



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

HALDIA DOCK COMPLEX Requires

Sr. Dy. Manager under P&IR Division, HDC on Deputation

(Advertisement No. 24/2026)

One post of Sr. Dy. Manager under P&IR 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. The said post is to be filled up by **DEPUTATION** from the officers holding analogous posts or holding posts in the scale of pay of Rs. 60,000-1,80,000/- (pre-revised scale of pay of Rs. 24,900-50,500/-) and above with 3 years' regular service in the grade in the P&IR discipline in Govt. / PSU / Autonomous Bodies, will be eligible. The selection is by merit, for which the benchmark in overall grading in the APARs will not be below "Very Good". Copy of the Recruitment Rule is enclosed at **Annexure-I**.

Scale of Pay: ₹ 80,000 – 2,20,000/- (pre revised ₹ 32,900 – 58,000/-).

Deputation Period: Initially for 03 years, which is extendable to 04 years. In exceptional circumstances, this can be extended to 05 years.

Essential Qualification: Degree from a recognized University / Institution.

Applications are invited from eligible and willing candidates, who satisfy the provisions of the Recruitment Rules for the post of Sr. Dy. Manager under P&IR Division, HDC, SMPA, as per **Annexure -I**. The applications are to be submitted in the "**Online Application Portal (OAP)**" of the Ministry of Ports, Shipping and Waterways website <https://onlinevacancy.shipmin.nic.in> from **26.08.2026 to 25.09.2026**.

No application other than those submitted through OAP of the Ministry of Ports, Shipping and Waterways shall be accepted.

In case of receipt of advance copy of application by HDC in respect of any applicant, candidature of the applicant will not be considered if the application is not received through proper channel at HDC within **12.10.2026**.

Incomplete application or application received after the due date will not be considered.

The candidate shall have to submit the printout of the application in the format (as uploaded by him / her in the OAP) to his / her administrative Major Port / Central Govt. / State Govt. / Public Sector Undertakings or Autonomous Bodies for onward forwarding to HDC, along with all enclosures. The administrative forwarding Authority are requested to forward the applications of the candidates, along with the following documents, superscribing the envelope "**Application for the post of Sr. Dy. Manager under P&IR Division, HDC, SMPA**", so as to reach the office of the undersigned on or before **12.10.2026**: -

- i) Copies of ACRs / APARs for the last 5 years (2020-21 to 2024-25), certified by an Officer not below the rank of Dy. Head of Department on each of the pages. [If APAR for a particular year is not available, last available APAR may be furnished with a non-availability certificate.]

Contd...2.

- ii) Attested photocopies of all certificates and proof of educational qualification, work experience certificate mentioning the present and past work experience in the respective post and pay scale.
- iii) No objection certificate from the respective Major Port / Central Govt. / State Govt. / Public Sector Undertakings or Autonomous Bodies to relieve the applicant in the event of his/her selection (**Annexure-II**).
- 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 Major Port / Central Govt. / State Govt. / Public Sector Undertakings or Autonomous Bodies, as per enclosed proforma (**Annexure-III**).
- vi) Two recent colour passport size photographs.
- vii) Complete service details of the applicant with posts held, certified by an Officer not below the rank of Dy. Head of Department.

If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application. Vigilance report is to be furnished in the format (**Annexure-III**) prescribed by the Ministry of Ports, Shipping and Waterways vide letter no. C-31018/5/2020-Vigilance dated 15.02.2022, letter no. A-29018/4/2018-PE-I dated 30.05.2022, and CVC's Circular No. 01.03.2026 dated 12.03.2026.

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

The crucial date of determining eligibility will be **September 25, 2026**.

The standard Deputation Terms of HDC are enclosed at **Annexure – IV**.

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

सादर / Yours' sincerely,


(एम. हलदर / M. Haldar) 25/8/2026

वरिष्ठ उप प्रबंधक / Sr. Dy. Manager
प्रशासन प्रभाग / Administration Division
हल्दिया गोदी परिसर / Haldia Dock Complex

RECRUITMENT RULES FOR CLASS-I POSTS OF P&IR DIVISION, UNDER GENERAL MANAGER (M&S)

