



श्यामा प्रसाद मुखर्जी पत्तन, कोलकाता  
SYAMA PRASAD MOOKERJEE PORT, KOLKATA  
हलदिया गोदी परिसर  
HALDIA DOCK COMPLEX  
कार्मिक एवं औद्योगिक संपर्क प्रभाग  
Personnel & Industrial Relations Division



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No.: P&IR/13/2020/1294

Date: October 08, 2020

Chairman,  
All Major Port Trusts

( \_\_\_\_\_ Port Trust).

Sir,

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

The post of General Manager (M&S) in the rank of the Head of the Department (HOD) is vacant from 01.06.2020 due to superannuation.

2. The post of General Manager (M&S) [Class – I (HOD)] under Haldia Dock Complex, SMP, Kolkata, 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**.

The incumbent will be initially appointed to the HOD post in the 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. 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 APARs will not be below "Very Good".

4. Applications are invited from suitable and willing officers, who satisfy the eligibility criteria for the post of General Manager (M&S), as per Annexure – I. The application may be submitted through "Online Application Portal (OAP)" of the Ministry of Shipping website <http://onlinevacancy.shipmin.nic.in> from 09.10.2020 to 09.11.2020. No application other than OAP shall be accepted.

(Contd...2)



(2)

In case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate will not be considered by the Ministry if his application is not received through proper channel by the Port within 15 days of the last date of receipt of applications, i.e. on or before **24.11.2020**.

The candidate will have to submit the printout of application form already uploaded in OAP to his administrative port for onward forwarding. The administrative ports are required to forward the applications of the candidates along with the following documents before **24.11.2020** superscribing "**Application for the post of General Manager (M&S) under HDC, KoPT**":-

- 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 pro forma (**Annexure – II**).
- vi) Two passport size photographs.

5. The crucial date for determining eligibility of the applicants will be **09.11.2020**.

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 – III**.

7. As per the Ministry's guideline dated 26-09-2019 regarding filling up the HOD level posts in Major Port Trusts, Port Official, who withdraws his candidature for the post after his selection by the Service Selection Committee, will be liable for debarment from future selection to HOD level posts in all Major Port Trusts for a period of two years.

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(3)

8. Incomplete applications or applications not made following the stated procedure or received after due date will not be considered.

Encl.: As stated.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'I. Hazra', with a stylized flourish at the end.

(I. Hazra)

Sr. Dy. Manager (P&IR)



## RECRUITMENT RULES FOR THE POST OF GENERAL MANAGER (MANAGEMENT &amp; SERVICES)

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 & 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	2	3	4	5	6	7	8	9	10	11	12	13
1	General Manager (M&S)	1	Class-I (HOD)	Rs. 1,00,000-2,60,000/-  (To be re-designated as Chief General Manager (M&S) with elevated Scale of Pay of Rs. 1,20,000-2,80,000/- after 3 years of regular service subject to fulfillment of the conditions in Col.13)	Selection	45	<b>Essential</b> (i) A degree from a recognised University/Institutions. (ii) Fifteen years' experience in executive cadre in the field of General Administration/Personnel/ Industrial Relations etc, in an Industrial / Commercial /Govt. Undertaking.  <b>Desirable</b> Post Graduate Degree / Diploma in Personnel Management / Industrial Relations / Social Work / Labour Welfare or allied subjects or Degree in Law from a recognised University / Institution.	a) No. b) Yes. c) No.	Not Applicable	By Absorption through composite method, failing which, by Deputation and failing both, by Direct Recruitment.	For absorption through composite method, Officers holding posts in the scale of pay of Rs. 80,000-2,20,000/- with 3 years regular service in the grade in the GAD / Human Resource Development / Personnel & Industrial Relations Department in a Major Port Trust will be eligible.  For deputation, officers holding posts in the scale of pay of Rs. 80,000-2,20,000/- and above with 3 years regular service in the grade in GAD / Human Resource Development / Personnel & Industrial Relations Department in Govt./Semi-Govt./PSUs/ Autonomous Bodies (other than Major Port Trusts), will be eligible.  The selection is by merit for which the benchmark in overall grading in the APARs will not be below "Very Good".	1. Recommendation of the Port Chairman for elevation of the Pay Scale of the officer. 2. The APARs of the concerned officer for the last five years should not be below benchmark of "Very Good". 3. The officer should be clear from vigilance angle. 4. The Scale of Pay of Rs. 1,20,000-2,80,000/- shall be granted to HOD level officers in the scale of pay of Rs. 1,00,000-2,60,000/- only after the approval of the Ministry.

*Amip.*

ANNEXURE-II

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 2014-2015 to 2018-2019 are enclosed.
6. It is certified that the incumbent meets the requisite eligibility criteria w.r.t. educational qualification and experience as specified in the Annexure-I of the circular for absorption through composite method.

Dated:

Signature of the forwarding authority along with office seal.

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke, positioned to the right of the signature line.



**PARTICULARS OF THE OFFICER 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. 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.	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 (\*).

*[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 Ministry / CVC in the past, the information may be provided for the period thereafter.

