due and admissible to the officer from his parent organization during the deputation period shall be as per parent organization's rules and regulations policy. During the deputation period, the admissible leave to the officer as per rules, the reimbursement of leave admissible to him for that period, will be reimbursed to the parent organization by SMPK as per the parent organization 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 organization) will be paid by SMPK to the parent organization.

In case the officer is covered under New Pension Scheme (NPS), the borrowing organization, i.e. SMPK will provide matching contribution to the NPS account of the employee during the deputation period and remit it to the parent department/organization, provided such facility exists in his parent organization.

No leave salary contribution will be payable during the period of his leave while on deputation. SMPK shall pay pension contribution to his parent organization, in respect of his foreign service in accordance with the orders issued under FR 116 within 15 days from the end of each financial year or the end of the deputation if the deputation expires before the end of financial year.

11. **Employee Provident Fund Subscription:** During the period of deputation, he will be governed by the rules of parent department/organization, SMPK will deduct the subscription by contribution on this account from his pay and allowances and remit it to the parent department/organization. The officer shall continue his subscription to the Employee Provident Fund of which he is a member in accordance with the prescribed rules. KDS, SMPK shall reimburse the E.P.F amount deducted every month from his salary due amount and also Foreign Employer equal contribution amount to parent organization by Demand Draft. The same will be credited in his E.P.F regular account under his common Universal Account Number (U.A.N).

12. **Leave Salary on account of disability leave:** KDS, SMPK 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 if such disability manifests itself after the termination of deputation.

13. **Leave Travel Concession:** The officer shall be entitled to the leave travel concession according to the relevant rules of the parent organization on the subject. The expenditure in this respect shall be borne by SMPK. 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 SMPK, subject to the condition that the officer had not already, before proceeding on deputation, availed of the concession during the particular block years period of his deputation.

14. **Medical Facilities:** The officer shall be entitled to the Medical facilities in accordance with the Rules/Regulations of SMPK.

15. **Departmental Inquiry:** If a departmental inquiry is to be initiated against the officer during his deputation, SMPK may revert back the officer to his parent organization.

16. **Subsistence Allowance:** The subsistence allowance only for the period between suspension and repatriation shall be paid by SMPK.

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, SMPK, 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 SMPK, not covered under item Nos. 1 to 17 above, the officer will be governed by the existing rules, regulations and orders of SMPK.

19. **Relaxation of Conditions:** Any relaxation in the above said terms and conditions will require prior concurrence/approval of SMPK, as the case may be.

20. The deputation will commence on the date on which he hands over the charge of his post in his parent organization and end on the date on which he assumes charge of the post under his parent organization.

The above mentioned terms and conditions would be applicable till the Deputationist remains on deputation with SMP, Kolkata. On reversion from deputation, he will be governed by the relevant rules laid down for the Parent Organization.

I have understood the above and accept the offer on the terms and conditions specified above.

Signed in presence of

1. Name :

Designation :

Address :

2. Name :

Designation :

Address :

