



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



जवाहर टावर कंप्लेक्स,
हल्दिया टाउनशिप - 721 607
दूरभाष सं. (03224) 263160 / 264848
जिला - पूर्व मेदिनीपुर

Jawahar Tower Complex,
Haldia Township - 721607
Phone No. (03224) 263160 / 264848
Dist. Purba Medinipur
Email ID: mhalidar.hdc@smportkolkata.shipping.gov.in

No: P&IR/13/2026/3185

Date: September 15, 2026

Secretary,
All Major Ports
(_____ Port Authority).

Madam / Sir,

Sub.: Filling up of 01 (one) post of Assistant Manager (Legal) under Administration Division, Haldia Dock Complex, SMPA in the scale of pay of ₹ 50,000-1,60,000/- (pre-revised Rs. 9,100-15,100/-) by Absorption/ Deputation.

Applications are invited from Indian nationals, employed in any Major Port, for filling up of one (01) vacancy in the post of Assistant Manager (Legal) under Administration Division, Haldia Dock Complex, SMPA, in the scale of pay of Rs. 50,000 – 1,60,000/- (pre-revised Rs. 9,100-15,100/-) by Absorption/Deputation, as per the enclosed schedule of the Proposed Syama Prasad Mookerjee Port, Kolkata Employees' RS&P Regulations, 2024 (**Annexure-I**). Deputation will be initially for 03 years, which is extendable upto 04 years. In exceptional circumstances, this can be extended upto 05 years. The standard Deputation Terms & Conditions of HDC are enclosed at **Annexure-II**.

2. Applications of eligible and willing officers, who satisfy the provisions of the aforesaid Recruitment Rules for the post of Assistant Manager (Legal) under Administration Division, HDC, may please be forwarded through proper channel as per proforma enclosed (**Annexure – III**), alongwith the following documents, duly superscribing the envelope as "*Application for the post of Assistant Manager (Legal) under Administration Division, HDC, SMPA on Absorption/Deputation*", so as to reach the office of Sr. Dy. Manager (P&IR), Jawahar Tower, P.O. – Haldia Township, Dist. – Purba Medinipur, W.B. PIN - 721607 on or before **30.10.2026**. In case of receipt of advance copy of application in respect of any applicant, candidature of the candidate will not be considered by HDC, SMPA, if the application is not received through proper channel by HDC, SMPA, within the stipulated last date.

- Copies of APARs for the last 5 years (2020-21 to 2024-25), attested by an Officer not below the rank of Dy. HOD on each pages. If APAR for a particular year is not available, last available APAR may be furnished with 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.

Contd....p2

(2)

- iii) No objection certificate issued by the competent authority from the respective Port to relieve the applicant in the event of his / her selection (**Annexure-IV**).
 - 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 officer from the concerned Port, as per enclosed proforma (**Annexure-V**).
 - vi) Two passport size colour photographs.
 - vii) Complete service details of the applicant with posts held till date, certified by an Officer not below the rank of Dy. HOD.
3. The Selection is by merit for which the benchmark in overall grading in the APARs will not be below "Good".
4. The crucial date of determining eligibility will be the last date of receipt of application i.e. **30.10.2026**.
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 along with necessary documents may be sent by the forwarding authority along with the application. Vigilance report is to be furnished in the format 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 vide Circular No. 01.03.2026 dated 12.03.2026, as attached at **Annexure-V**.
6. 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. Application received without the forwarding authority's certificate, as prescribed in the enclosed proforma, will not be considered.
7. The Circular along with annexures is also available on SMP, Kolkata website <https://smp.smpportkolkata.in/smpk/en/>

Encl.: As stated.

सादर / Yours sincerely,


एम. हलदर / M. Haldar

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

Copy to the Under Secretary to the Govt. of India, MoPSW (PHRD Division), Transport Bhawan, 1, Parliament Street, New Delhi, 110001 for favour of information please.

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

Copy to the Secretary, SMPA for information please. He is requested to circulate the vacancy and forward the complete applications of eligible candidates of KDS as per enclosure.

Copy to AM(OL), Admn. Division, HDC with the request to forward the translated version of this circular in Hindi.

