

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

Date: June 07, 2018

No: P&IR/13/4/2018/871

Chairman, All Major Port Trusts

Port Trust).

Sir,

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

The post of General Manager (Marine) in the scale of pay of Rs. 51,300 - 73,000/- in the rank of Head of Department will fall vacant from 01.01.2019 due to superannuation of the serving officer on 31.12.2018.

- 2. The post of General Manager (Marine) under Haldia Dock Complex, Kolkata Port Trust in the pay scale of Rs. 51,300 73,000/- [Class I (HOD)], 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. Applications are invited from suitable and willing officers, who satisfy the provisions of the Recruitment Rules for the post of General Manager (Marine). The application may be submitted through "Online Application Portal (OAP)" of the Ministry of Shipping website <a href="http://onlinevacancy.shipmin.nic.in">http://onlinevacancy.shipmin.nic.in</a>. Therefore, all the applicants, after registering themselves in the portal, are required to apply for the post through OAP and thereafter a printout of the filled up application alongwith the following documents may be sent in an envelope, superscribing "Application for the post of General Manager (Marine) under HDC", so as to reach the undersigned on or before July 20, 2018. The crucial date for eligibility criteria will be determined as on the last date of receipt of application.

- 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-II).
- 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 27<sup>th</sup> August 2010, copy of which is attached as **Annexure III**.
- 6. Incomplete application or application received after the due date will not be considered.

Encl.: As stated.

Yours sincerely,

Sr. Dy. Manager (P&IR)