1	2	3	4	5	6	7	8	9	10	11	12	13
2	Dy. Manager	3	1	24900 - 50500	Selection	35	Essential : (i) Degree from a recognised University/Institution. (ii) Five years experience in an executive cadre in the field of General Administration, Personnel & Industrial Relation etc., from an Industrial / Commercial / Govt. Undertaking. Desirable: 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.	a) No. b) Yes. c) No.	2	By Promotion, failing which, by Absorption / Deputation. Failing both, by Direct Recruitment.	Promotion from Asstt. Manager, P&IR Division in the scale of pay of Rs. 20600 - 46500/- with 4 years regular service in the grade. Absorption / Deputation will be of officers holding analogous post or holding the aforesaid feeder posts (or equivalent) in the scale of pay of Rs. 20600 - 46500/- with 4 years regular service in the grade in the P&IR discipline in a Major Port Trust.	Existing designation of Asstt. Manager (P&IR) will be redesignated as Dy. Manager (P&IR).
3	Sr. Dy. Manager	2	1	32900 - 58000	Selection	37	Essential : (i) Degree from a recognised University/Institution. (ii) Nine years experience in an executive cadre in the field of General Administration, Personnel, Industrial Relations, etc., from an Industrial / Commercial / Govt. Undertaking. Desirable: 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.	a) No. b) Yes. c) No.	Not applicable	By Absorption through composite method, failing which, by Deputation and failing both, by Direct Recruitment.	For absorption through composite method, officers holding analogous posts 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 P&IR 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. 24900 - 50500/- and above with 3 years regular service in the grade in the P&IR discipline in Govt. / PSU / Autonomous Bodies, will be eligible. The selection is by merit for which the bench mark in overall grading in the APARs will not be below 'Very Good'.	Existing designation of Dy. Manager (P&IR) in the scale of pay of Rs. 29100-54500/- will be redesignated as Sr. Dy. Manager (P&IR) and upgraded to the pay scale of Rs. 32,900 - 58,000/-.

ANNEXURE-II

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. 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 2020-2021 to 2024-2025 are enclosed.

Dated:

Signature of the forwarding authority along with office seal.

**PARTICULARS OF THE OFFICER FOR WHOM 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. (a) 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.					

- (b) Whether the officer has functioned as a :
CVO in part-time or additional charge
capacity (details thereof)
- (c) Whether the officer is currently placed :
under suspension

DATE:

(NAME AND SIGNATURE)

VIGILANCE PROFILE OF OFFICERS FOR WHOM VIGILANCE COMMENTS / CLEARANCE BEING SOUGHT

(To be furnished by the CVO or HOD)

Name of the Officer :

8. Whether the officer has been placed on the "Agreed List" or "List of Officer 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. Whether any complaint with vigilance angle is pending against the officer [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.

**TERMS AND CONDITIONS OF DEPUTATION FOR
HALDIA DOCK COMPLEX, SYAMA PRASAD MOOKERJEE PORT, KOLKATA**

1. **Period of Deputation:** The Officer shall be on deputation for a period of three years, which is extendable to four years. In exceptional circumstances, this can be extended to five years with the approval of Ministry.
2. **Pay:** While on deputation, the Officer may, within one month from the date of his joining the Major Port, elect to draw either the pay in the scale of pay of the post in the Major Port or his basic pay in the parent organization plus deputation allowance thereon.
3. **Deputation allowance:** The deputation allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs. 4500/- per month in case of deputation within same station and payable at the rate of 10% of basic pay subject to a maximum of Rs. 9000/- per month in case of deputation involving change of station.
 - (a) In cases where the basic pay in parent cadre has been upgraded (upto Level 13 A) on account of Non-Functional Upgradation (NFU), Modified Assured Career Progression Scheme (MACP), Non-Functional Selection Grade (NFSG), etc., and the officer has opted for such upgraded pay of the parent cadre, in that event, the upgraded basic pay under such upgradations shall not be taken into account for the purpose of Deputation (Duty) Allowance. In such cases, the Deputation (Duty) Allowance will be calculated taking the basic pay of the parent cadre which the officer was getting before such upgradation and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.
 - (b) However, if the upgradation is to Level 14 or above, he shall be given the option to draw the upgraded basic pay under such upgradations without Deputation (Duty) Allowance or the pay which he was drawing before such upgradation with Deputation (Duty) Allowance, whichever is more beneficial as per the option of the officer.
4. **Dearness Allowance:** The officer shall be entitled to dearness allowance at the rates prevailing in the Major Port or in his parent organisation depending on whether the officer opted to draw pay in the pay scale of the post in Major Port or the pay in parent organization plus deputation allowance.
5. **Cafeteria Allowance:** The Deputationist, if opting for the pay of the borrowing organization would be granted perks and allowances subject to a ceiling of 35% of Basic pay under the concept of Cafeteria approach. List of allowances and or exclusions shall be governed by the applicable rules of the borrowing organization.
6. **House Rent Allowance:** The Officer shall be entitled to draw House Rent Allowance (HRA) at the rates prevailing in the Major Port or in his parent organisation plus deputation allowance, OR he shall be entitled to residential accommodation on payment of standard rent according to the rules of Major Port.
7. **Joining time pay and transfer traveling allowance:** Joining time pay and transfer travelling allowance, both on joining the post of deputation and on reversion, shall be paid by the Major Port as per rules.

