

Kolkata Port Trust
15, Strand Road
Kolkata- 700001



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No.Admn/7282/1/Secy/IV/E1

Dated 3rd October, 2016

To
The Chairmen
All Major Port Trust.

Sir,

Sub: Filling up the post of Sr. Dy. Secretary by absorption through composite method at KoPT – applications invited .

Applications are invited for filling up of the post of Sr. Dy. Secretary in the scale of pay of Rs. 32,900-58,000/- at Kolkata Port Trust (Kolkata Dock System) by absorption through composite method, as per enclosed Recruitment Rules (at Annexure-I).

2. You are requested to kindly circulate the vacancy among the eligible officers of your port and forward the applications in the prescribed Proforma (Annexure-II) duly superscripting on the envelope “Application for the post of Sr. Dy. Secretary” to the Secretary, Kolkata Port Trust, 15, Strand Road, Kolkata-700 001 along with the following documents:-

- 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- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.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-III)
- vi) Passport size photographs (two numbers).

3. The last date to receive the application at KoPT is **24th October, 2016**. Incomplete application or application received after the due date will not be considered.

Yours faithfully,

Encl.:- As stated

(S. Pradhan)
Secretary

APPLICATION FORM

ANNEXURE – II

Photograph
(3.5 c.m x 3.5 c.m.)

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. 24900 -50500/-)			
(Rs. 20600 -46500/-)			

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 o 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 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 my 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 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 2011-2012 to 2015-1016 are enclosed.

Dated,

Signature of the forwarding authority along with office seal.

**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](*)

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.

Recruitment Rules for Sr.Dy. Secretary (GAD)

Annexure-I

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 and other qualification prescribed for direct recruitment	Whether (a) age (b) educational qualifications (c) experience for direct recruits will apply in the cases 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
3	Sr. Dy. Secretary	2	Class-I	32900-58000/-	Selection	37	<u>Essential</u> i) A Degree in any discipline from a recognised University. ii) 9 years experience in executive cadre in the field of General	(a) No (b) Yes (c) No	N.A.	By absorption through composite method failing which by deputation from other Govt.	For <u>absorption</u> through composite method, Officers holding analogous posts or the post of Dy. Secretary and equivalent posts in the respective discipline of GAD in the scale of pay of	Existing posts of OSD(O&W) will be re-designated as Sr. Dy. Secretary.

						<p>Adminis- tration, Personnel, Industrial Relations etc. in an Industrial/ Commercial/ Govt. Undertaking</p> <p><u>Desirable</u> i) Post Graduate degree/ diploma in Personnel Management/ Industrial Relations/ Social Work</p> <p>/ Labour Welfare or allied subjects or degree in Law from a recognized university/ institution.</p> <p><u>OR</u> (ii) Post</p>			<p>organizations and failing both by direct recruitment.</p>	<p>Rs.24900-50500/- with 3 years regular service in the grade in a Major Port Trust or Dy. Secretary and equivalent post in the respective discipline of GAD with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs. Rs. 20600- 46500/- and Rs. 24900-50500/- in the respective discipline of GAD in a Major Port Trust will be eligible. .</p> <p>For <u>deputation</u>, Officers holding analogous posts or post of Dy. Secretary and equivalent posts in the respective discipline of GAD in the scale of pay of Rs. 24900-50500/- in Govt./ PSUs or Autonomous Bodies with 3 years regular</p>	
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							<p>Graduate Degree/ Diploma in Public Relation is also desirable</p> <p>and 9 years experience in executive cadre in the field of Public Relation.</p>				<p>service in the grade will be eligible.</p> <p>The selection is by merit for which the benchmark in overall grading in the APARs will not be below "very good".</p>	
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