



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

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
Syama Prasad Mookerjee Port, Kolkata

15, स्ट्रैंड रोड/15, Strand Road,
कोलकाता Kolkata - 700 001

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सामान्य प्रशासन विभाग/(मा.सं)
Genl. Admn. Deptt./HR

Dated: 27.08.2021

Admn/E2/28

CHE/ DMD/CMO (I/C)/TM (I/C)/CE (I/C)/Secretary (I/C)/
CME (I/C)/FA& CAO(I/C)/MM(I/C)/ Jt. Director(P&R)(I/C)/EM/CLO
GM(Traffic)/GM(Engg)/GM(M&S)(I/C)/GM(Marine)(I/C)/GM(Finance)(I/C)

Sub: Filling up of one post of UD Clerk in Vigilance Department, KDS

Applications are invited for filling up of one post of Upper Division Clerk in the scale of pay of Rs. 27,400--70,500/- (pre revised Rs. 17,700--44,600/-) in Vigilance Department at Kolkata Dock System.

2. Employees in Class-III cadre of KoPT, holding post in the scale of pay of LDC or equivalent (Rs. 25,200--59,600/- i.e. pre-revised Rs. 16,300--38,200/-) with four years regular service in the grade i.e. LDC or equivalent in their respective Department/Division may apply. The details of the post are as under:--

1.	Name of the post	Upper Division Clerk
2.	Number of posts	01
3.	Scale of Pay	Rs. 27,400--70,500/- (pre revised Rs. 17,700--44,600/-)
4.	Criteria	Educational Qualification:-- a) Higher Secondary or equivalent. b) Knowledge in Computer and English and ability to write reports correctly will be desirable. Experience:-- a) Minimum 4 years regular service in the rank of LDC or equivalent in the scale of pay of Rs. 25,200--59,600/- (pre revised Rs. 16,300--38,200/-). b) Experience in Establishment matter work will be preferred. Selection:-- Through written test as per RSP Schedule for class-III & IV posts under Vigilance Department, Kolkata Dock System of Kolkata Port Trust sanctioned vide Trustees' Resolution No. R/212/KDS/ADMN/3/12/2018 dated 27.12.2018, published in the Kolkata Gazette in terms of letter No. PR-11011/1/2012-P-E-I dated 08.07.2013 of Ministry of Shipping, Govt. of India.
5.	Last Date	15.09.2021

3. All the applicants should apply in the prescribed format enclosed at **Annexure-I**. The applications should be forwarded through proper channel in the prescribed format enclosed at **Annexure-II**.

4. You are, therefore, requested to kindly circulate the vacancy among the eligible employees of your Department/Division and forward the applications in the prescribed format duly superscribing on the envelope "**Application for the post of UD Clerk in Vigilance Department**" to the Sr. Personnel Officer(I/C), Syama Prasad Mookerjee Port, Kolkata, 15, Strand road, Kolkata 700001.

5. The Last date to receive the application at KDS is **15.09.2021**. Incomplete application or application received after due date will not be considered.

Encl: As stated.

Sumantra
27/8/21

(S. Karanseth)

Dy. Secretary-II

For Sr. Personnel officer (I/C)

Copy to PA to CVO for kind information of CVO.

Copy to PA to Sr. PO (I/C) for kind information of Sr. PO (I/C).

Copy to OS/GAD for wide circulation in GAD and HR Wing.

ANNEXURE - I

Format of Application for the post of UDC in Vigilance Dept. at KDS

1.	Name, Designation and EMP (In Block letters)					
2.	Scale of Pay of the post held by candidate (not MACP scale)					
3.	Address					
4.	Telephone / Mobile No.					
5.	Date of Birth					
6.	Age as on 01.03.2021					
7.	Whether SC/ST/OBC/PWD					
8.	Date of 1 st appointment in KoPT					
9	Educational and other Qualifications					
Qualification & percentage of marks			Name of University/Board			
10.	Experience in clerical jobs in establishment matters, stores, dispatch, statistics etc, if any					
11	Details of Employment in KoPT, in chronological order					
Deptt.	Post held	Whether permanent or on deputation	From	To	Scale of Pay	Nature of duties performed
12	Additional information, if any, which you would like to mention in support of your suitability for the post					

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the selection, my candidature/selection is liable to be cancelled. In the event of my selection, I will not withdraw my candidature from the post of UDC.

Signature of the candidate: _____

Place: _____

Date: _____

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27/8/21

ANNEXURE -II

CERTIFICATE/DOCUMENTS TO BE GIVEN BY HEAD OF OFFICE OF THE APPLICANT

1. It is certified that the particulars furnished by the applicant are correct.
2. It is certified that no disciplinary case is either pending or contemplated against the applicant.
3. The record of service of the official has been carefully scrutinized and it is certified that there are no adverse comments about his/her integrity.
4. Photocopies of ACRs of the Applicant for the last five years, duly attested on each page are enclosed.

Signature :

Name:

Designation:

OFFICIAL SEAL

Date:

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27/8/21