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

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
Syama Prasad Mookerjee Port, Kolkata
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No. Admn/6497/C/E1/DYMMG-I/2026 Dated: 05.10.2026

To
The Secretaries
All Major Ports

Sir/Madam,

Subject: Filling up of two (02) posts of Dy Materials Manager Gr-I (to be re-designated as Dy Materials Manager), under Materials Management Division in the IDA Pattern Scale of Pay of Rs. 50,000 – 1,60,000/ – (Pre –revised Rs. 20,600-46,500/-) (Pre-Pre-revised Rs. 10,750-16,750/-) by deputation/absorption at Kolkata Dock System under SMP, Kolkata --- applications invited.

Two (02) posts of Dy Materials Manager Gr-I (to be re-designated as Dy Materials Manager), under Materials Management Division, at Kolkata Dock System, are to be filled up by deputation/absorption from amongst the eligible officers from Major Port Authorities. Accordingly, applications are invited for filling up the said vacancies in the post of Dy Materials Manager Gr-I, in the IDA Pattern Scale of Pay of Rs. 50,000 – 1,60,000/ – (Pre –revised Rs. 20,600 –46,500/-) (Pre-Pre-revised Rs. 10,750-16,750/-) at SMP, Kolkata (Kolkata Dock System), as per Recruitment Rule, at **Annexure-I**. Deputation will be initially for three (03) years, which is further extendable by 02 more years. The detailed Terms & Conditions of deputation is attached at **Annexure- II**.

2. Applications of suitable and willing officers, satisfying the provisions of the Recruitment Rules for the post of Dy Materials Manager Gr-I, may please be forwarded in the prescribed Pro-forma **(Annexure-III)** duly superscribing on the envelope "**Application for the post of Dy Materials Manager Gr-I on deputation/absorption basis**", to the Secretary, Syama Prasad Mookerjee Port Kolkata,15, Strand Road, Kolkata-700001 on or before **05.11.2026**, along with the following relevant documents: -

i) Certified copies of ACRs/APARs for the last 5 years, duly attested by an officer not below the rank of Dy. HOD on each page.

ii) Attested copies of all certificates towards proof of educational qualification, present and past work experience (in case of *appointment/promotion on "officiating" and/or "ad- hoc" and/or "pro-forma" basis, the details of "regularization" thereon may be indicated clearly*) in the respective post and pay scale, duly verified by the administrative port while forwarding the application to this port.

iii) Administrative / No objection certificate issued by the competent authority of the respective Ports **(Annexure-IV).**

iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.

v) Vigilance comments / clearance certificate in the pro-forma prescribed at **(Annexure–V)**.

vi) Self-attested passport size photographs (two numbers).

3. Crucial date for determining the eligibility will be the last date of submission of application i.e. **05.11.2026.**

4. If any major or minor penalty has been imposed on the applicant during the last 10 years, the details of the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with application. Vigilance report is to be furnished in the format as prescribed by CVC vide Circular No. 01.03.2026 dated 12.03.2026, as attached at Annexure-V.

5. In case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate 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 submission of application i.e. within **20.11.2026**. Incomplete application or application received after the due date will not be considered.

6. The Circular along with annexures is also available on SMP, Kolkata website www.smportkolkata.shipping.gov.in .

Enclo: As stated

Yours faithfully,

5/10/2026

(S. Bandyopadhyay)
Sr. Dy. Secretary-I
For Secretary

Recruitment Rules for Class-I posts of Materials Management Division under M&EE Department

Sl. No	Name of the Post	No. of posts	Classi-fication	Scale of Pay (Rs.)	Whether Selection or Non-Selection	Upper Age Limit for Direct Recruit-ment (in years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b)educational qualifications (c) experience for direct recruits will apply in 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/ deputation / absorption/, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
2.	Deputy Materials Manager Grade I	2	Class I	50000-160000/- (Pre-revised 10,750-16,750/-)	Selection	35	Essential :- i)Degree or equivalent in Mechanical/ Electrical Engineering from a recognized University /Institution. ii)Five years experience in Executive Cadre in the field of Materials Management / Mechanical Engineering/ Electrical Engineering in an Industrial/ Commercial/	(a)No. (b) No, however a Diploma in relevant discipline from a recognized University/ Institution is essential. (c) No.	2	By Promotion failing which by deputation / absorption/ failing both by direct recruitment.	Promotion from Deputy Materials Manager in the scale of pay of Rs.50000-160000/- (Pre-revised 9,100-15,100/-) with 5 years regular service in the grade, failing which Executive Engineer (Mechanical & Electrical Engineering) in the scale of pay of Rs.50000-160000/- (Pre-revised 9,100-15,100/-) with 5 years regular service in the grade, failing both by	Out of existing 9 posts of Deputy Material Manager, 2 will be designated as Deputy Materials Manager Grade-I in the scale of pay of Rs.50000-160000/- (Pre revised 10750-16750/-) and rest 7 will

