

No. Admn/7282/1/FA&CAO

Dated: 14.03.2024

To  
The Secretary  
All Major Port Authorities

Sir,

Subject: Filling up of one post of Dy. Chief Accounts Officer in the scale of pay of Rs. 60,000-1,80,000/- (Pre-revised Rs. 24,900-50,500/-) by deputation/absorption at Kolkata Dock System under SMP, Kolkata -applications invited.

Applications are invited for filling up of one post of Dy. Chief Accounts Officer, in Finance Department, in the scale of pay of Rs. 60,000-1,80,000/- (Pre-revised Rs. 24,900-50,500/-) at SMP, Kolkata (Kolkata Dock System) by deputation/absorption basis from the eligible officers of Major Port Authorities, who possess the prescribed qualifications and experience as mentioned in the 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 superscribing on the envelope “**Applications for the post of Dy. Chief Accounts Officer (Dy. CAO)**” 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- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.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 **01.04.2024**.
4. If any major or minor penalty has been imposed on the applicant during the last 10 years, the details of 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 **15.04.2024**. 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 Marg, Lodhi Road, New Delhi – 110003 for kind information.

Encl: As stated.

Copy to Shri Rajiv Nayan, Under Secretary to the Govt. of India, Ministry of Ports, Shipping and Waterways, New Delhi – 110001 for kind information.

Encl: As stated.

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 FA&CAO for kind information.

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

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नई दिल्ली, मंगलवार, अक्टूबर 15, 2013/आश्विन 23, 1935

No. 520]

NEW DELHI, TUESDAY, OCTOBER 15, 2013/ASVINA 23, 1935

पोत परिवहन मंत्रालय

(पत्तन स्कांथ)

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, वरिष्ठता 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

- (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

- 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।

							Commercial/ Govt. Undertaking.					
2.	Treasurer	1	Class-I	20,600- 46,500/-	Selection	30	Degree in Commerce.	a) No b) Yes c) No	2 years	By promotion failing which absorption/ deputation failing both by direct recruitment	<u>Promotion</u> from the rank of Asstt. Treasurer having a minimum of 15 years regular service of which 2 years should be in the rank of Asstt. Treasurer failing which by transfer/ deputation/ direct recruitment.	
3.	Dy. Chief Accounts Officer	5	Class-I	24,900- 50,500/-	Selection	35	<u>Essential</u> i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.  (ii) Five years experience in Executive cadre in the field of Finance, Accounting in an Industrial/ Commercial/ Govt.	(a) No (b) No, however a degree from a recognised university is essential. (c) No	2	By promotion failing which by absorption/ deputation, failing both by direct recruitment.	<u>Promotion</u> from (i) Sr. Accounts Officer in the scale of pay of Rs.20,600-46,500/- with 4 years regular service in the grade. failing which (ii) officers holding equivalent post of Sr. Account Officer in the respective discipline of Finance Department in the scale of pay of Rs. 20,600-46,500/- with 4 years regular service in the grade.  Absorption deputation will be	

							Undertaking				of Officers holding analogous posts or post of Sr. Accounts Officer in the scale of pay of Rs.20,600-46,500/- with 4 years regular service in the grade in a Major Port Trust.	
4.	Sr.Dy. Chief Accounts Officer	2	Class-I	32,900-58,000/-	Selection	37	<p><u>Essential</u></p> <p>i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.</p> <p>(ii) Nine years experience in Executive cadre in the field of Finance, Accounting in an Industrial/ Commercial/ Govt. Undertaking</p>	<p>(a) No</p> <p>(b) Yes. However for the KoPT Officials on roll on the date of notification of this RSP Regulations, M.Com/ MBA (Finance) would also suffice.</p> <p>(c) No</p>	N.A	By absorption through composite method failing which by deputation and failing both by direct recruitment	<p>For <u>absorption</u> through composite method. Officers holding analogous posts or Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Department in the scale of pay of Rs.24,900-50,500/- with 3 years regular service in a Major Port Trust or Dy. CAO and equivalent post in respective discipline of Finance Department with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs. 20,600-46,500/-</p>	One post of Sr. Dy. CAO will be re-designated as Sr. Dy. CAO

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 ✓ 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. 60,000 – 1,80,000/- (Pre – revised Rs. 24,900 – 50,500/-)			
Rs. 50,000 – 1,60,000 – (Pre – revised Rs. 10,750-16,750/-)			
Rs. 50,000 – 1,60,000 – (Pre – revised Rs. 9,100-15,100/-)			

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 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 2018-2019 to 2022-23 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.