

No: P&IR/13/4/2022/1985

Date: December 06, 2022

Chairperson,
All Major Ports

(_____ Port). ✓

Madam / Sir,

Sub.: Filling up of the post of Manager under Marine Operations Division of Haldia Dock Complex, SMP, Kolkata by absorption through composite method.

One vacancy of Manager under Marine Operations Division, Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata, in the scale of pay of ₹1,00,000 – 2,60,000/- (pre revised ₹43,200 – 66,000/-) has arisen and the said post is to be filled up by Absorption through Composite Method, from the officers of Major Ports, fulfilling the eligibility criteria prescribed in the Recruitment Rules for the concerned post enclosed at **Annexure-I** upon concurrence / approval of the Ministry of Ports, Shipping & Waterways.

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 eligible and willing officers (in the proforma enclosed at **Annexure – II**), who satisfy the provisions of the Recruitment Rules for the post of Manager under Marine Operations Division, HDC may please be forwarded alongwith the following documents, duly superscribing the envelope as "*Application for the post of Manager under Marine Operations Division, HDC, SMP-K*".

- i) Copies of APARs for the last 5 years (2016-17 to 2020-21), attested by an officer not below the rank of Dy. HOD on each of the pages alongwith APAR disclosure certificate(s). 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 to relieve the applicant in the event of his / her selection.
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by the Service Selection Committee.
- v) Vigilance and administrative clearance of the concerned Port, as per enclosed proforma (**Annexure-III**).

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vi) Two passport size photographs.

vii) Complete service details of the applicant with posts held till date.

4. The Crucial date for determining eligibility will be **January 05, 2023**.

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 (**Annexure-IV**), vide Ministry of Ports, Shipping and Waterways's Letter No. C-31018/5/2020-Vigilance dated February 15, 2022 and letter no. A-29018/4/2018-PE-I dated May 30, 2022.

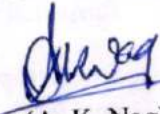
6. As per Ministry's advisory / instructions dated 11.08.2021 in respect of filling up the post of Dy. HoD level, in case of receipt of advance copy of the application by the Port in respect of any applicant, candidature of the applicant would not be considered by the Port if his / her application is not received within 15 days of the last date of receipt of application.

7. Also, as per the aforesaid instructions dated 11.08.2021, the port official, who withdraws his / her candidature for the post after his / her selection by the Service Selection Committee, will be liable for debarment from future selection to Dy. HoD level post in all Major Ports for a period of two years.

8. The Ports are required to forward the application of the applicants with the requisite documents so as to reach this office on or before the date of closing i.e. **January 05, 2023**. In case of receipt of advance copy of application in respect of any applicant at this office within January 05, 2023, candidature of the candidate will not be considered by HDC, SMP, Kolkata, if the application is not received through proper channel by HDC, SMP, Kolkata within **15 days** of last date of receipt of application i.e. **January 20, 2022**. Incomplete application or application received after the due date may not be considered.

Encl.: As stated.

Yours sincerely,


(A. K. Nag) 06/12/22

Sr. Dy. Manager (P&IR)

Copy to General Manager (Marine) I/C for information please.

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

Copy to Shri Naba Dey Roy, Sr. Dy. Director (EDP) for information please. It is requested to arrange for uploading this circular in the SMP, Kolkata's website.

Copy to Sr. Dy. Manager – II (P&IR) for information and necessary action please.

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

सं: P&IR/13/4/2022/1985

दिनांक: दिसंबर 06, 2022

अध्यक्ष,
सभी प्रमुख पोर्ट
(_____ पोर्ट)।

महोदया / महोदय,

विषय: हल्दिया गोदी परिसर, एसएमपी, कोलकाता के मरीन ऑपरेशन प्रभाग के तहत प्रबंधक के पद को सामासिक विधि से समावेशन द्वारा भरना।

मरीन ऑपरेशन प्रभाग, हल्दिया गोदी परिसर, श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता के तहत प्रबंधक का एक पद, ₹1,00,000 - 2,60,000/- (पूर्व संशोधित ₹43,200 - 66,000/-) के वेतनमान में रिक्त हुई है एवं इस पद को सामासिक विधि से समावेशन द्वारा एनेकक्षर-I में संलग्न संबंधित पद के लिए भर्ती नियमों में निर्धारित योग्यता मानदंड को पूरा करने वाले प्रमुख पोर्ट के अधिकारियों से, मंत्रालय की सहमति / अनुमोदन के उपरान्त भरा जाना है।

2. चयन योग्यता के आधार पर होता है जिसके लिए एसीआर/एपीएआर में समग्र ग्रेडिंग में बेंचमार्क "वेरी गुड" से नीचे नहीं होगा।

