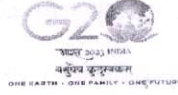


जवाहर टावर कम्प्लेक्स,  
हल्दिया टाउनशिप – 721 607  
दूरभाष सं. (03224) 263160 / 264848  
जिला – पूर्ब मेदिनीपुर



Jawahar Tower Complex,  
Haldia Township – 721607  
Phone No. (03224) 236160 / 264848  
Email: [aknag.hdc@kolkataporttrust.gov.in](mailto:aknag.hdc@kolkataporttrust.gov.in)  
Dist. Purba Medinipur

No: P&IR/13/2023/1898

Date: December 22, 2023

Secretary,  
All Major Ports

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

Madam / Sir,

Sub.: Filling up of the post of Senior Deputy Manager Administration Division by Absorption through Composite Method under Haldia Dock Complex, SMP-K.

One post of Senior Deputy Manager under Administration Division, Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata, in the scale of pay of ₹80,000 – 2,20,000/- (pre revised ₹32,900 – 58,000/-) has fallen vacant.

2. The post of Senior Deputy Manager under Administration Division, Haldia Dock Complex, SMP-K 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**. However, actual filling up of the vacancy will be done upon concurrence /approval of the Ministry.

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

4. Application of eligible and willing officers, who satisfy the provisions of the Recruitment Rules for the post of Sr. Dy. Manager under Administration Division, HDC 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 under Administration Division, HDC, SMP-K*”, so as to reach the office of undersigned on or before **January 22, 2024**. 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. within **February 06, 2024**.

- Copies of APARs for the last 5 years (2018-19 to 2022-23), attested by an officer not below the rank of Dy. HOD on each of the pages. If APAR for a particular year is not available, last available APAR may be furnished alongwith a non-availability certificate.
- Self-certified photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.
- No objection certificate from the respective Port to relieve the applicant in the event of his / her selection.
- Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by the Service Selection Committee.

Contd...2



- v) Vigilance and administrative clearance of the officer from the concerned Port, as per enclosed proforma (**Annexure-III**).
- vi) Two recent passport size colour photographs.
- vii) Complete service details of the applicant with posts held till date.
5. The Crucial date for determining eligibility will be **January 22, 2024**.
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 (**Annexure-IV**) prescribed by the Ministry of Ports, Shipping and Waterways vide Letter No. C-31018/5/2020-Vigilance dated February 15, 2022 and letter no. A-29018/4/2018-PE-I dated May 30, 2022.
7. 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 through proper channel within 15 days of the last date of receipt of application.
8. Also, as per the aforesaid instruction dated 11.08.2021, the port official, who withdraws the 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.
9. The authority forwarding the application is requested to verify that the application is in order. Incomplete application or application not submitted as per the aforesaid procedure or received after the due date will not be considered. The Ports are requested to forward the application of the applicant with the requisite documents so as to reach this office within the last date of receiving applications.

Encl.: As stated.

सादर / Yours sincerely,

ए. के. नाग 22/12/23

(ए. के. नाग / A. K. Nag)

वरिष्ठ उप प्रबंधक / Sr. Dy. Manager

पीएंडआईआर प्रभाग / P&IR Division

हल्दिया गोदी परिसर / Haldia Dock Complex

Copy to General Manager(M&S) for information please.

Copy to the Secretary (I/C), SMP-Kolkata for information please with the request to arrange for circulation of the notification of vacancy and forward the application(s) of eligible and willing candidates of KDS.

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.

1	2	3	4	5	6	7	8	9	10	11	12	13
6	Sr. Dy. Manager	3	1	37900-58000	Selection	37	<p><b>Essential :</b></p> <p>(i) Degree from a recognised University / Institution.</p> <p>(ii) Nine years experience in an executive cadre in the field of General Administration / Personnel &amp; Industrial Relations in an Industrial / Commercial / Govt. Undertaking.</p> <p><b>Desirable :</b></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>	<p>(a) No</p> <p>(b) Yes</p> <p>(c) No</p>	Not applicable	By Absorption through composite method, failing which, by deputation, failing both, by Direct Recruitment.	<p>For absorption through composite method, Officers holding analogous post or holding posts in the scale of pay of Rs. 24900-50500- with 3 years regular service in the grade or officers holding posts in the scale of pay of Rs. 24900-50500- with 2 years regular service in the grade, and a combined regular service of 7 years in the pay scales of Rs. 24900-50500- and Rs. 20600-46500- in the Administration / P.A.I.R. discipline in a Major Post Trust will be eligible.</p> <p>For Deputation, officers holding analogous post or holding posts in the scale of pay of Rs. 24900-50500- and above with 3 years regular service in the grade in the Administration / P.A.I.R. discipline in Govt./ PSU/ Autonomous Bodies, will be eligible. The selection is by merit for which the bench mark in overall grading in the APFAs will not be below Very Good.</p>	Existing designation of Dy. Manager (Admtn.) will be redesignated as Sr. Dy. Manager (Admtn.) and will be upgraded to the pay scale of Rs. 32,900 - 58,000/-.

*[Handwritten signature]*



**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) 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:

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 2018 – 2019 to 2022 – 2023 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.					

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.

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.