



**SYAMA PRASAD MOOKERJEE PORT, KOLKATA
HALDIA DOCK COMPLEX**

Requires

Deputy Chief Vigilance Officer
(Advertisement No. 04/2021)

Applications are invited for filling up of one post of Deputy Chief Vigilance Officer in the scale of pay of ₹80,000-2,20,000/- (pre-revised ₹32900-58000/-), at Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata (HDC, SMP-K) by Deputation, as per the Recruitment Rules from Indian Nationals employed in any Major Port Trust / Central Govt. / State Govt. / Public Sector Undertakings or Autonomous Body. A copy of the Recruitment Rules is enclosed at **(Annexure-I)**.

2. Application of suitable and willing officers, who satisfy the provisions of the Recruitment Rules for the post of Deputy Chief Vigilance Officer, Haldia Dock Complex, may please be forwarded as per proforma enclosed (**Annexure – II**), along with the following documents, duly superscribing the envelope as “*Application for the post of Dy. Chief Vigilance Officer under Haldia Dock Complex*”, so as to reach the office of undersigned on or before **June 7, 2021**.

- i) Copies of APARs for the last 5 years, attested by an 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 / Organisation.
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.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 / Organisation, as per enclosed proforma (**Annexure-III**).
- vi) Two passport size photographs.

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 format prescribed, vide Ministry of Shipping’s letter no. A-12022/10/2005-PE.I dated 27th August 2010, copy of which is attached at **Annexure – IV**.

(2)

4. The selection is by merit for which the benchmark in overall grading in the ACRs / APARs will not be below “Very Good”.
5. The crucial date of determining eligibility will be the last date of receipt of application i.e. **June 07, 2021**.
6. The Ports / Organisations are required to forward the application of the applicants with the requisite documents on or before the date of closing i.e. **June 7, 2021**. 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-K if the application is not received through proper channel by HDC, SMP-K within 15 days of the last date of receipt of application. Incomplete application or application received after the due date will not be considered.
7. The authority forwarding the application is requested to verify that the application is in order. Application received without the forwarding authority’s certificate, as prescribed in the enclosed proforma, will not be considered.

Encl.: As Stated

Sr. Dy. Manager
P&IR Division
Haldia Dock Complex

											Govt. / PSU / Autonomous Bodies. Preference will be given to persons having experience in vigilance work.	
2	Dy. Chief Vigilance Officer	1	I	32900 - 58000/-	Selection	Not Applicable	Not Applicable	a) --- b) Degree of a recognised University c) ---	Not Applicable	By deputation	Officers holding analogous posts or officers holding posts in the pay scale of Rs. 24900 - 50500/- with 3 years of regular service in the grade or officers having a combined regular service of 7 years in the scales of pay of Rs. 24900 - 50500/- and Rs. 20600 - 46500/- with atleast 1 year regular service in the pay scale of Rs. 24900 - 50500/- in any Major Port Trust/ Central Govt./ State Govt./ Public Sector Undertakings or Autonomous bodies will be eligible. Preference will be given to the persons having experience in vigilance work. The selection is by merit for which the bench mark in overall grading in the APARs will not be below 'Very Good'.	Deputation will normally be for a period of 3 years, and, in any case not to exceed 5 years.

[F. No. PR-12012/1/2009-PE-I]
N. MURUGANANDAM, Jt. Secy.

1 वृत्त II - तारा 3(1)]

इति नो तारा : अतिरिक्त

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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 :

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 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:

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 2015-2016 to 2019-2020 are enclosed.

Dated:

Signature of the forwarding authority along with office seal.

**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 (*).
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.