Sl. No	Name of the Post	No. of posts	Classi-fication	Scale of Pay (Rs.)	Whether Selection or Non-Selection	Upper Age Limit for Direct Recruit-ment (in years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b)educational qualifications (c) experience for direct recruits will apply in 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/ deputation / absorption/, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
							Government Undertaking. <u>Desirable</u> :- Post Graduate Degree/ Diploma in Materials Management from a recognized University/ Institution.				Deputy Materials Manager / Executive Engineer (Mechanical & Electrical Engineering) in the scale of pay of Rs.50000-160000/- (Pre-revised 9,100-15,100/-) with 2 years regular service in the grade and a combined service of 8 years in the scale of pay of Rs.50000-160000/- (Pre-revised 9,100-15,100/-) and 40000-140000/- (Pre-revised 8600-14600/-) in the respective discipline of Materials	remain designated as Deputy Materials Manager in the scale of pay of Rs. Rs.50000-160000/-(Pre revised Rs.9100-15100/-).

Sl. No	Name of the Post	No. of posts	Classi-fication	Scale of Pay (Rs.)	Whether Selection or Non-Selection	Upper Age Limit for Direct Recruit-ment (in years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b)educational qualifications (c) experience for direct recruits will apply in case of promotion/ absorption/ deputation	Period of probatio n (in years	Method of recruitment (whether by direct recruitment or by promotion/ absorption/ deputation	In case of promotion/ deputation / absorption/, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
											Management Division / Mechanical & Electrical Engineering Department. **Deputation / Absorption** will be of officers holding analogous posts or feeder post with 5 years regular service in the grade in a Major Port Authority.	

*To be Gazette Notified

Annexure-II

Terms & Conditions of Deputation for filling up of 02 posts of Dy Materials Manager Gr-I Materials Management Division, KDS, SMPA

1. **Period of Deputation:** The officer shall be on deputation for a period of three (03) years from the date of taking over charge of the post, extendable by a maximum period of two (02) years.

2. **Pay:** While on deputation, the officer may, within one month from the date of his joining in Kolkata Dock System, Syama Prasad Mookerjee Port, Kolkata (KDS, SMPK), may elect to draw either the pay in the scale of pay of the post in KDS, SMPK or his basic pay in the scale of pay of his parent organization plus deputation allowance thereon.

3. **Deputation Allowance**: If he opts for the scale of pay of his parent organization (which is other than SMPK),in case of deputation within the same station, the Deputation Allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs. 4500/- (plus 25% in case dearness allowance in his parent organization is more than 50%) per month and in case of deputation involving change of station, the Deputation Allowance will be payable at the rate of 10% of basic pay subject to a maximum of Rs. 9000/- (plus 25% in case dearness allowance in his parent organization is more than 50%) per month. The ceilings will further rise by 25% each time Dearness Allowance increases by 50%.

4. **Dearness Allowance:** The officer shall be entitled to Dearness Allowance as per rates prevailing in KDS, SMPK or in his/her parent organization depending on whether the officer opted to draw pay in the pay scale of the post in KDS, SMPK or the pay in parent organization.

5. **Cafeteria Allowance**: The Deputationist who opts for drawing pay in the scale of pay of the post in KDS, SMPK, 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 organizations.

6. **House Rent Allowance:** For all cases of deputation from Major Port Authorities, PSUs/ Semi Government/ Autonomous Bodies etc, the officer shall be entitled to draw House Rent Allowance (HRA) at the rates prevailing in Kolkaka Dock System, SMPA.

7. **Joining Time Pay and Transfer Travelling Allowance:** The officer shall be entitled to Joining Time Pay and Travelling Allowance, both on joining the post on deputation in Syama Prasad Mookerjee Port and on reversion there from to his parent organization, as admissible under the rules. The expenditure on this account will be borne by SMPK.

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

9. **Leave (Earned, Half-pay & Casual Leave):**

a) KDS, SMPK, will maintain a leave account of the officer concerned, on the basis of extract of the leave account received from his parent organization. KDS, SMPK will determine the leave admissible to the officer concerned and sanction it under intimation to the parent

organization. That means the copy of the leave sanctioned to the officer during deputation will be sent to parent organization.

b) Officer shall continue to be governed by the Leave rules of his parent organization. The procedure as laid down in the rules and regulations of parent organization should be followed scrupulously.

