

जवाहर टावर कंप्लेक्स,  
हल्दिया टाउनशिप – 721 607  
दूरभाष सं. (03224) 264848  
फैक्स सं. (03224) 263160  
जिला – पूर्ब मेदिनीपुर

Jawahar Tower Complex,  
Haldia Township – 721607  
Phone No. (03224) 264848  
Fax No. (03224) 263160  
Dist. Purba Medinipur

No: P&IR/13/4/2023/2640

Date: January 20, 2023

अध्यक्ष,  
सभी प्रमुख बंदरगाह,  
( \_\_\_\_\_ बंदरगाह प्राधिकरण)

महोदय,

विषय : समुद्री प्रभाग, हल्दिया डॉक कॉम्प्लेक्स, एसएमपी-कोलकाता के अंतर्गत ₹40000-140000/-  
के वेतनमान में डाइविंग अधिकारी के पद को अवशोषण द्वारा भरना।

हल्दिया डॉक कॉम्प्लेक्स (एचडीसी), श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता (एसएमपी-के) के समुद्री प्रभाग के अंतर्गत डाइविंग अधिकारी के एक प्रत्याशित रिक्ति, संलग्न केओपीटी कर्मचारी (भर्ती, वरिष्ठता और पदोन्नति) विनियम, 2013 के संबंधित पद के लिए भर्ती नियमों के निर्धारित योग्यता मानदंडों को पूरा करने वाले एक प्रमुख पोर्ट ट्रस्ट में अनुरूप पद धारण करने वाले अधिकारियों से अवशोषण द्वारा भर जाना है। (एनेकक्षर -I).

2. योग्य एवं इच्छुक अधिकारियों के आवेदन, जो एचडीसी, एसएमपी-के के समुद्री प्रभाग के अंतर्गत डाइविंग अधिकारी के पद के लिए भर्ती नियमों के प्रावधानों को पूरा करते हैं, कृपया संलग्न प्रोफार्मा (एनेकक्षर-II) के अनुसार निम्नलिखित दस्तावेजों के साथ लिफाफे पर विधिवत रूप से " एचडीसी, एसएमपी-के के समुद्री प्रभाग के अंतर्गत डाइविंग अधिकारी के पद के लिए आवेदन" लिखते हुए अग्रेषित करें ताकि आवेदन 23 फ़रबरी, 2023 या उससे पहले वरिष्ठ उप प्रबंधक (पी एण्ड आई आर ) के कार्यालय में पहुंच जाए:

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

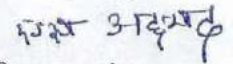


- vi) दो पासपोर्ट आकार के फोटो।
- vii) अब तक धारित पदों के साथ आवेदक की सेवा का पूरा विवरण।
4. चयन योग्यता के आधार पर होता है जिसके लिए एसीआर/एपीएआर में समग्र ग्रेडिंग में बेंचमार्क "गुड" से नीचे नहीं होगा।
5. योग्यता निर्धारित करने की निर्णायक तिथि फ़रवरी 01, 2023 होगी।
6. यदि पिछले 10 वर्षों के दौरान 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, पत्तन पोत परिवहन और जलमार्ग मंत्रालय के पत्र संख्या सी-31018/5/2020-विजलन्स दिनांक 15 फरवरी, 2022 के तहत प्रस्तुत की जानी है। (एनेकक्षर-IV)।
7. पोर्ट को आवश्यक दस्तावेजों के साथ आवेदकों के आवेदन को आवेदन की अंतिम तारीख, यानी फ़रवरी 23, 2023 को या उससे पहले अग्रेषित करना आवश्यक है। किसी भी आवेदक के आवेदन की अग्रिम प्रति प्राप्त होने के मामले में, यदि आवेदन प्राप्त करने की अंतिम तिथि के दिनों 15 के भीतर यानी मार्च 10, 2023 तक एचडीसी, एसएमपी, कोलकाता द्वारा उचित माध्यम से प्राप्त नहीं होता है तो एचडीसी, एसएमपी, कोलकाता द्वारा उम्मीदवार की उम्मीदवारी पर विचार नहीं किया जाएगा। अपूर्ण आवेदन या अंतिम तिथि के बाद प्राप्त आवेदन पर विचार नहीं किया जा सकता है।

आवेदन अग्रेषित करने वाले प्राधिकारी से यह सत्यापित करने का अनुरोध किया जाता है कि आवेदन क्रम में है। अग्रेषण प्राधिकारी के प्रमाण पत्र के बिना प्राप्त आवेदन, जैसा कि संलग्न प्रोफार्मा में निर्धारित है, पर विचार नहीं किया जाएगा।

