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17.3.17

Kolkata Port Trust
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Kolkata- 700001



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No.Admn/7230/CLO/E1

March 14, 2017

योजना विभाग / Planning Department
कोलकाता पोर्ट ट्रस्ट
Kolkata Port Trust

To
The Chairmen
All Major Port Trusts

फं. सं. 645/JD PR/17
Sl. No. 17/3/17
दिनांक/ Date

Sir,

Sub-: Filling up the post of Chief Law Officer by absorption through composite method at KoPT – applications invited.

The post of Chief Law Officer in the scale of pay of Rs. 32,900- 58,000/- in the rank of Dy. HOD will fall vacant from 01.07.2017.

2. As per Recruitment Rule, the post is to be filled up by absorption through composite method. Officers holding ANALOGOUS POSTS or the post of Dy. Chief Law Officer or equivalent post in the respective discipline of GAD in the scale of pay of Rs.24,900 – 50,500/- with 3 years regular service in the grade in a Major Port Trust or Dy. Chief Law Officer and equivalent posts in the respective discipline of GAD with 2 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs. 20,600-46,500/- and Rs. 24,900-50,500/- in respective discipline of GAD in a Major Port Trust, will be eligible.

3. The selection is by merit for which overall grading in the ACRs / APARs will not be below “Very Good”

4. Applications of suitable and willing officers, who satisfy the provisions of the Recruitment Rules (**Annexure-I**) for the post of Chief Law Officer, may please be forwarded as per proforma enclosed (**Annexure-II**) along with the following documents so as to reach the undersigned on or before **17th April, 2017**

i) Copies of APARs for the last 5 years, attested by 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.]

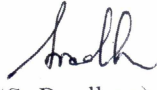
- ii) Attested copies of all the certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.
- iii) No objection certificate from the respective Port.
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
- v) Vigilance and administrative clearance by the concerned Port (**Annexure-III**)
- vi) Passport size photographs (two numbers).

5. 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 the application. Vigilance report is to be furnished in the format prescribed, vide Ministry of Shipping's letter No. A-12022/10/2005-PE.I dated 27th August, 2010, copy of which is attached as **Annexure-IV**.

6. Incomplete application or application received after the due date will not be considered.

Yours faithfully,

Encl.:- As stated


(S. Pradhan)
Secretary

Copy to CLO for information. She is requested to circulate the vacancy and forward applications of eligible candidates of Legal Division as per enclosure.
Encl.: As stated.

Copy to GM (M&S), HDC for information. He is requested to circulate the vacancy and forward applications of eligible candidates of HDC as per enclosure.
Encl.: As stated.

✓
Copy to Jt. Director (P&R) for information. She is requested to arrange for necessary posting of this circular on KPT's website.
Encl.: As stated.

ANNEXURE – II

APPLICATION FORM

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 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 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:

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 2010-2011 to 2015-1016 are enclosed.

Dated,

seal.

Signature of the forwarding authority along with office

**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.