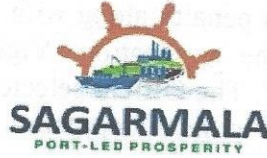




कोलकाता पत्तन न्यास
KOLKATA PORT TRUST
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
कार्मिक एवं औद्योगिक संपर्क प्रभाग
Personnel & Industrial Relations Division



जवाहर टावर कम्प्लेक्स,
हल्दिया टाउनशिप - 721 607
दूरभाष सं. (03224) 263160
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Jawahar Tower Complex,
Haldia Township - 721607
Phone No. (03224) 263160
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Dist. Purba Medinipur,
West Bengal

No.: P&IR/13/2/2019/2304

Date: October 29, 2019

Chairman,
All Major Port Trusts
(_____ Port Trust)

Sir,

Sub.: Filling up of the post of Asstt. Manager (Safety) by absorption / deputation
under Haldia Dock Complex, Kolkata Port Trust.

Applications are invited for filling up of one post of Asstt. Manager (Safety) in the scale of pay of Rs. 20,600-46,500/- (**pre-revised Rs. 9,100-15,100/-**), under P&E Division of Haldia Dock Complex on absorption / deputation basis from the eligible officers of Major Ports, who possess the prescribed qualification, experience and other conditions, as mentioned in the enclosed Recruitment Rules (**Annexure-I**).

2. Applications of eligible and willing officers, who satisfy the provisions of the Recruitment Rules for the post of Asstt. Manager (Safety), may please be forwarded as per pro forma enclosed (**Annexure-II**) along with the following documents, duly superscribing the envelope as "*Application for the post of Asstt. Manager (Safety) under HDC, KoPT,*" so as to reach this office on or before **29th November, 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- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.

(Contd.... 2)

- v) Vigilance and administrative clearance of the concerned Port, as per enclosed pro forma (Annexure-III).
- vi) Two passport size photographs.

The crucial date for determining eligibility of the applicants will be 1st January, 2020.

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 the application. Vigilance report is to be furnished in the prescribed format at Annexure – IV. The Officer selected for the above post will be appointed on absorption / on deputation basis. The terms of deputation are enclosed at Annexure – V.
4. The applicants should clearly mention whether the candidate is applying for absorption / for deputation.
5. The applications should be forwarded by the Forwarding Authority so as to reach this office within the date, i.e. **29th November, 2019**. Incomplete applications or applications received late will not be considered.
6. Hence, the Ports are requested to forward the applications in full to reach this office on or before **29th November, 2019**.
7. The circular along with Annexure and terms & conditions of Deputation is also available on KoPT website, www.kolkataportturst.gov.in.

Encl.: As stated.

Yours faithfully,

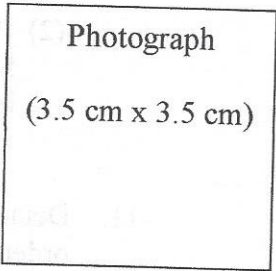


(I. Hazra)
Sr. Dy. Manager (P&IR)

ANNEXURE - I

RECRUITMENT RULES FOR ASSTT. MANAGER (SAFETY)											
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
1	2	3	4	5	6	7	8	9	10	11	12
1	Asstt. Manager (Safety)	1	1	20600 - 46500/- (pre-revised Rs.9,100- 15,100/-)	Selection	30	<p>Essential :</p> <p>EITHER (i) Possess a recognised Degree in any branch of Engineering / Technology & has practical experience of working in a Port or similar place in a supervisory capacity for a period of not less than 2 years / Possess a recognised Degree in Physics or Chemistry & has had practical experience of working in a Port or similar place in a supervisory capacity for a period of not less than 5 years / Possess a recognised Diploma in any branch of engineering or technology & has had a practical experience of working in a port or similar place in a supervisory capacity for a period of not less than 5 years, and,</p> <p>(ii) Possess a Degree or Diploma in Industrial Safety recognised by the Central Govt., and,</p> <p>(iii) Has adequate knowledge of the language spoken by majority of the workers in the port in which he is to be appointed.</p> <p>OR (i) Possess a recognised Degree or Diploma in engineering or technology and has had experience of not less than 5 years in a department of Central Govt. which deals with the administration of Indian Dock Labourers Act. 1934 and / or the Dock Workers' (Safety, Health & Welfare) Act, 1986.</p> <p>(ii) Possesses a recognised Degree or Diploma in engineering or technology and has had experience of not less than 5 years, full time on training, education, consultancy or research in the field of accident prevention in Industry or in any Port or any Institution.</p>	a) No. b) Yes c) No.	2	By Promotion, failing which, by Absorption / Deputation, failing both, by Direct Recruitment.	Promotion from Asstt. Exedutive Engineer (P&E) in the scale of pay of Rs. 16400 - 40500/- with 3 years regular service in the grade. Absorption / Deputation will be of officers holding analogous post or holding posts in the scale of pay of Rs. 16400 - 40500/- with 3 years regular service in the grade in the Mechanical & Electrical Engineering Department in a Major Port Trust.