## ANNEXURE-I

## RECRUITMENT RULES FOR GENERAL MANAGER (MARINE)

	Selection Recruitment Qualifications (in years) c) Experience for	(in years) c) Experience for	c) Experience for	General Manager (Marine)	1 3	4 Class - I (HOD)	5 51,300- 73,000/-	6 Selection	7 45	Essential:  (i) Must either hold a certificate of competency as Master of Foreign Going Ship issued by the MOS, Govt. of India or Dredge Master Gr.I or an equivalent qualification recognised by the MOS, Govt. of India or MOT Ist Class (Combined or Motor) certificate issued under Merchant Shipping Act, 1958.  (ii) 15 years experience in the Marine services of a Port, of which, atleast 5 years, in a senion administrative position	the the on / o o o o o o o o o o o o o o o o o	10 Not applicable	Absorption / Deputation)  11  By Absorption through composite method, failing which, by Deputation and failing both, by Direct Recruitment.	For absorption through composite method, officers holding analogous posts or holding posts in the scale of pay of Rs. 43,200-66,000/- with 2 years regular service in the grade, or officers holding posts in the scale of pay of Rs. 36,600-62,000/- with 4 years regular service in the grade in Marine Department in a Major Port Trust will be eligible.  For deputation, officers holding analogous post or officers holding posts in the scale of pay of Rs. 43,200-66,000/- with 2 years regular service in the grade, or officers holding posts in the scale of pay of Rs. 36,600-62,000/- and above with 4 years regular service in the grade in Marine Department in Govt. / PSUs / Autonomous bodies, will be eligible. The selection is by merit for which the benchmark in overall	13
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(in years)  (in years)  (i) Experience for Direct Recruits will apply in the case of Promotion / Absorption / Deputation  (HOD)  73,000/-  (i) Must either hold a b) Yes, however, applicable certificate of competency officers with as Master of Foreign certificate of 1st Going Ship issued by the Mate (F.G.) / Dredge Most, Govt. of India or Mate (F.G.) / Dredge equivalent qualification Mate Gr.I / B. Sc recognised by the MOS, Nautical Science / Govt. of India or MOT 1st passing out from Class (Combined or T.S.Rajendra /	Selection Recruitment c) Experience for (in years)    Class-I   51,300-   5   6   7   8	Class - I 51,300- Selection (in years)  1 Class - I 51,300- Selection 45  (HOD) 73,000/- Selection 45  Consider of Combined or T.S.Rajendra //  Class (Combined or T.S.Rajendra //  Class (Combined or T.S.Rajendra //  Control of Cont	(in years)  (in years)  (in years)  (in years)  (i) Experience for Direct Recruits will apply in the case of Promotion / Absorption / Deputation  (HOD)  (i) Must either hold a b) Yes, however, applicable certificate of competency officers with as Master of Foreign certificate of 1st Going Ship issued by the Mate (F.G.) / Dredge Most, Govt. of India or Mate (F.G.) / Dredge equivalent qualification Mate Gr.I / B. Sc recognised by the MOS, Nautical Science / Govt. of India or MOT 1st passing out from Class (Combined or T.S.Rajendra /	ì						ć	1000			most as officers holding posts in the scale	_
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(in years)  (in years)  (in years)  (in years)  (in years)  (i) Experience for apply in the case of the case of the case of the case of the promotion apply in the case of the promotion and through the promotion and through the promotion and tailing which, the promotion and failing the promotion and promotion and failing the promotion and failing the promotion and failing the promotion and promotion and failing the promotion and promotion and failing the promotion and promotice are promotion and promotice and promotice and promotion and promotice and p	Selection Recruitment (in years)  Selection Recruitment (in years)  Direct (c) Experience for Direct Recruits will apply in the case of Promotion / Absorption / Promotion / Absorption / Deputation  1 Class - 1 51,300 Selection 45 Essential:  (HOD) 73,000/-  Selection 45 Essential:  Absorption / Promotion / Deputation  (i) Must either hold a by Yes, however, applicable certificate of competency officers with as Master of Foreign certificate of 1st Going Ship issued by the Mate (F.G.) / Dredge (P.G.) / Dred	Selection (in years)  (in yease of promotion /  (in years)  (in yease of years)  (in years)  (in years)  (in yease of years)	(in years)  (i) Absorption /  (i) Must either hold a b) Yes, however, applicable through composite method, form years, years							under Merchant Shipping				or pay or Ns. 45,200-00,000/- with 2 years	0
(in years)  (in yeas)  (in y	Selection Recruitment (in years)  Selection Recruitment (in years)  Direct (2) Experience for (3) No (4) Experience for (4) Exp	Selection (in years)    Selection (in years)   Class   Class   Class   Combined or Not   Class   Combined or   Class	c) Experience for Direct Recruits will apply in the case of Absorption / Promotion / / Absorption (i) Must either hold a b) Yes, however, applicable through certificate of competency officers with as Master of Foreign certificate of 1st Going Ship issued by the Mate (F.G.) / Dredge MoS, Govt. of India or Master Gr.I / Promotion / Promotical Promotical Promotical Promotical Promotical Promotical Promotical Promotical Promotical P							A at 1050	Crience Graduate		160	regular service in the grade, or officers	91