ANNEXURE-I

RECRUITMENT RULES FOR CLASS - I POSTS OF ADMINISTRATION DIVISION UNDER GENERAL MANAGER (MANAGEMENT & SERVICES)

Sl. No.	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Select on or Non-select on	Upper Age limit for direct recruitment (in years)	Educational & Other Qualifications prescribed for Direct Recruitment	Whether a) Age Qualifications b) Educational Qualifications 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	Field Officer	1	I	50,000-1,60,000/- (equivalent to 20,600-46,600/-) (equivalent to 9,100-15,100/-)	Select on	30	Essential : (i) Degree with a Post Graduate Degree / Diploma in Architecture / Town and Country Planning or Degree in Civil Engineering from a recognised University / Institution or Corporate Membership of the Institution of Surveyors (India). Desirable: (i) A Degree in Law from a recognised University. (ii) Two years executive experience in Estate Management, valuation and land records in an Industrial / Commercial/ Govt Undertaking.	(a) No (b) No. However, a Diploma from a recognised University / Institution is essential. (c) No	2	By promotion, failing which, by Absorption / Deputation, failing both by Direct Recruitment.	Promotion from Junior Field Officer / Estate Surveyor in the scale of pay of Rs. 40,000/- to 1,40,000/- with 3 years' regular service in the grade.	13
3	Asstt. Manager (Legal)	1	I	50,000-1,60,000/- (equivalent to 20,600-46,600/-) (equivalent to 9,100-15,100/-)	Select on	30	Essential : Degree in Law from a recognised University / Institution. Desirable: (i) Two years' experience in an executive cadre in the legal establishment in an Industrial/ Commercial/ Govt. Undertaking. (ii) Post Graduate Degree in Law from a recognised University.	Not applicable.	2	By Absorption / Deputation, failing which by Direct Recruitment.	Absorption / Deputation will be of Officers holding analogous post or holding posts in the scale of pay of Rs. 40,000-1,40,000/- with 3 years regular service in the grade in the Legal discipline in a Major Port Authority.	

**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 from the date of taking over charge of the post, 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.

(3)

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.

APPLICATION FORM

Photograph

1. Post applied for :
2. Full Name (in block letters) :
3. (a) Address for communication :
- (b) Telephone No. / Mobile No. :
- (c) E-mail address :
4. Date of Birth :
5. Date of Retirement :
6. Whether belongs to SC/ST/OBC : SC ☐ ST ☐ OBC ☐ GEN ☐
(Please ✓ in relevant box)
7. Present post with scale of pay :
8. Date of continuous appointment in the present post :
9. Date of first appointment in Major Port :
10. Educational and other qualifications :

Examination	University / Institution	Year of passing	Class and percentage obtained	Special subjects

11. Details of fulfilling qualifying service in the feeder grade:

Scale of Pay (Rs.)	Period		
	On Regular basis	On Officiating basis	Against Temporary post

- 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.

(2)

12. Details of Employment/ Experience in chronological order:

Name of the Organisation	Post held	Scale of Pay	From	To	Nature of Duties

13. Languages known :
(Read, Write and Speak)

14. Any other information desired to :
be furnished

I do hereby declare that the particulars furnished above by me are true 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. In the event of my selection to the above post, I will not withdraw and undertake to accept the appointment/ posting.

(Signature of the Applicant)

Place:

Date:

ANNEXURE-IV

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 2020 – 2021 to 2024 – 2025 are enclosed.

Dated:

Signature of the forwarding authority along with office seal.

**PARTICULARS OF THE OFFICER FOR WHOM VIGILANCE
COMMENT/CLEARANCE BEING SOUGHT**

(To be furnished and signed by the CVO or HOD)

1. Name of the officer (in full) :
2. Father's 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 10 preceding years):

Sl. No.	Organization (Name in full)	Designation & Place of Posting	Administrative/ Nodal Ministry/ Deptt. Concerned (in case of officers of PSU's etc.)	From	To

- (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 :

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. Details of complaint against the officer as on date :

DATE:

(NAME AND SIGNATURE)

N.B. The officer is **clear/not clear** from vigilance angle as per guidelines of DoPT/ CVC issued from time to time.