



श्यामा प्रसाद मुखर्जी पत्तन, कोलकाता  
Syama Prasad Mookerjee Port, Kolkata  
15, स्ट्रॉड रोड / 15, STRAND ROAD  
कोलकाता- 700 001/ KOLKATA – 700 001

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सामान्य प्रशासन विभाग  
Genl. Admn. Deptt

No. Admn/4284/XI/D/HSD

Dated : 15.06.2021

To

The Secretary,  
All Major Port Trust

Sir / Madam,

Sub : Filling up the post of Sr. Dy. Director (EDP), redesignated as Sr. Manager (EDP), in the Scale of Pay of Rs 60,000 – 1,80,000/- by absorption/deputation at KDS, Syama Prasad Mookerjee Port, Kolkata – applications invited.

Applications are invited for filling up of one post of Sr. Dy. Director (EDP), redesignated as Sr. Manager (EDP), in the scale of pay of Rs 60,000 – 1,80,000/-, at SMP, Kolkata by absorption/deputation, as per the Recruitment Rules. A copy of the Recruitment Rules is enclosed (**Annexure- I**).

2. You are requested to kindly circulate the vacancy among the eligible officers of your Port and forward the applications in the prescribed Proforma (**Annexure-II**) duly super scribing on the envelope "Application for the post of Sr. Dy. Director (EDP) [redesignated as Sr. Manager (EDP)]" to the Sr. Personnel Officer, General Administration Department, Syama Prasad Mookerjee Port, Kolkata, 15, Strand Road, Kolkata – 700001 along with the following relevant documents **on or before 19.07.2021:-**

- i) Copies of APARs for the last 5 years attested by an officer not below the rank of Dy. HoD on each page.
- ii) Attested copies of all the certificates towards 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- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.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 by the concerned organization (**Annexure-III**).
- vi) Self attested passport size photographs (two numbers).

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 application. Vigilance report is to be furnished in the format prescribed, vide Ministry of Shipping's letter No. A-12022/10/2005-PE.1 dated 27<sup>th</sup> August, 2010, copy of which is attached as **Annexure-IV**.

4. The selection will be made on the basis of merit for which overall grading in the ACRs/APARs will not be below "Very Good".

5. The Crucial date for determining the eligibility will be the last date of submission of application i.e. **19.07.2021**.

6. Incomplete application or application received after the due date will not be considered.

Encl : As stated.

Yours faithfully,



(K. Chattopadhyay)  
Dy. Personnel Officer  
For Sr. Personnel Officer (I/C)

Copy to CHE for information please. He is requested to kindly arrange for hoisting the advertisement in SMP, Kolkata website till 20.07.2021.

Copy to GM(M&S), HDC for information please, with the request to kindly circulate the vacancy and forward applications of eligible candidates of HDC.

Copy to Secretary (I/C) / Sr. PO (I/C) / Jt. Director (P&R)(I/C) for information and necessary action as deemed fit please.

**Recruitment Rules for Class-I posts of EDP Division under Hydraulic Study Department**

**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 qualifications prescribed for direct recruitment	Whether (a) age (b)educational qualifications (c) experience for direct recruits will apply in 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	Sr. Deputy Director (EDP) [to be redesignated as Sr. Manager (EDP)]	2	Class-I	24900 – 50500	Selection	40	<b>Essential:-</b> i) Degree in Computer Engineering/ Computer Sciences from a recognized University /Institution <b>OR</b> Degree in Maths / Statistics /Operational Research /Economics with post Graduate Diploma in Computer Application /Computer Science /Information Technology	a) No b) Yes c) No	2	By promotion failing which by absorption/deputation, failing both by direct recruitment.	Promotion from <b>Manager (EDP)</b> in the scale of pay of Rs 20600-46500/- (Pre-revised 10750-16750) with 4 years regular service in the grade, failing which <b>Manager (EDP)</b> in the scale of pay of Rs 20600-46500/- (Pre-revised 10750-16750) with 2 years regular service in the	Senior Deputy Director (EDP) is re-designated as Sr. Manager (EDP)

						<p>from a recognised University/ Institution. <b>OR</b> Degree in Engineering with Post Graduate Diploma in Computer Application / Computer Sciences / Information Technology from a recognized University /Institution ii) Nine years experience in Programming / Electronic Data Processing / Systems Design &amp; Analysis and related fields. <b>Desirable:-</b> Post Graduate Degree in Maths /Statistic /Operational Research /Economics <b>OR</b> Post Graduate Degree in Computer</p>				<p>grade and a combined service of 9 years in the scales of pay of Rs 20600- 46500/- (Pre- revised 9100- 15100) and 20600 - 46500 (Pre- revised 10750 - 16,750/-) in EDP Division under HSD. Absorption/ deputation will be from officers holding analogous posts or feeder post with 4 years regular service in the grade in a Major Port Trust.</p>
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							Science or Computer Engineering or Systems or information Systems or MIS or Information Technology or Computer Applications or Business Admn (PG Degree/ Diploma) with specialisation in Systems or Information Systems or MIS or Information Technology and allied subjects from a recognised University/ Institution.					
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**ANNEXURE - II**

**APPLICATION FORM**

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

Post applied for :  
Full Name (in block letters) :  
(a) Address for communication :  
(b) Telephone No. / Mobile No. :  
(c) Fax / E-mail address :  
Date of birth :  
Date of retirement :  
Whether belongs to SC/ST/OBC : SC ST OBC GEN  
(Please  in relevant box)  
Present post with scale of pay :  
Date of continuous appointment :  
in the present post :  
Date of first appointment in :  
Class I cadre of the Port Trust :  
Educational and other qualifications :

Examination	University	Year of passing	Class and percentage obtained	Special subjects

Details of fulfilling qualifying service in the feeder grade :

	Period		Against Temporary post
	on Regular basis	on Officiating basis	
(Rs. 24900 -50500/-)			
(Rs. 20600 -46500/-)			

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.

Details o employment/  
experience in chronological order :

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

Languages Known  
(Read, Write and Speak) :

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.....

- It is certified that the particulars furnished by Officer are correct.
- 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.
- His / her integrity is certified.
- It is certified that no Major / Minor penalties have been imposed on the Officer during the last 10 years.
- Copies of APARs for the last 5 years from 2014-2015 to 2019-2020 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.