संलग्नक: जैसा उल्लेख है।

सादर,



वरिष्ठ उप प्रबंधक  
पी. एण्ड. आई. आर. प्रभाग  
हल्दिया गोदी परिसर

प्रतिलिपि, महा-प्रबंधक (प्र एवं एण्ड से) / महा-प्रबंधक (समुद्री) को, कृपया सूचनार्थ के लिए।



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

जवाहर टावर कॉम्प्लेक्स,  
हल्दिया टाउनशिप – 721 607  
दूरभाष सं. (03224) 264848  
फैक्स सं. (03224) 263160  
जिला – पूर्व मेदिनीपुर

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



Jawahar Tower Complex,  
Haldia Township – 721607  
Phone No. (03224) 264848  
Fax No. (03224) 263160  
Dist. Purba Medinipur

No: P&IR/13/4/2023/2640

Date: January 20, 2023

Chairman,  
All Major Ports

( \_\_\_\_\_ Port Authority).

Sir,

Sub.: Filling up of the post of Diving Officer in the scale of pay of ₹40,000-1,40,000/- under Marine Operations Division of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata by absorption.

One anticipated vacancy in the post of Diving Officer under Marine Operations Division of Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata, in the pay scale of ₹40,000-1,40,000/- is to be filled up by absorption, from the officers holding analogous posts in a Major Port Trust, fulfilling the eligibility criteria prescribed in the Recruitment Rules for the concerned post, as per the enclosed Schedule of the KoPT Employees' (Recruitment, Seniority and Promotion) Regulations, 2013 (**Annexure-I**).

2. Application of suitable and willing officers, who satisfy the provisions of the Recruitment Rules for the post of Diving Officer under Marine Operations Division, 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 Diving Officer under Marine Operations Division, HDC*”, so as to reach the office of Sr. Dy. Manager (P&IR) on or before **February 23, 2023**.

- i) 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.]
- 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.
- 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**).

Contd...2



(2)

vi) Two passport size photographs.

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

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

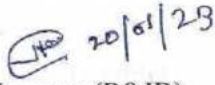
5. The Crucial date of determining eligibility will be **February 01, 2023**.

6. 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 Ports, Shipping and Waterways's Letter No. C-31018/5/2020-Vigilance dated February 15, 2022 (**Annexure-IV**).

7. The Ports are required to forward the application of the applicants with the requisite documents on or before the date of closing i.e. **February 23, 2023**. 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 i.e. **March 10, 2023**. Incomplete application or application received after the due date will not be considered.

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)  
Haldia Dock Complex

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

**KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX  
RECRUITMENT RULES FOR CLASS-II POSTS OF MARINE OPERATION DIVISION**

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 Qualification 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
1	Assistant Marine Engineer	4	II	16,400-40,500/-	Selection	30	<b>Essential:</b> (i) Must possess Marine Engineer Officer Class - IV (FG) or Near Coastal Vessel Class - III certificate issued under Merchant Shipping Act, 1958. (ii) Experience as Watch Keeping Engineer on-board a Vessel for a minimum period of 2 years.	Not Applicable	2	By absorption from other Major Ports, failing which, by deputation and failing both by Direct Recruitment.	Absorption / Deputation will be from officers holding analogous posts in a Major Port Trust.	Existing designation of Jr. Marine Engineer (MO) may be re-designated as Asst. Marine Engineer (MO).
2	Diving Officer	2	II	16,400-40,500/-	Selection	35	<b>Essential:</b> (i) Must possess a certificate in Ship's Diver Course issued by the Indian Navy. (ii) 5 years' experience in Diving work, including underwater examination of engineering structures, propeller / hulls etc. of ships or other floating crafts.	Not Applicable	2	By absorption from other Major Ports, failing which, by deputation and failing both by Direct Recruitment.	Absorption / Deputation will be from officers holding analogous posts in a Major Port Trust.	Existing designations of Dress Diver (MO) and Port Diver (MO) may be re-designated as Diving Officer (MO).

**APPLICATION FORM**

**POST APPLIED FOR:**

Photograph (3.5 cm x 3.5 cm)
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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 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 she / he is clear from the Vigilance and Administrative angle.
3. Her / his 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 2017-2018 to 2021-2022 are enclosed.

Dated:

Signature of the forwarding authority along with office seal.



**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 (\*) :

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.

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.