3. योग्य एवं इच्छुक अधिकारियों के आवेदन, (संलग्न एनेकक्षर-II प्रोफार्मा के अनुसार), जो मरीन ऑपरेशन प्रभाग, एचडीसी के तहत प्रबंधक के पद के भर्ती नियमों के प्रावधानों को पूरा करते हैं, कृपया निम्नलिखित दस्तावेजों के साथ लिफाफे पर विधिवत रूप से "मरीन ऑपरेशन प्रभाग, एचडीसी, एसएमपी-के के तहत प्रबंधक के पद के लिए आवेदन" लिखते हुए अग्रेषित करें।

- पिछले 5 वर्षों (2016-17 से 2020-21) की एपीएआर की प्रतियां, प्रत्येक पृष्ठ पर एक अधिकारी द्वारा सत्यापित, जो की डेप्यूटी एचओडी के पद से नीचे का न हो, एपीएआर प्रकटीकरण प्रमाणपत्र के साथ। यदि किसी विशेष वर्ष के लिए एपीएआर उपलब्ध नहीं है, तो अंतिम उपलब्ध एपीएआर अनुपलब्धता प्रमाण पत्र के साथ प्रस्तुत किया जा सकता है।
- सभी प्रमाणपत्रों एवं शैक्षिक योग्यता के प्रमाण, संबंधित पद और वेतनमान में वर्तमान और पिछले कार्यों के अनुभव की सत्यापित फोटोकॉपी।
- आवेदक को उसके चयन की स्थिति में रिहा करने के लिए संबंधित पोर्ट से अनापत्ति प्रमाण पत्र।
- आवेदक को इस आशय का वचन देना है कि सेवा चयन समिति द्वारा चयन किए जाने पर उम्मीदवारी वापस नहीं ली जाएगी।
- संलग्न प्रोफार्मा के अनुसार संबंधित पोर्ट की सतर्कता और प्रशासनिक मंजूरी (एनेकक्षर-III)।

पृष्ठ 2 पर जारी...

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- vi) दो पासपोर्ट आकार के फोटो।
- vii) अब तक धारित पदों के साथ आवेदक की सेवा का पूरा विवरण।
4. योग्यता निर्धारित करने की निर्णायक तिथि 05 जनवरी, 2023 होगी।
5. यदि पिछले 10 वर्षों के दौरान आवेदक पर कोई बड़ी या छोटी शास्ति आरोपित की गई है तो आवश्यक दस्तावेजों के साथ इस तरह के दंड के लिए अनुशासनात्मक मामला आवेदन के साथ अग्रेषण प्राधिकारी द्वारा भेजा जा सकता है। सतर्कता रिपोर्ट निर्धारित प्रारूप में (एनेकक्षर-IV), पत्तन, पोत परिवहन और जलमार्ग मंत्रालय के पत्र संख्या सी-31018/5/2020-विजलन्स दिनांक 15 फरवरी, 2022 एवं पत्र संख्या A-29018/4/2018-PE-I दिनांक 30 मई 2022 के तहत प्रस्तुत की जानी है।
6. दिनांक 11.08.2021 के मंत्रालय के डेप्यूटी एचओडी स्तर के पद को भरने के संबंध में परामर्श / निर्देश अनुसार, किसी भी आवेदक के संबंध में पोर्ट द्वारा आवेदन की अग्रिम प्रति प्राप्त होने की स्थिति में, आवेदक की उम्मीदवारी पर विचार नहीं किया जाएगा यदि आवेदन प्राप्त होने की अंतिम तिथि के 15 दिनों के भीतर उसका आवेदन-पत्र प्राप्त नहीं होता है।
7. साथ ही, उपर्युक्त निर्देश दिनांक 11.08.2021 के अनुसार, सेवा चयन समिति द्वारा अपने चयन के बाद, पद के लिए अपनी उम्मीदवारी वापस लेने वाले पोर्ट अधिकारी, सभी प्रमुख पोर्टों में भविष्य के डेप्यूटी एचओडी स्तर के पद के चयन के लिए, दो साल की अवधि के लिए डिबारमेंट के लिए उत्तरदायी होगा।
8. पोर्ट को आवश्यक दस्तावेजों के साथ आवेदकों के आवेदन को अग्रेषित करना आवश्यक है ताकि समापन की तारीख, यानी 05 जनवरी, 2023 को या उससे पहले इस कार्यालय में पहुंच सकें। किसी आवेदक के आवेदन की अग्रिम प्रति इस कार्यालय में दिनांक 05 जनवरी 2023 के अन्दर प्राप्त होने की दशा में, एचडीसी, एसएमपी, कोलकाता द्वारा उम्मीदवार की उम्मीदवारी पर विचार नहीं किया जाएगा, यदि आवेदन प्राप्त करने की अंतिम तिथि के 15 दिनों के भीतर यानी 20 जनवरी, 2023 तक एचडीसी, एसएमपी, कोलकाता द्वारा उचित माध्यम से प्राप्त नहीं होता है। अपूर्ण आवेदन या अंतिम तिथि के बाद प्राप्त आवेदन पर विचार नहीं किया जा सकता है।