10. **Leave Salary/Pension/NPS Contributions**: The leave due and admissible to the officer from his parent organization during the deputation period shall be as per parent organization's rules and regulations policy. During the deputation period, the admissible leave to the officer as per rules, the payment of leave salary admissible to him for that period, will be reimbursed by the parent organization to SMPK as per the parent organization 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 organization and the officer is covered under the said Pension Scheme) will be paid by SMPK to the parent organization.

In case the officer is covered under New Pension Scheme (NPS), the borrowing organization, i.e. SMPK will provide employer's contribution to the NPS account of the employee during the deputation period and remit it to the parent department/organization, provided the officer is covered under NPS in his parent organization. In addition, SMPA will bear employer's contribution towards Gratuity @ 4% of Basic Pay plus applicable DA of the officer at the time of his proceeding on Foreign Service.

No leave salary contribution will be payable during the period of his leave while on deputation. SMPK shall pay pension contribution to his parent organization, in respect of his foreign service in accordance with the orders issued under FR 116 within 15 days from the end of each financial year or the end of the deputation if the deputation expires before the end of financial year.

11. **Employee Provident Fund Subscription:** During the period of deputation, he will be governed by the rules of parent department/organization, SMPK will deduct the subscription by contribution on this account from his pay and allowances and remit it to the parent department/organization.

On the other hand, if the employee is covered under Employees, Provident Fund Organisation, India, his subscription deducted every month from his salary alongwith Employer equal contribution amount will be remitted by SMPA to his parent organization by Demand Draft. The same will be credited in his E.P.F regular account under his common Universal Account Number (U.A.N).

12. **Leave Salary on account of disability leave:** KDS, SMPK 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 if such disability manifests itself after the termination of deputation.

13. **Leave Travel Concession:** The officer who opts for the scale of pay of his parent organization (which is other than SMPK) shall be entitled to the leave travel concession according to the relevant rules of the parent organization subject to the condition that the officer had not already, before proceeding on deputation, availed of the concession during the particular block years period of his deputation. The expenditure in this respect shall be borne by SMPK.

However, in case Cafeteria allowance is a part of the allowances applicable in the parent organization and if the officer opts the scale of pay of his parent organization as well as for LTC, he shall be paid cafeteria allowances after deduction of 5% from the rate as applicable to his parent organization on account of such availment of LTC.

14. **Medical Facilities:** The officer shall be entitled to the Medical facilities in accordance with the Rules/Regulations of SMPK.

15. **Departmental Inquiry:** If a departmental inquiry is to be initiated against the officer during his deputation. SMPK may revert back the officer to his parent organization.

16. **Subsistence Allowance**: The subsistence allowance only for the period between suspension and repatriation shall be paid by SMPK.

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, SMPK, 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 SMPK, not covered under item Nos. 1 to 17 above, the officer will be governed by the existing rules, regulations and orders of SMPK.

19. **Relaxation of Conditions:** Any relaxation in the above said terms and conditions will require prior concurrence/approval of SMPK, as the case may be.

20. The deputation will commence on the date on which he hands over the charge of his post in his parent organization and end on the date on which he assumes charge of the post under his parent organization.

The above-mentioned terms and conditions would be applicable till the Deputationist remains on deputation with SMP, Kolkata. On reversion from deputation, he will be governed by the relevant rules laid down for the Parent Organization.

ANNEXURE – III

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 : SC ☐ ST ☐ OBC ☐ GEN ☐
   (Please √ in relevant box)

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:

	Period		
	On Regular basis	On Officiating basis	Against Temporary post
Rs. 50,000 – 1,60,000/ – (Pre –revised Rs. 20,600 – 46,500/-) (Pre-revised Rs 10,750-16,750/-)			
Rs. 50,000 – 1,60,000/ – (Pre –revised Rs. 20,600 – 46,500/-) (Pre-revised Rs 9,100-15,100/-)			

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 Organization	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 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 Officer are correct.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the Applicant and he / she is clear from the Vigilance and Administrative angle.
3. His / her integrity is certified.
4. It is certified that no Major / Minor penalties have been imposed on the Officer during the last 10 years.
5. Copies of APARs for the last 5 years from 2020-2021 to 2024-25 are enclosed.
6. The veracity of the educational qualification certificates and caste certificates submitted by the applicant are ensured and certified and the incumbent fulfils the eligibility criteria w.r.t. and experience as specified in the Annexure- I of the circular for deputation basis.

Dated:

Signature of the forwarding authority with office seal.

ANNEXURE –V

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
1.					
2.					
3.					
4.					
5.					
6.					

(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 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 Officer 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 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)

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