

Kolkata Port Trust  
15, Strand Road  
Kolkata- 700001



General Admn. Department  
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No.Admn/7282/1/DMD/E1

16<sup>th</sup> April, 2020

To  
The Secretaries,  
All Major Port Trust  
Sir,

Sub-: Filling up of the post of Director, Marine Department by absorption through composite method in Kolkata Port Trust – applications invited.

The post of Director, Marine Department in the rank of Head of Department which has fallen vacant w.e.f 01.01.2020 is to be filled up by Absorption through Composite Method from the officers of Major Port Trusts, fulfilling the eligibility criteria for the concerned post, as per the **Annexure-I.**

2. The incumbent will be initially appointed to the HOD post in the scale of pay of Rs. 43,200-66,000/- (pre-revised) [now revised to scale of pay of Rs.1,00,000 – 2,60,000/-], and after completion of three years' regular service in the post, he / she will be elevated to the scale of pay of Rs. 51,300-73,000/-[now revised to scale of pay of Rs.1,20,000 – 2,80,000/-], subject to fulfilling the relevant conditions as per the Ministry's guideline vide Letter No. A-12023/15/2018-PE-I dated November 19, 2019.

3. The selection is by merit for which overall grading in the ACRs/APARs will not be below "Very Good"

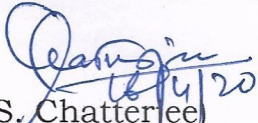
4. Applications of suitable and willing officers, who satisfy the provisions of the Recruitment Rules for the post of Director, Marine Department, may please be furnished as per proforma enclosed (**Annexure-II**). The application may be submitted through "Online Application Portal (OAP)" of the Ministry of Shipping website <http://onlinevacancy.shipmin.nic.in> from **22.04.2020 to 21.05.2020**. 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 along with the following documents may be sent in an envelope, through their Administrative Port superscripting "Application for the post of Director, Marine Department", so as to reach the Office of the Sr. Personnel Officer, Kolkata Port Trust, 15 Strand Road, Kolkata-700001 **on or before 2<sup>nd</sup> June, 2020.**

- i) Copies of APARs for the last 5 years, attested by officer not below the rank of Dy. HoD on each page.
- ii) Attested copies of all the certificates in 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) Passport size photographs (two numbers).
5. **Crucial date** for determining the eligibility will be the date of occurrence of vacancy i.e. – **January 01, 2020**.
6. 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 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-IV)**.
7. Incomplete application or application received after the due date will not be considered.

Encl.:- As stated

Yours faithfully,

  
(S.S. Chatterjee)  
Dy. Secretary -I  
for Sr. P.O.

Copy to Under Secretary to the Govt. of India, Ministry of Shipping, 1, Sansad Marg, New Delhi-110 001 for information please.

Encl.:- As stated

Copy to Managing Director, Indian Ports Association, 1<sup>st</sup> Floor, South Tower, NBCC Place, Bhishamo Pitamah Marg, Lodi Road, New Delhi-110 003 for information please.

Encl.:- As stated.

Copy to GM (M&S), HDC for information. He is requested kindly to circulate the vacancy and forward applications of eligible candidates of HDC.

Encl.: As stated.

Copy to CHE for information. He is requested kindly to circulate the vacancy and forward applications of eligible candidates please.

Encl.: As stated

# Annexure-I

## Recruitment Rules for the post of Director, Marine Department (HoD Level) under Marine Department of Kolkata Dock System.

Sl. No.	Name of the Post	No. of Post	Classification	Scale of Pay (Rs)	Whether Selection or Non-Selection	Upper Age Limit for Direct Recruitment (in years)	Educational and other qualifications prescribed for direct recruitment	Whether a) Age b) Education qualification c) Experience for direct recruits will apply in 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	Remarks
	2	3	4	5	6	7	8	9	10	11	12	13
1.	Director, Marine Department	1	Class-I (HOD)	Rs.43,200-66,000/- (pre-revised) (Now revised to Rs.1,00,000-2,60,000/-)  To be elevated to the scale of pay of Rs. 51300-73000/- (pre-revised) (Now revised to Rs.1,20,000-2,80,000/-) after completion	Selection	50  However in case of officers of any Major Port Trust, the age limit shall not exceed 55 years.	Essential:- i) Certificate of competency as Master(FG) issued by MOS/Dredge Master Grade-I or equivalent or 1 <sup>st</sup> Class MOT. ii) 15 years experience in Marine service of a port which at least 5 years in senior administrative position.	a) No. b) Yes. Excepting serving officers with entry qualification prescribed for graduate entry scheme or with passing out certificates from T. S. Dufferin or T. S. Rajendra, T. S. Chanakya or B.Sc (Nautical Science) or Dredge	NA	By absorption through composite method failing which by deputation and failing both by direct recruitment	For absorption by composite method :- (i) Officers holding posts of Harbour Master (Port/River)/Supdt. & Dredger (ii) Despatch Service/Engineer Supdt./Chief Hydrographer in KDS or Manager (Marine Operations) in HDC in the scale of pay of Rs. 43,200-66,000/- (pre-revised) (Revised Rs.1,00,000-	*

			<p>of 3 years regular service upon consideration by the Competent Authority.</p>		<p>Mate Gr. I certificate. or a Second Mate (FG) certificate or a First Mate(FG)/Dredge Master Gr.II certificate will also be eligible. c) No.</p>			<p>2,60,000/-) with 1 year's regular service. <b>OR</b> (ii)Officers holding posts of Harbour Master/Dy. DMD-I with scale of pay of Rs. 36,600-62,000/- (pre-revised) (now revised) to Rs.90,000-2,40,000/-) with 2 years' regular service in the grade in any Major Port Trust will be eligible.. For deputation, officers holding the posts of Dy. Conservator and its equivalent post in the scale of pay of Rs.43,200-66,000/- (pre-revised) with one year regular service in the grade or officers holding the post of Harbour</p>	
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											<p>Master and its equivalent posts in the scale of pay of Rs.36,600-62,000/- (pre-revised) with 2 years regular service in the grade in a Govt./Semi-Govt./ Public Sector undertaking or Autonomous Bodies (other than Major Port Trust) will be eligible. The selection is by merit for which the benchmark in the overall grading in the APARs will not be below "very good".</p>	
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\* Gazette notification is awaited

**ANNEXURE – II**

**APPLICATION FORM**

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

Post applied for:

1. Full Name (in block letters) :
2. Father's Name :
3. (a) Address for communication :  
(b) Telephone No. / Mobile No. :  
(c) Fax / E-mail address :
4. Date of birth :
5. Date of retirement :
6. Whether belongs to SC/ST/OBC: : SC  ST  OBC  GEN   
(Please  $\checkmark$  in relevant box)
7. Present post with scale of pay :
8. Date of continuous appointment :  
in the present post
9. Date of first appointment in :  
Class I cadre of the Port Trust
10. Educational and other qualifications :

Examination	University	Year of passing	Class and percentage obtained	Special subjects

11. Details of fulfilling qualifying service in the feeder grade :

	Period		
	on Regular basis	on Officiating basis	Against Temporary post
(Rs. 43,200 - 66,000/-)			
(Rs. 36,600 - 62,000/-)			

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.

12. Details of employment/ :  
Experience in chronological order

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

13. Languages Known :  
(Read, Write and Speak)

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.**

(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 2014-2015 to 2018-2019 are enclosed.

Dated,

Signature of the forwarding authority along with office seal.



ANNEXURE – IV

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE  
COMMENTS/CLEARANCE BEING SOUGHT**

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[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.