



कोलकाता पत्तन न्यास
15, Strand Road
Kolkata- 700001



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सा.प्रशासन विभाग/General Admn. Department.

No.Admn/6497/C/CMO/E1

Dated : 2nd January, 2019.

To
The Secretary,
All Major Port Trust.

Sir,

Sub : Filling up the post of Sr. Dy. Traffic Manager in the Scale of Pay of Rs.32900-58000/- by absorption through composite method at KDS, KoPT- applications invited.

Applications are invited for filling up of one post of Sr. Dy. Traffic Manager 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 the Recruitment Rules. A copy of the Recruitment Rules is enclosed (**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 superscribing on the envelope "Application for the post of Sr. Dy. Traffic Manager" to the Sr.Personnel Officer, Kolkata Port Trust, 15, Strand Road, Kolkata-700001 along with the following relevant documents:-

- i) Copies of APARs for the last 5 years attested by an officer not below the rank of Dy. HoD on each page.
- ii) Attested copies of all the certificates towards 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- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.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) Self attested passport size photographs (two numbers).

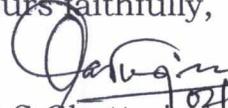
3 If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with application. Vigilance report is to be furnished in the format prescribed, vide Ministry of Shipping's letter No.A-12022/10/2005-PE.1 dated 27th August, 2010, copy of which is attached as **Annexure-IV**.

4. The selection will be made on the basis of merit for which overall grading in the ACRs/APARs will not be below "Very Good".

5. The last date to receive the application at KoPT is **31.01.2019**. Incomplete application or application received after the due date will not be considered.

Encl.:- As stated.

Yours faithfully,


(S.S. Chatterjee) 02/01/19
Dy. Secretary-I
For Sr. PO

Copy to MD, IPA, 1st Floor, South Tower, NBCC Place, Bhism Pitamah Marg, Lodhi Road, New Delhi – 110003 for kind information.

Copy to Shri R..K.Nigam, Under Secretary to the Ministry of Shipping, Govt.of India, New Delhi – 110001 for kind information.

Copy to Traffic Manager for information. He is requested kindly to circulate the vacancies and forward applications of eligible candidates of Traffic Deptt. Copies of the Recruitment Rules, Application Form and Format for Vigilance and Administrative clearance are enclosed.

Encl.: As stated.

Copy to GM (Traffic), HDC for information. He is requested kindly to circulate the vacancies and forward applications of eligible candidates of HDC. Copies of the Recruitment Rules, Application Form and Format for Vigilance and Administrative clearance are enclosed.

Encl.: As stated.

✓ Copy to Jt. Director (P&R) for information. She is requested kindly to arrange for necessary posting of this circular on KPT'S website. Copies of the Recruitment Rules, Application Form and Format for Vigilance and Administrative clearance are enclosed.

Encl.: As stated.

Recruitment Rules of Sr. Dy. TM of Traffic Department

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 year)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b) educational qualification (c) experience for direct recruits will apply in the case of promotion/absorption/deputation	Period of Probation (in year)	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
1	2	3	4	5	6	7	8	9	10	11	12

1	Sr. Dy. Traffic Manager	2	Class-I	32,900-58,000/-	Selection	37	(i) Degree in any discipline (ii) Nine years experience in shipping/cargo operations/railway transportation in executive cadre in an Industrial/Commercial/Govt. Undertaking.	(a) No (b) Yes (c) No	N.A.	By absorption through composite method failing which by deputation from other Govt. organizations and failing both by direct recruitment.	For absorption through composite method. Officers holding analogous post or post of Deputy Traffic Manager and equivalent posts in the respective discipline of Traffic Deptt. In the scale of pay of Rs.24,900-
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ANNEXURE – II**APPLICATION FORM**

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

Post applied for :

Full Name (in block letters) :

(a) Address for communication :

(b) Telephone No. / Mobile No. :

(c) Fax / E-mail address :

Date of birth :

Date of retirement :

Whether belongs to SC/ST/OBC : SC ST OBC GEN

(Please ✓ in relevant box)

Present post with scale of pay :

Date of continuous appointment :
in the present post

Date of first appointment in :
Class I cadre of the Port Trust

Educational and other qualifications :

Examination	University	Year of passing	Class and percentage obtained	Special subjects

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.

Details of employment/
experience in chronological order :

Name of the organization	Posts held	Scale of pay	From	To	Nature of duties

Languages Known :
(Read, Write and Speak)

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 2010-2011 to 2015-1016 are enclosed.

Dated,

office seal.

Signature of the forwarding authority along with

ANNEXURE – IV

**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.