(in years)  (in years)  (in years)  (in years)  (i) Experience for Direct Recruits will apply in the case of Absorption / Deputation   11  (HOD)  (HOD)  (i) Must either hold a by Yes, however, applicable certificate of competency officers with as Master of Foreign certificate of 1st Going Ship issued by the Mate (F.G.) / Dredge which, applicable failing which, application Mate Gr.I / 2nd Absorption   11  (HOD)  (HOD)  (ii) Must either hold a by Yes, however, applicable composite method, and failing which, application Mate Gr.I / B. Se gequivalent qualification Mate Gr.I / B. Se gequivalent qualification Mate Gr.I / B. Se both, by Direct recognised by the MOS, Nautical Science / Govt. of India or MOT 1st passing out from Class (Combined or T.S.Rajendra / Motor) certificate issued T.S.Chanakya / under Merchant Shipping T.S.Dufferin, or, under Merchant Shipping T.S.Dufferin,	Selection Recruitment (in years)  Selection (in years)  Selection (in years)  Direct Recruits will (by Promotion/ apply in the case of (by	Selection (in years)  (in year	c) Experience for Direct Recruits will apply in the case of Direct Recruits will apply in the case of Sy Promotion / Absorption / Promotion / Absorption / Promotion / Absorption / Promotion / Absorption / Deputation    3							Act, 1958.				regular service in the grade, or officers	0
(in years)  (in ye	Selection Recruitment (in years)  Selection (in years)  Selection (in years)  Absorption / Promotion / Promotion / Absorption / Promotion / Promotion / Absorption / Promotion / Absorption / Promotion / Promotion / Promotion / Absorption / Promotion / Promoti	Selection Kecruliment (in years)  (in the case of pupplion / Absorption / Aphypoint in the case of pupply in the case of apply in the case	Class - 1   S, 2000-    Class - 1   Clas							9	who have qualified			holding pasts in the scale of nav of Rs	
(in years)  (in ye	Selection Recruitment (in years)    Class   Selection   Recruitment (in years)   Pomotion	Selection Kecruliment (in years)  (in years)  (in years)  (in years)  (in years)  (in years)  (i) Esperience for Direct Recruits will apply in the case of Deputation / Deputa	Class -1 51,300- (HOD) 73,000/- (HOD) 70,000/- (Class -1 Gort)								who have qualified			morning posts in the searc or pay or its.	•
(in years)  (i) Direct Recruits will  (i) Direct Recruits will  (i) Direct Recruits will  (i) Absorption /  (i) Must either hold a by Yes, however, applicable through certificate of competency officers with as Master of Foreign certificate of Ist as Master of Foreign certificate of Not Deputation  (ii) Must either hold a by Yes, however, applicable through certificate of Ist as Master of Foreign certificate of Ist method, Going Ship issued by the Mate (F.G.) / Dredge Master of Master Gr.I / 2nd Dredge Master Gr.I or an Mate (F.G.) / Dredge Master Gr.I / B. Sc equivalent qualification Mate (F.G.) / Dredge both, by Direct recognised by the MOS, Nautical Science /  (Class (Combined or T.S.Rajendra / Motor) certificate issued T.S.Chanakya / under Merchant Shipping T.S.Dufferin, or, and who have qualified who have qualified who have qualified who have qualified to severe of the product	Selection Recruitment (in years)    Direct Composition   Class - 1   Stage   S	Selection Kecruliment (in years)  (in years)  (in years)  (in years)  (i) Experience for Direct Recruits will apply in the case of Direct Recruits will appl	Class - I   51,300-   52,000/-   6   7   8   5   6   7   8   73,000/-   6   73,000/-   6   73,000/-   6   73,000/-   6   73,000/-   6   74   8   9   10   11   11   12   12   13   14   15   15   15   15   15   15   15							(::) 15 vices experience in	as Pilots will also he			36.600-62.000/- and above with 4 years	<b>4</b> 2
(in years)    Class - 1   51,300-   Selection   45   Essential:   as Master of Foreign certificate of Logony Ship issued by the Mate (F.G.) / Dredge equivalent qualification mate (F.G.) / Dredge equivalent qualification for Mot Spansing out from Class (Combined or T.S.Rajendra / Motor) certificate issued T.S.Chanakya / Motor) certificate is on Biffer will also be detailed.    Class - 1   51,300-   Selection   45   Essential:   a) No	Selection Recruitment (in years)    Direct Composition	Selection Kecruliment (in years)  (in the case of Poreince of Absorption / Deputation)  (in Must either hold a b) Yes, however, applicable through composite on posite of Foreign certificate of Ist on posite of Foreign certificate of Ist on posite of Foreign certificate of Ist on posite o	(in years)  (in years)  (in years)  (i) Experience for Direct Recruits will apply in the case of Absorption / Ill / Bassing certificate of 1st method, as Master Gr.I or an Mate (F.G.) / Dredge equivalent qualification Mate (F.G.) / Dredge and failing which, Act, 1958.							(II) 15 years experience III	TAN FIRMS. WITH ALSO UC			20,000 0E,000 min moore	-