8. **Travelling allowance for journey on duty during the period of deputation:** Officer shall be entitled to Travelling Allowance and daily allowance for journeys undertaken after joining on deputation according to the relevant rules of Major Port.

9. **Leave (Earned Leave, Half Pay Leave & Casual Leave)**

(a) Major Port, will maintain a leave account of the officer concerned, on the basis of extract of the leave account received from his parent organisation. The Major Port will determine the leave admissible to the officers / staff concerned and sanction it under intimation to the parent organisation. That means the copy of the leave sanctioned to officer during deputation will be sent to parent organisation.

(b) Officer shall continue to be governed by the Leave rules of his parent organisation. The procedure laid down as per the rules and regulations of parent organisation should be followed scrupulously. On being relieved from deputation he/she will not be allowed to proceed on leave directly by the Major Port i.e. without first joining his parent organisation.

(c) In the case of a female Officer/staff, the leave salary for the period of maternity leave availed by her during the period of deputation shall be borne by the Major Port.

10. **Leave Salary / Pension / NPS Contributions:** The leave due and admissible to him/he from parent organisation during the deputation period will be entitled as per parent organisation rules and regulation policy. During the deputation period, the admissible leave to the officer/staff as per rules, the reimbursement for that period leave admissible to him, will be reimbursed to parent organisation by the Major Port as per the parent organisation Policy.

Leave salary contribution (except for the period of leave availed on deputation) and pension contribution (Employer's share – if pension scheme is available in the parent organisation) will be paid by Major Port to the parent organisation.

In case of employee covered under New Pension Scheme (NPS), the Major Port shall make matching contribution to the NPS account of the employee.

11. **Leave salary on account of disability leave:** The Major Port shall be liable to pay leave salary in respect of any disability leave that may be granted on account of disability incurred in or through deputation even though such disability manifests itself after the termination of deputation. The leave salary charge of such leave shall be recovered from the Major Port.

12. **Leave travel concession:** The Officer/staff shall be entitled to the leave travel concession according to the relevant rules of the parent organization/ Major Port on the subject. The expenditure in this respect shall be borne by the Major Port. *However, the Deputationist opting for LTC shall be entitled to only 30% of basic pay as Cafeteria Allowance. In that case the Deputationist shall be allowed LTC as per the rules of the Borrowing Organization.*

13. **Medical Facilities:** The Officer/staff shall be entitled to medical facilities in accordance with the rules of the Major Port.

14. **Employee Provident Fund subscription:** The Officer/ staff shall continue his subscription to the Employee Provident Fund of which he/she is a member in accordance with the prescribed rules. The Major Port should reimburse the E.P.F. amount deducted every month from his/her salary due amount and also Foreign Employer equal contribution amount to parent organisation by Demand Draft. The same will be credited in his/her E.P.F. regular account under his/her common Universal Account Number (U.A.N.).

In case of employees covered under the New Pension Scheme (NPS), the Borrowing Organization shall make matching contribution to the NPS account of the employee.

15. **Departmental Inquiry:** If a departmental inquiry is to be initiated against the officer / staff during his / her deputation, the Major Port can revert back the officer to his parent organization.

16. The subsistence allowance only for the period between suspension and repatriation shall be paid by the Major Port.

17. **Premature reversion of deputationist to parent organization:** As and when a situation arises for premature reversion to the parent organization of the deputationist, his services could be so returned after giving an advance notice of three months to his parent organization and the employee concerned. However, Ministry, in exceptional circumstances, may return the services of the deputationist to his parent cadre without such advance notice.

18. **Residuary matters:** In all matters relating to conditions of service and benefits/ facilities in the Major Port not covered by item Nos. 1 to 17 above, the Officer/ staff will be governed the existing rules, regulations and orders of the Major Port.

19. **Relaxation of conditions:** Any relaxation of these terms and conditions will require the prior concurrence of the Ministry.