



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
SYAMA PRASAD MOOKERJEE PORT, KOLKATA
Formerly Kolkata Port Trust

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



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जिला - पूर्ब मेदिनीपुर

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Phone No. (03224) 264848
Fax No. (03224) 263160
Dist. Purba Medinipur

No: P&IR/13/2021/727

Date: June 23, 2021

Chairman,
All Major Port Trusts
(Port Trust).

Sir,

Sub.: Filling up of the post of Senior Deputy Manager (Administration) by absorption through composite method under Haldia Dock Complex, Syama Prasad Mookerjee Port.

One vacancy in the post of Senior Deputy Manager under Administration Division, Haldia Dock Complex, Syama Prasad Mookerjee Port - Kolkata, in the pay scale of ₹ 80,000 – 2,20,000/- (pre revised ₹. 32,900 – 58,000/-) is to be filled up by absorption through composite method, from the officers of Major Port Trusts, fulfilling the eligibility criteria prescribed in the Recruitment Rules for the concerned post, as per the **Annexure-I**. However actual filling up of the vacancy will be done upon concurrence /approval of the Ministry.

2. The selection is by merit for which benchmark in overall grading in the ACRs / APARs will not be below "Very Good".

3. Application of suitable and willing officers, who satisfy the eligibility criteria for the post of Sr. Dy. Manager (Administration) as stated at Annexure-I, may please be forwarded as per proforma enclosed (**Annexure – II**) alongwith the following documents duly superscribing the envelope as "*Application for the post of Sr. Dy. Manager (Administration) under Haldia Dock Complex, SMP-K*", so as to reach the undersigned on or before **July 26, 2021**.

- 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.]
- Attested photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.

Contd...2

(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iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.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 proforma (Annexure-III).

vi) Two passport size photographs.

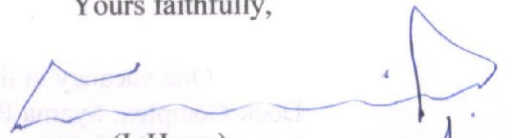
4. The Crucial date of determining eligibility will be the last date of receipt of application i.e. **July 26, 2021.**

5. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty alongwith necessary documents may be sent by the forwarding authority alongwith 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.**

6. The Ports are required to forward the application of the applicants with requisite documents, before the date of closing i.e. **July 26, 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 his/her application is not received through proper channel by the HDC, SMP-K within 15 days of last date of receipt of applications. Incomplete application or application received after the due date may not be considered.

Encl.: As stated.

Yours faithfully,



(I. Hazra)
Sr. Dy. Manager (P&IR) 23/6

Copy to Shri Rajiv Nayan, Under Secretary, PHRD Division, Ministry of Ports, Shipping and Waterways, Govt. of India, Transport Bhawan, 1, Parliament Street, New Delhi – 110 001, for favour of information please.

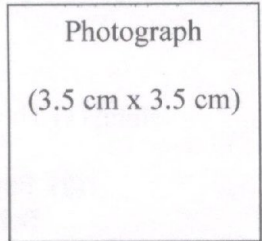
Copy to the Secretary I/C, SMP, Kolkata for information please. He is requested to circulate the vacancy and forward the applications of eligible candidates of KDS as per enclosure.

Copy to the OSD (P&IR) for circulation in HDC.

RECRUITMENT RULES FOR SR.DY.MANAGER (Administration)

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	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
10	Sr. Dy. Manager (Admn)	3	I	80,000-2,20,000	Selection	42	<p>Essential :</p> <p>(i) Degree from a recognised University / Institution.</p> <p>(ii) Twelve years' experience in an executive cadre in the field of General Administration , Personnel, Industrial Relations in an Industrial / Commercial / Govt. Undertaking.</p> <p>Desirable :</p> <p>(i) 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.</p>	(a) No (b) Yes (c) No	Not applicable	By Absorption through composite method, failing which, by deputation from other Govt. Organizations, failing both, by Direct Recruitment.	<p>For absorption through composite method, officers holding analogous posts or equivalent posts in the scale of pay of Rs 60,000-1,80,000/- in Admn. and P&IR Division or in the respective discipline of GAD with 3 years regular service in the grade in a Major Port Trust 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 scale of pay of Rs. 60,000-1,80,000/- and Rs 50,000-1,60,000/- (pre-revised Rs.10750-16750/-) in the Admn. / P&IR Division or in equivalent post in the respective discipline of GAD in a Major Port Trust will be eligible.</p> <p>For Deputation, officers holding analogous post or post of Sr. Manager in Admn. / P&IR Division and equivalent post in the respective discipline of GAD in the scale of pay of Rs. 60,000-1,80,000/- with 3 years regular service in the grade in Govt. / Semi-Govt. / PSUs / Autonomous Bodies, etc. 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>	

APPLICATION FORM



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:

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 last 5 years from 2015 – 2016 to 2019 – 2020 are enclosed.

Dated,

Signature of the forwarding authority along with office seal.



**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.					
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 Commission in the past, the information may be provided for the period thereafter.

[Handwritten signature]