



कोलकाता पत्तन न्यास
KOLKATA PORT TRUST
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
कार्मिक एवं औद्योगिक संपर्क प्रभाग
Personnel & Industrial Relations Division



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जिला – पूर्व मेदिनीपुर



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Dist. Purba Medinipur,
West Bengal

No: P&IR/13/2018/140

Date: April 12, 2018

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

Sir,

Sub.: Filling up of the post of Senior Deputy Manager (Administration) by absorption through composite method under Haldia Dock Complex, Kolkata Port Trust.

A vacancy in the post of Senior Deputy Manager (Administration) in the scale of pay of Rs. 32,900 – 58,000/- has arisen under Haldia Dock Complex, Kolkata Port Trust.

2. The post of Senior Deputy Manager (Administration) under Haldia Dock Complex, Kolkata Port Trust in the pay scale of Rs. 32,900 – 58,000/- 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**).

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

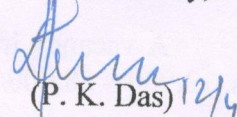
4. Application of suitable and willing officers, who satisfy the provisions of the Recruitment Rules for the post of Sr. Dy. Manager (Administration), may please be forward as per proforma enclosed (**Annexure – II**) alongwith the following documents duly superscribing the envelope as "Application for the post of Sr. Dy. Manager (Administration) under HDC", so as to reach the undersigned on or before **May 18, 2018**.

- 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 photocopies of all 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 of the concerned Port, as per enclosed proforma (**Annexure-III**).
 - vi) Two passport size photographs.
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 alongwith necessary documents may be sent by the forwarding authority alongwith 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. The applications received through proper channel will only be entertained, incomplete application or application received after the due date may not be considered.

Encl.: As stated.

Yours faithfully,

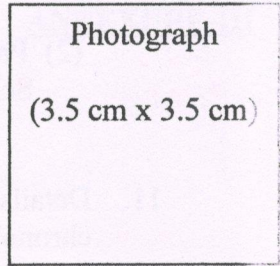

(P. K. Das) 2/4

Sr. Dy. Manager (P&IR)

RECRUITMENT RULES FOR SR.DY.MANAGER (Administration)

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 Qualifications 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
6	Sr. Dy. Manager	3	1	32900-58000	Selection	37	<p>Essential :</p> <p>(i) Degree from a recognised University / Institution.</p> <p>(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 :</p> <p>(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 a 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 in the grade, in the Administration / P&IR discipline in Govt. / PSU / Autonomus Bodies, will be eligible. The selection is by merit for which the bench mark in overall grading in the APARs will not be below 'Very Good'.	Existing designation of Dy. Manager (Admn.) will be redesignated as Sr. Dy. Manager (Admn.) and will be upgraded to the pay scale of Rs. 32900-58000/-.

APPLICATION FORM



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 (Please ✓ in relevant box) : SC ST OBC GEN
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 :

Payscale	Period					
	On Regular basis		On Officiating basis		Against Temporary post	
	From	To	From	To	From	To

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 Organisation	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 any 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 the Officer are correct and he / she fulfils the eligibility criteria.
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 from 2012 – 2013 to 2016 – 2017 are enclosed.

Dated;

Signature of the forwarding authority along with office seal.

**PARTICULARS OF THE OFFICERS FOR WHOME VIGILANCE
COMMENTS / CLEARANCE IS BEING SOUGHT**

[To be furnished and signed by the CVO or HOD]

1. Name of the Officer (in full) :
2. Fathers' 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.	Organisation (Name in full)	Designation & Place of posting	Administrative / Nodal Ministry / Department 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.