



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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West Bengal

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

Date: June 07, 2018

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 <http://onlinevacancy.shipmin.nic.in>. 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.

Contd...2

(2)

- 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 27th 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)

RECRUITMENT RULES FOR GENERAL MANAGER (MARINE)

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
2	3	4	5	6	7	8	9	10	11	12	13
General Manager (Marine)	1	Class - I (HOD)	51,300-73,000/-	Selection	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 1st 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 senior administrative position	a) No b) Yes, however, officers with certificate of 1st Mate (F.G.) / Dredge Master Gr.II / 2nd Mate (F.G.) / Dredge Mate Gr.I / B. Sc Nautical Science / Govt. of India or MOT 1st Class or T.S.Rajendra / T.S.Chanakya / T.S.Dufferin, or, Science Graduate who have qualified as Pilots, will also be eligible. c) No	Not applicable	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 grading in the APARs will not be below 'Very Good'.	

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 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.

Dated:

Signature of the forwarding authority
along with office seal.

**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)

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.