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 UR
6. Present post with scale of pay
7. Date of continuous appointment in the present post :
8. Date of first appointment in the Port cadre :
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 :

Pay scale	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 upgradation under Modified Assured Career Progression Scheme (MACPS) should not be indicated. The substantive scale of pay only should be indicated.

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. Whether opts for Absorption / Deputation

14. 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. Further, I undertake to abide by the terms of deputation, if appointed o deputation, as stipulated in Annexure - V.

Place :
Date :

(Signature of the Applicant)

Post	Scale	From	To

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 2014 – 2015 to 2018 – 2019 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 (*) :

[Signature]

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.

Sl. No.	Organization (Sd.)	Designation & Place of posting	Department / Government (Sd. of officers of PSU 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 scope was examined against the officer during the last 10 years and if so with what result (*)

Handwritten signature

**TERMS AND CONDITIONS OF DEPUTATION FOR THE POST OF ASSTT.
MANAGER (SAFETY), P&E DIVISION, HALDIA DOCK COMPLEX,
KOLKATA PORT TRUST**

1. **Period of Deputation:** Initially, three years from the date of assuming duties and responsibilities of the Deputation Post.
2. **Pay:** During the period of deputation, the Deputationist will have the option of either to get his pay fixed in the deputation post under the operation of normal rules or to draw pay of the post held by him in his Parent Organisation plus a Deputation (Duty) Allowance in accordance with and, subject to the conditions, as modified from time to time and such other general or special orders issued by the Ministry.
3. **Dearness Allowance:** The Deputationist will be entitled to draw Dearness Allowance at the rates prevailing in the Borrowing Organisation or in the Lending Organization, depending on whether he has opted to draw pay in the pay scale of the Borrowing Organization or the Lending Organization.
4. **House Rent Allowance:** This will be regulated as per the existing rules of the Borrowing Organisation. The Deputationist is not entitled to HRA in case he is provided KoPT residential accommodation.
5. **Residential Accommodation:** The Deputationist is entitled to residential accommodation according to the rules of the Borrowing Organization. If residential accommodation is provided by the Borrowing Organization, the Deputationist would have to pay applicable house rent plus electricity charges, as per rules of the Borrowing Organization.
6. **Transfer TA / Joining Time:** The Deputationist will be entitled to TA and Joining Time both on joining the post on deputation and on reversion under the rules of the Borrowing Organisation. The expenditure on this account will be borne by the Borrowing Organisation.
7. **TA / DA for Journey on Duty:** The Deputationist will be paid Travelling Allowance and Daily Allowance by the Borrowing Organisation under its own rules.
8. **Medical Facilities:** This will be regulated as per the rules of the Borrowing Organisation.
9. **Leave and Pension:** During the period of deputation, the Deputationist will continue to be governed by the Leave and Pension Rules of the Parent Organisation applicable to him before his deputation to the Borrowing Organization.

10. **Leave Salary / Pension Contributions:** The Borrowing Organization will pay to the Parent Organization of the Deputationist leave salary and pension contributions at the rates in force from time to time in accordance with the government regulations in this regard.

11. **Children's Educational Allowance and Reimbursement of Tuition Fees:** If the Deputationist opts for port officers' scale, he is not entitled to the above allowance, as the same is part of Cafeteria Allowance.

12. **Provident Fund:** During the period of Foreign Service, the Deputationist will continue to subscribe to the Provident Fund Scheme to which he was subscribing at the time of proceeding on Foreign Service in accordance with the rules of such fund. The Borrowing Organization will deduct the subscription from his / her pay and remit it to the Parent Organization.

In case of employees covered under the New Pension Scheme (NPS), the Borrowing Organization shall make matching contribution to the NPS account of the employee.

13. **Conduct, Discipline and Appeal Rules:** The Deputationist shall continue to be governed by the CCA Rules of the Borrowing Organization.

14. **Leave Travel Concession:** The Deputationist shall be allowed LTC as per the rules of the Borrowing Organization. This is, however, subject to the condition that the officer had not already, before proceeding on deputation, availed of the concession during the particular block years' period of his deputation.

15. **Residuary Matters:** In all matters relating to conditions of service and benefits / facilities and perquisites in the Borrowing Organization not covered by Item No. 1 to 14 above, the Deputationist shall be governed by the existing rules, regulations and orders of the Borrowing Organization.

