



कोलकाता पत्तन न्यास
KOLKATA PORT TRUST
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) 263160/ 263716/ 265907
फैक्स सं. (03224) 263160
जिला – पूर्ब मेदिनीपुर

Jawahar Tower Complex,
Haldia Township – 721607
Phone No. (03224) 263160/ 263716/ 265907
Fax No.(03224) 263160
Dist. Purba Medinipur,
West Bengal

No: P&IR/13/2015/ 2590

Date: October 06, 2015

Chairman,
All Major Port Trusts
(_____ Port Trust).

Sub.: Filling up of the post Sr. Dy. Manager, Administration Division,
under Haldia Dock Complex, Kolkata Port Trust

Sir,

One vacancy of Sr. Dy. Manager, Administration Division, under Haldia Dock Complex, Kolkata Port Trust in the pay scale of Rs. 32900-58000/-, is to be filled up by Absorption through Composite Method, from the officers of Major Port Trusts, fulfilling the eligibility criteria prescribed in the Recruitment Rules for the concerned post, as per the enclosed Schedule of the KoPT Employees' (Recruitment, Seniority and Promotion) Regulations, 2013 (**Annexure-I**).

You are requested to circulate the above vacancy amongst the eligible officers of your Port. The applications (in the prescribed proforma, **Annexure-II**) of suitable and willing officers of your Port who satisfy the eligibility criteria, as per the enclosed Schedule, may be forwarded, alongwith the following documents, duly superscribing the envelope as 'Application for the post of Sr. Dy. Manager, Administration Division, so as to reach the undersigned on or before **November 05, 2015**.

- i) Photocopy of the ACRs / APARs of the applicant for the last 5 years, duly attested on each page by an officer not below the rank of Dy. HOD.
- ii) Attested photocopy of all certificates in support of educational qualification, present and past work experience in the respective post with pay scale.
- iii) No objection certificate of the Port.
- iv) Undertaking of the applicant not to withdraw, if selected.
- v) Vigilance / Administrative Clearance of the concerned Port, as per enclosed proforma (**Annexure-III**).
- vi) Two passport size photographs.

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, alongwith necessary documents, may be sent alongwith the application.

Those who had applied against the earlier Circular/Advertisement vide No: P&IR/13/2014/2180, dated September 08, 2014, may apply again/afresh for another post of Sr. Dy. Manager (Admn).

Encl.: As stated.

Yours faithfully,

(H.S.Banerjee)
Manager (P&IR)

RECRUITMENT RULES FOR THE CLASS-I POST OF SR. DY. MANAGER, Administration Division, HDC, KoPT

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 Qualification 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	Sr. Dy. Manager	3	I	32900-58000/-	Selection	37	<p>Essential:- (i) Degree from a recognised University / Institution. (ii) Nine years experience in an executive cadre in the field of General Administration / Personnel & Industrial Relations in an Industrial / Commercial / Govt. Undertaking.</p> <p>Desirable:- (i) Post Graduate Degree / Diploma in Personnel Management / Industrial Relations / Social Work / Labour Welfare or allied subjects or Degree in Law from a recognised University / Institution.</p>	a) No b) Yes c) No	Not Applicable	By Absorption through composite method, failing which, by deputation, failing both, by Direct Recruitment.	For absorption through composite method, officers holding analogous post 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 combined regular service of 7 years in the pay scales of Rs.24900-50500/- and Rs.20600-46500/- in the Administration / P&IR discipline in a Major Port Trust will be eligible. For deputation, officers holding analogous post or holding posts in the scale of pay of Rs.24900-50500/- and above with 3 years regular service is the grade in the Administration / P&IR discipline in Govt. / PSU / Autonomous Bodies, will be eligible. The selection is by merit for which the benchmark in overall grading in the APARs will not be below 'Very Good'.	Existing designation of Dy. Manager (Admn.) will be re-designated as Sr. Dy. Manager (Admn.) and will be upgraded to the pay scale of Rs.32,900-58,000/-

Application for the post of Sr. Dy Manager, Administration Division
under Haldia Dock Complex, Kolkata Port Trust

1.	Name of the applicant	:	
2.	a) Date of birth	:	
	b) Date of appointment	:	
	c) Date of retirement	:	
3.	Present post held along with the details of earlier post/s (with pay scale) held in chronological order.	:	
4.	Whether belonging to SC/ST/OBC	:	
5.	Present pay and pay scale of the post, indicating detailed break-up of emoluments.	:	
6.	Service to which the officer belongs to	:	
7.	Educational qualifications	:	
8.	Other qualifications	:	
9.	Experience	:	
10.	Any other point required to be mentioned	:	

(Signature of the Applicant)

Name:

Address:

Tel. No. / Mobile No. if any

E-mail address:

Place:

Date:

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.
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)

Name:

Address:

Tel. No. / Mobile No. if any

E-mail address: