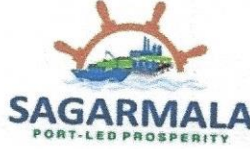


## Syama Prasad Mukherjee Port Haldia Dock Complex

जवाहर टावर कम्प्लेक्स,  
हल्दिया टाउनशिप - 721 607  
दूरभाष सं. (03224) 263160  
फैक्स सं. (03224) 263160  
जिला - पूर्ब मेदिनीपुर



Jawahar Tower Complex,  
Haldia Township - 721607  
Phone No. (03224) 263160  
Fax No. (03224) 263160  
Dist. Purba Medinipur,  
West Bengal

No: P&IR/13/5/2020/1080

Date: September 15, 2020

Chairman,  
All Major Port Trusts  
( \_\_\_\_\_ Port Trust).

Sir,

Sub.: Filling up of vacancy in the post of Senior Deputy Manager under Finance Department by absorption through composite method under Haldia Dock Complex, Syama Prasad Mukherjee Port

A vacancy has arisen in the post of Senior Deputy Manager in the scale of pay of Rs. 80,000-2,20,000 (Pre revised 32,900 - 58,000/-) under Finance Department of Haldia Dock Complex, Syama Prasad Mukherjee Port, Kolkata.

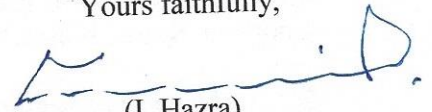
2. The post of Senior Deputy Manager in the scale of pay of Rs. 80,000-2,20,000 (Pre revised 32,900 - 58,000/-) under Finance Department of Haldia Dock Complex, Syama Prasad Mukherjee Port is to be filled up by Absorption through Composite Method, from the officers of Major Port Trusts, fulfilling the eligibility criteria for the concerned post, as per **Annexure - I**.
3. The selection is by merit for which benchmark in overall grading in the ACRs / APARs will not be below "Very Good".
4. Application of suitable and willing officers, who satisfy the eligibility criteria for the post of Sr. Dy. Manager under Finance Department, as stated at **Annexure - I**, 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 Sr. Dy. Manager, Finance Department under HDC, Syama Prasad Mukherjee Port", so as to reach the undersigned on or before **October 26, 2020**,
  - i) Copies of APARs for the preceding 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.

Contd...2

- 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 pro forma (**Annexure-III**).
  - vi) Two passport size photographs.
6. The Crucial date of determining eligibility will be the last date of receipt of applications i.e. **October 26,2020**
7. 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**.
8. The administrative Ports are required to forward the application of the applicants with requisite documents, before the date of closing. i.e **October 26,2020** In case of receipt of advance copy of application in respect of any applicant, candidature of the candidate will not be considered by HDC, SMP, if his/her application is not received through proper channel by the HDC, SMP Port within 15 days of last date of receipt of applications.

Encl.: As stated.

Yours faithfully,



(I. Hazra)

Sr. Dy. Manager (P&IR)

## Annexure -I

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	Sr.Dy.Manager(Finance)	2	I	80,000-2,20,000/-	Selection	42	<p><b>Essential:</b></p> <p>i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.</p> <p>ii) Twelve years' experience in 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 personnel of Finance Department of Haldia Dock Complex who were on roll on regular basis as on the 15th October, 2013, Bachelors Degree in Commerce or Masters Degree in Commerce or Masters 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 which, by Deputation from other Govt. Organizations, and failing both, by Direct Recruitment.	<p>For absorption through composite method, officers holding analogous posts or holding posts in the scale of pay of Rs. 60,000-1,80,000/- with 3 years' regular service in the grade or officers holding posts in the scale of pay of Rs.60,000-1,80,000/- with 2 years' regular service in the grade and a combined regular service of 7 years in the pay scales of Rs.60,000-1,80,000/- and Rs.50,000-1,60,000/-(pre-revised Rs.10750-16750/-) in the Finance discipline in a Major Port Trust will be eligible.</p> <p>For Deputation, officers holding analogous post or holding posts in the scale of pay of Rs.60,000-1,80,000/- with 3 years regular service in the grade in the Finance discipline in Govt. / Semi Govt. / PSU / Autonomous Bodies, will be eligible.</p> <p>The selection is by merit for which the benchmark in overall grading in the APARs will not be below 'Very Good'.</p>



**ANNEXURE-II**

**APPLICATION FORM**

Photograph  
(3.5 cm x 3.5 cm)

**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  GEN
6. Present post with scale of pay :
7. Date of continuous appointment in the present post :
8. Date of first appointment in Class – I cadre of the Port Trust :
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 :

Payscale	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 up gradation under Modified Assured Career Progression Scheme (MACPS) should not be indicated as it is not a regular service in the grade.

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. 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 any selection to the above post, I will not withdraw and undertake to accept the appointment / posting.**

(Signature of the Applicant)

Place:

Date:

Year of passing	Class and percentage obtained	University	Examination

Period	From	To	From	To	Particulars



ANNEXURE-III

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 preceding 5 assessment years are enclosed.

Dated

Signature of the forwarding authority along with office seal.



**ANNEXURE-IV**

**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.					

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 (\*) :

*[Handwritten 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.	Particulars	Department (in case of officers at PSU etc.)	From	To
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				