संलग्नक: जैसा उल्लेख है।

सादर,

रुके नाग 06/12/22

(अयन कुमार नाग)

वरिष्ठ उप प्रबंधक(पी एण्ड आई आर)

कॉपी महाप्रबंधक (मरीन) आई/सी को कृपया जानकारी के लिए।

कॉपी सचिव (आई/सी), एसएमपी, कोलकाता को कृपया जानकारी के लिए। अनुरोध है कि रिक्ति की अधिसूचना प्रसारित करें और केडीएस के योग्य और इच्छुक उम्मीदवारों के आवेदन संलग्नक के अनुसार अग्रेषित करें।

कॉपी श्री नबा दे राँय, सीनियर डिप्टी निदेशक (ईडीपी) को कृपया जानकारी के लिए। अनुरोध है कि इस परिपत्र को एसएमपी, कोलकाता की वेबसाइट पर अपलोड करने की व्यवस्था करें।

कॉपी श्री राजीव नयन, अवर सचिव, भारत सरकार, पत्तन, पोत परिवहन और जलमार्ग मंत्रालय (पीएचआरडी प्रभाग), परिवहन भवन, 1, संसद मार्ग, नई दिल्ली - 110 001, को कृपया जानकारी के लिए।

11	1	2	3	4	5	6	7	8	9	10	11	12	13
	Manager		1	1	41200 - 66000	Selection	30	<p>Essential: EITHER (i) Must hold a Certificate of Competency as Master of Foreign-going ship issued by the MOS, Govt. of India, or Dredge Master Gr 1, or an equivalent qualification recognized by the MOS, Govt. of India (ii) Must hold Pilot License and have eight years experience as Master of a Foreign-going ship or in Piloting or cumulative OR (i) MOT 1st Class (Combined or Motor) certificate issued under the Merchant Shipping Act, 1958 (ii) Five years experience as Chief Engineer on board a Foreign-going ship.</p>	<p>a) No. b) Yes. However, officers with Certificate of 1st Mate (FG) / Dredge Master Gr. 1 / 2nd Mate (FG) / Dredge Mate Gr-1 Passing out from T.S. Rajendra / T.S. Chankya / T.S. Duffern, or, Science Graduates who have qualified as Pilots, will also be eligible. c) No.</p>	NA	<p>By Absorption through composite method, officers holding analogous post or holding posts in the scale of pay of Rs. 36600 - 62000/- with 2 years regular service in the grade in Marine discipline in a Major Port Trust, will be eligible. For deputation, officers holding analogous post or holding posts in the scale of pay of Rs. 36600 - 62000/- with 2 years regular service in the grade in Marine discipline in Govt. / PSUs / Autonomous Bodies, will be eligible. Selection is by merit for which the benchmark in overall grading in APARs will not be below 'Very Good'.</p>	<p>For absorption through composite method, officers holding analogous post or holding posts in the scale of pay of Rs. 36600 - 62000/- with 2 years regular service in the grade in Marine discipline in a Major Port Trust, will be eligible. For deputation, officers holding analogous post or holding posts in the scale of pay of Rs. 36600 - 62000/- with 2 years regular service in the grade in Marine discipline in Govt. / PSUs / Autonomous Bodies, will be eligible. Selection is by merit for which the benchmark in overall grading in APARs will not be below 'Very Good'.</p>	

Dinesh
08/11/22

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 EN
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 :
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.

dwag
06/12/22

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) :

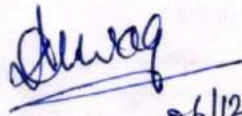
13. Any other information desired to be furnished :

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.

Place:

(Signature of the Applicant)

Date:


06/12/22

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 2016 – 2017 to 2020 – 2021 are enclosed.

Dated:

Signature of the forwarding authority along with office seal.


06/12/22

**PARTICULARS OF THE OFFICER FOR WHOME VIGILANCE
COMMENTS / CLEARANCE 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.					

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 (*) :

Shwag
06/11/22

11. Is any disciplinary / criminal proceedings or charge sheet pending against the Officers 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) (*)
13. Whether the officer / official has submitted his / her annual immovable property return of the previous year as required under Rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed limit.
14. Details of complaint pending against the officer as on date.

The officer is CLEAR / NOT CLEAR from Vigilance Angle.

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.

Devi
06/12/22