



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/13/5/2019/946

Date: June 26, 2019

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

Sir,

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

Haldia Dock Complex, KoPT intends to fill the post of General Manager (Finance) in the scale of pay of Rs. 51,300 – 73,000/- in the rank of Head of Department by Absorbtion through composite method.

2. The post of General Manager (Finance) 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 (Finance). The application may be submitted through "Online Application Portal (OAP)" of the Ministry of Shipping website <http://onlinevacancy.shipmin.nic.in> from **June 28, 2019** to **July 29, 2019** 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 is to be sent in an envelope, superscribing "Application for the post of General Manager (Finance) under HDC, KoPT", so as to reach the office of the undersigned on or before **August 09, 2019**

- 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.


The Crucial date for determining eligibility of the applicants will be. **July 29, 2019**

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 forwarded applications received after August 09, 2019 may not be considered. Further, HDC,KoPT will not be responsible for any postal delay.

Encl.: As stated.

Yours faithfully,


(P. K. Das)
Sr. Dy. Manager (P&IR)

Copy to Shri. R. K. Nigam, Under Secretary to the Govt. of India & Ministry of Shipping. A soft copy of the circular is also being sent to Ministry at the address of rajiv.nigam@nic.in & pravin.s@nic.in for necessary posting on Ministry of Shipping's website.

Copy to the Secretary KoPT for information please. She is requested to circulate the vacancy and forward the applications of eligible candidates of KDS as per enclosure.

Copy to General Manager (Finance)I/C for wide circulation among eligible candidates under HDC,KoPT.

Copy to Jt. Director (P&R) for information please. She is requested to arrange for necessary posting of this circular on KoPT's website.

RECRUITMENT RULES FOR GENERAL MANAGER (FINANCE)

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	General Manager (Finance) "Class-I (HOD)"	3	4	5	6	7	8	9	10	11	12	13	
1	General Manager (Finance) "Class-I (HOD)"	1	1	51,300-73,000/-	Selection	45	<p>Essential:-</p> <p>i) Member of Institute of Chartered Accounts of India or of Institute of Cost & Works Accounts of India.</p> <p>ii) Thirteen years experience in an executive cadre in the field of Finance, Accounting in an industrial/commercial/Govt Undertaking</p>	<p>a) No</p> <p>b) Yes, but in the case of incumbents holding the feeder grade posts in Finance Department of Haldia Dock Complex, on regular basis as on the 15th October 2013, Bachelor's degree in Commerce or Master's degree or Commerce or Master's degree in Business Administration with specialization in Finance from a recognised University or institution will suffice</p> <p>c) No</p>	Not applicable	By Absorption through composite method, failing 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 or officers holding posts in the scale of pay of Rs. 32,900 - 58,000/- with 5 years regular service in the grade in the Finance Discipline 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/- in the Finance Discipline with 2 years regular service in the grade or officers holding posts in the scale of pay of Rs. 32,900 - 58,000/- and above with 5 years regular service in the grade in the Finance Discipline 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.
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 2013 – 2014 to 2017 – 2018 are enclosed.
6. It is certified that as on the crucial date of eligibility, the incumbent meets the prescribed eligibility criteria w.r.t educational qualification and experience as specified in the Annexure-I of the circular.

Date: _____

Signature of the forwarding authority along with office seal.

(Annexure- III)

**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.