certificate of competency officers with Composite as Master of Foreign certificate of Lass - Foreign cequivalent qualification Mate Gr.1 / 2nd Moth, by Direct recognised by the Motor, Class (Combined or T.S.Rajendra / Motor) certificate issued T.S.Chanakya / Motor) certificate issue	Selection Recruitment (in years)    Class - I   51,300   5   6   7   8   5   6   7   8   6   7   8   7   8   7   8   8   8   8   8	Selection (in years)    Class	certificate of Loging Ship issued by the Mate (F.G.) / Dredge equivalent (F.G.) / Dredge equivalent (F.G.) / Dredge equivalent (F.G.) / Dredge equivalent (F.G.) / Dredge (F.G							the Marine services of a	C			regular service in the grade in Marine	CD
(in years)    Colass-1   S1,300- Selection   45   Essential:	Selection Recruitment (in years)    Class-1   S1,300-   Selection   45   Essential:   Combined of Tocque   Composite   Composi	Selection (in years)    Class	(in years)    Class - 1   S1,300   Selection   Absorption     Class - 1   S1,300   T3,000   Selection   Absorption     (HOD)   T3,000   T3							mic manning activities or a	elioible			To Control of the Con	
(in years)    College   Composition   College   Colleg	Selection Recruitment (in years)    Class   Figure   Class   Class   Class   Class   Class   Class   Combined by the case of	Selection (in years)    Class -   Stage   Stag	certificate of competency of India or Most of India or Most of India or Most of India or Motor) certificate issued T.S.Chanakya  Less of Act, 1958.  Ciass -1 51,300-  (HOD) 73,000/  Class -1 51,300-  Clas							Port, of which, atleast 5	eligible.			Department in Govt. / PSUs / Autonomous	S
(in years)  (in years)  (in years)  (in years)  (in years)  (i) Experience for (c) Experience for (apply in the case of the case of the case of (HOD)  (i) Must either hold a b) Yes, however, applicable (hrough certificate of competency officers with as Master of Foreign certificate of 1st method, as Master of Foreign certificate of 1st method, as Master of India or Mate (F.G.) / Dredge (application)  Dredge Master Gr.1 or an Mate (F.G.) / Dredge (application)  Dredge Master Gr.1 or an Mate (F.G.) / Dredge (application)  Dredge Master Gr.1 or an Mate (F.G.) / Dredge (application)  Dredge Master Gr.1 or an Mate (F.G.) / Dredge (application)  Dredge Master Gr.1 or an Mate (F.G.) / Dredge (application)  Dredge Master Gr.1 or an Mate (F.G.) / Dredge (application)  Dredge Master Gr.1 or an Mate (F.G.) / Dredge (application)  Dredge Master Gr.1 or an Mate (F.G.) / Dredge (application)  Dredge Master Gr.1 or an Mate (F.G.) / Dredge (application)  Dredge Master Gr.1 or an Mate (F.G.) / Dredge (application)  Dredge Master Gr.1 or an Mate (F.G.) / Dredge (application)  Dredge Master Gr.1 or an Mate (F.G.) / Dredge (application)  Dredge Master Gr.1 or an Mate (F.G.) / Dredge (application)  Dredge Master Gr.1 or an Mate (F.G.) / Dredge (application)  Dredge Master Gr.1 or an Mate (F.G.) / Dredge (application)  Mater Gr.1 or an Mater Gr.1 / B. Sc (application)  Mater Gr.1 or an Mater Gr.1 / B. Sc (application)  Mater Gr.1 or an Mater Gr.1 / B. Sc (application)  Mater Gr.1 or an Mater Gr.1 / B. Sc (application)  Mater Gr.1 or an Mater Gr.1 / B. Sc (application)  Mater Gr.1 or an Mater Gr.1 / B. Sc (application)  Mater Gr.1 or an Mater Gr.1 / B. Sc (application)  Mater Gr.1 or an Mater Gr.1 / B. Sc (application)  Mater Gr.1 or an Mater Gr.1 or an Mater Gr.1 or an Mater Gr.1 or and failing (application)  Mater Gr.1 or an Mater Gr.1 or an Mater Gr.1 or and failing (application)  Mater Gr.1 or an Mater Gr.1 or an Mater Gr.1 or and failing (application)  Mater Gr.1 or an Mater Gr.1 or an Mater Gr.1 or an Mater Gr.1 or an Mater Gr.	Selection Recruitment (in years)    Class   Selection   Recruitment or (in years)   Direct (in years)   Di	Selection (in years)  (in year	(in years)    Class - 1   51,300   Selection   45   Essential:   (HOD)   73,000/-							I OIL, OI HILLOIN, WINDOWS &	eligible.			1 1 111 11 11 11 1 1 1 1 1 1 1 1 1 1 1 1	
(in years)    Class - 1   51,300   Selection   45   Essential :   Composite	Selection Recruitment (in years)    Class   Selection   Class   Selection   Class   Selection   Class   Selection   Selection   Selection   Selection   Absorption   Absorptio	Selection Kecrutment  (in years)  (in year	Class-I   51,300-   Selection   45   Essential:							vears in a senior	eligible.			bodies, will be eligible. The selection is by	_
(in years)    Class - 1   51,300   Selection   45   Essential :   Absorption / Absorption   Abso	Selection Recruitment (in years)    Direct   Class - 1   S1,300-   Selection   45   Essential :   Selection   City   Selection   Selection   Selection   Absorption   Absorpti	Selection (in years)    Selection   Recruitment   Characterist	(in years)    Class - 1   51,300   Selection   45   Essential :							III	eligible.				
(in years)    Class - I   51,300   5election   45   Essential :	Selection Recruitment (in years)    Class - 1   51,300-   Selection   45   Essential:   (HOD)   73,000/-   Selection   25   Selection   25   Selection   25   Selection   25   Selection   25   Selection   26   Septiment of the promotion of the p	Selection (in years)    Class   Class	(in years)    Class - 1   51,300   Selection   45   Essential :   Absorption / Absorption   Deputation   Deputation   Deputation   Deputation   Deputation   Absorption   Deputation   Absorption   Deputation   Absorption   Deputation   Absorption   Deputation   Mate (F.G.) Dredge   Deputation   Dredge   Dredge   Deputation   Dredge   Dredge   Dredge   Dredge   Dredge   Dred	0						administrative nosition	eligible.			merit for which the benchmark in overall	
