

श्यामा प्रसाद मुखर्जी पत्तन, कोलकाता
Syama Prasad Mookerjee Port, Kolkata
15, स्ट्रैंड रोड/15, Strand Road,
कोलकाता Kolkata –700 001
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सामान्य प्रशासन विभाग
Genl. Admn. Deptt.

No.Admn/7282/1/TM

Dated : 16.12.2020

To
The Chairmen,
All Major Port Trusts.

Sir/Madam,

Sub : Filling up of the post of Traffic Manager(HOD) in the scale of pay of Rs.100000-260000/- (pre-revised Rs.43200-66000/-) by absorption through composite method in the Kolkata Dock System of Syama Prasad Mookerjee Port, Kolkata – Reg.

The post of Traffic Manager in Syama Prasad Mookerjee Port, Kolkata has fallen vacant w.e.f.07.11.2020. The post is in the pay scale of Rs.100000-260000/- (pre-revised Rs.43200-66000/-). The post is to be filled by absorption through composite method from officers of Major Port Trusts, fulfilling the eligibility criteria as per Annexure-I.

2. The selection is by merit for which overall grading in the APARs should not be below “Very Good”.
3. As directed by the Ministry vide letter dated 19.11.2019, the incumbent will be initially appointed to the HOD post in the scale of pay of Rs.100000-260000/- (pre-revised Rs.43200-66000/-) and after completion of three years’ regular service in the post, he/she will be elevated to the scale of pay of Rs.120000-280000/- (pre-revised Rs.51300-73000/-) subject to fulfilling the relevant conditions as per the Ministry’s guidelines vide letter No.A-12023/15/2018-PE-I dated 19.11.2019. It may be noted that any changes as directed by the Ministry from time to time, will be made applicable.
4. Applications are invited from eligible and willing officers of all the Major Port Trusts possessing the prescribed qualifications, experience and other conditions, for the post of Traffic Manager in the pay scale of Rs.100000-260000/- as per proforma in Annexure-II. The application may be submitted through “Online Application Portal (OAP)” to the Ministry of

Shipping website <http://onlinevacancy.shipmin.nic.in> from 17.12.2020 to 22.01.2021. No application other than OAP shall be accepted.

5. 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 alongwith the following documents to the Sr.PO, SMPK before 08.02.2021 superscribing "Application for the post of Traffic Manager in Syama Prasad Mookerjee Port, 15, Strand Road, Kolkata – 700 001."

- (i) Certified copies of APARs for the last 5 years (2015-16 to 2019-20), duly attested by an officer not below the rank of Dy.HOD on each of the pages.
- (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) An undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by the Services Selection Committee.
- (v) Vigilance and Administrative clearance of the concerned Port, as per enclosed proforma (Annexure-III).
- (vi) Two recent passport size colour photographs in a sealed envelope.

6. As per Ministry's guidelines dated 26.09.2019, 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/her 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 08.02.2021.

7. The crucial date for eligibility criteria will be the last date of closing of applications, i.e.22.01.2021, in terms of Ministry of Shipping's circular No.I-26/25/2013-PE-I dated 26.09.2019.

8. 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 27th August, 2010, copy of which is attached as Annexure-IV.

9. As per the Ministry's guidelines 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 Services 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.

10. Incomplete applications or applications which has been submitted without following the stated procedure or received after due date will not be considered.

Encl : As stated.

Yours faithfully,



(Joydeep Ghosh Dastidar)
Sr. Personnel Officer(I/C),
SMP, Kolkata

Encl: 1) Annexure-I
2) Annexure-II
3) Annexure-III
4) Annexure-IV

Recruitment Rules for the post of Traffic Manager

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 and other qualification prescribed for direct recruitment	Whether (a) age (b) educational qualifications (c) experience for direct recruits will apply in the cases 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	Traffic Manager	1	Class-I (HOD)	43,200-66,000/- To be elevated to the scale of pay of 51,300-73,000/- after completion of 3 years regular service upon consideration by Authority	Selection	45	(i) A Degree from a recognised University. (ii) Seventeen years experience in shipping/cargo operations/railway transportation in executive cadre in an Industrial/Commercial/Govt.	(a) No (b) Yes (c) No	N.A.	By absorption through composite method failing which deputation and failing both by direct recruitment	For absorption through composite method, officers holding posts in the scale of pay of Rs.36,600-62,000/- (applicable for Marine Engg.) with 2 years regular service in the grade or officers holding post in the scale of pay of Rs.32,900-58,000/- with 3 years regular service in the grade in the Traffic/Marine Deptt. of a Major Port Trust will	Traffic Manager will re-designate as General Manager (Traffic)/ General Manager (Traffic) *

<p>be eligible. For deputation, Officers holding analogous posts or post of General Manager (Traffic) and equivalent posts in Traffic Deptt. in the grade or officers holding post of Dy. General Manager (Traffic) and equivalent post in the Traffic Deptt. in the scale of pay of Rs.32,900-58,000/- and above with 3 years regular service in the grade in Govt./Semi Govt./PSUs or Autonomous Bodies (other than Major Port Trust) will be eligible. The selection will be by merit for which the bench mark in the Overall grading in the APARs will not be below "Very Good".</p>											
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*GAZETTE NOTIFICATION AWAITED.

APPLICATION FORM

ANNEXURE - II

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/-) (pre-revised)			
(Rs.36, 600-62,000/-) (pre-revised)			
(Rs.32,900-58,000/-) (pre-revised)			

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:

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.

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE
COMMENTS/CLEARANCE 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.	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.