(in years)  (in years)  (in years)  (in years)  (i) Experience for by Promotion / Apply in the case of by Promotion / Absorption / Act, 1958.  (ii) Must either hold a b) Yes, however, applicable through composite as Master of Foreign certificate of 1st method. Act, 1958.  (iii) Must either hold a b) Yes, however, applicable through composite with method. Act, 1958.  (iii) Must either hold a b) Yes, however, applicable through of Master Gr.I. / Dredge with method. Act, 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act, 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act, 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act, 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act, 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act, 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act, 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act, 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act, 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act, 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act, 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act, 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act, 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act, 1958.  (iii) Must either hold a b) Yes, however, applicable throu	Selection Recruitment (in years)    Direct	Selection (in years)    Authorized Class   Cla	(in years)  (in the case of a chapping T.S.Dardya / years)  (in years)  (in the case of a population / Science Graduate who have qualified who have the have qualified who have qualified who have the have qua	9							eligible.			THE PLANT TO THE PARTY WAS A CONTRACT OF THE PARTY OF THE	
(in years)  (in years)  (in years)  (in years)  (i) Experience for by Promotion / apply in the case of by Promotion / Absorption / Promotion / P	Selection Recruitment (in years)    Class - 1   51,300-   51,3000-	Selection (in years)    Absorption   Absorption   Absorption	(in years)    Class - I   51,300-   5   6   7   8   9   10   11	0						Constitution of the contract o	eligible.			1: _ 1: _ 1 L ADADA will not he helow	-
(in years)  (in ye	Selection   Recruitment   Class   Combined or T.S.Rajendra   Class	Selection (in years)    Class   Selection   Class   Completency   Certificate of competency   Certificate of competency   Certificate of competency   Certificate   Certific	(in years)    Class-I   51,300-   56   7   8   50   60   73,000/.     Class-I   51,300-   73,000/.   50   50   50   50   50   50   50   5	1							eligible.			TOPOGRAFIA THE APP APP APP APP APP APP APP APP APP AP	7
(in years)  (in years)  (in years)  (in years)  (i) Experience for by Promotion / Apply in the case of by Promotion / Absorption / Act. 1958.  (ii) Must either hold a b) Yes, however, applicable through composite method, as Master of Foreign certificate of 1st method, as Master of Foreign certificate of 1st method. Act. 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method, as Master of Foreign certificate of 1st method. Act. 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method, as Master of Foreign certificate of 1st method. Act. 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act. 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method and Master (F.G.) / Dredge foreign as Master of Foreign certificate of 1st method. Act. 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act. 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act. 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act. 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act. 1958.  (iii) Must either hold a b) Yes, however, applicable through composite method. Act. 1958.  (iii) Must either hold a b) Yes, however, applicable method. Act. 1958.  (iii) Must either hold a b) Yes, however, applicable method. Act. 1958.  (iii) Must either hold a b) Yes, however, applicable method. Act. 1958.  (iii) Must either hold a b) Yes, however, applicable method. Act. 1958.  (iii) Must either hold a b) Yes, however, applicable method. Act. 1958.  (iii) Must either hold a b) Yes, however, a	Selection   Recruitment   Class   Cl	Selection (in years)    Class   Class   Composite   Composite   Composite   Class   Combined   Class   Class   Combined   Class   Combined   Class   Combined   Class	(in years)    Class   1   51,300   5   6   7   8   5   73,000/-   6   1st   6   6   7   8   6   8   9   10   11   11   11   11   11   11	8							eligible.			grading in the APAKS WIII HOL DE DELOW	-

Certifi	cate to be given by Head of Office of
Shri / S	Smt
Design	nation
1.	It is certified that the particulars furnished by the Officer are correct and he/she is fulfilling 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.
D 1	
Dated	
	Signature of the forwarding authority

## PARTICULARS OF THE OFFICERS FOR WHOM 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)

SI. No.	Organisation (Name in full)	Designation & Place of posting	Administrative / Nodal Ministry / Department Concerned (in case of officers of PSUs, etc.)	From	То
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 (\*)

- 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.