श्यामा प्रसाद मुखर्जी पोर्ट,कोलकाता
Syama Prasad Mookerjee Port, Kolkata
15,स्ट्रैण्ड रोड/15,Strand Road,
कोलकाता/Kolkata – 700 001
दूरभाष/Phone : 2230-3451
Website: www.smp.smportkolkata.in
सामान्य प्रशासन विभाग/Genl. Admn. Deptt.

No. Admn/6497/C/E1/IPA/2025 **Dated: 29.10.2026**

KOLKATA DOCK SYSTEM

Document Verification for Executive level Officers in Class I entry level posts under Kolkata Dock System, SMPA by Direct Recruitment

Reference: Advertisement No. 2025/SGR/09 dated 30.06.2025 and subsequent Online Test conducted by IPA on 02.12.2025.

2. The candidates bearing the following Roll / Registration Numbers have been shortlisted for Document Verification for the respective posts, as indicated in the table below, based on their performance in the Online Test held on 02nd December, 2025: -

Sl No.	Roll No	Registration No.	Name of the Post	Reporting Time
1.	15103040008	IP525006755	Assistant Estate Manager Gr-I	10:00 am
2.	122201030243	IP525005619	Assistant Secretary Gr-I	
3.	15103020054	IP525006165	Assistant Executive Engineer (Civil)	
4.	392118020010	IP525003605		
5.	201406020025	IP525001682		
6.	471327010005	IP525001938	Assistant Accounts Officer Gr-I	

3. The shortlisted candidates are required to appear for Document Verification as per the schedule provided in the above table. Call letters containing details of the schedule and other relevant instructions will be dispatched through India Post and also will be communicated to the concerned candidates through their respective e-mails.

4. It is further clarified that the Serial Numbers mentioned in the above table are for reference purposes only and do not indicate the order of merit.

Details of Document Verification : -

Venue : Conference Room, 02nd Floor. Head office of Syama Prasad Mookerjee Port, Kolkata,15 Strand Road, Kolkata – 700001.

Reporting Date : **06.11.2026**

Click to view the venue : --- https://share.google/wSG97cEhPWqVreu0q

29/10/2026

(एस. बंद्योपाध्याय/ S. Bandyopadhyay)
(वरिष्ठ उप सचिव / Sr. Dy. Secretary-I)
(सामान्य प्रशासन विभाग / Genl. Admin. Deptt.)
(कोलकाता डॉक सिस्टम / Kolkata Dock System)

LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF VERIFICATION OF DOCUMENTS

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably produced / submitted at the time of document verification. **Non submission of requisite documents by the candidate at the time of document verification may debar his/her candidature from the ongoing recruitment process.**

(i) Call Letter for Document Verification.

(ii) Valid system generated printout of the online application form registered for the online examination.

(iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or Secondary School Leaving Certificate / Std. X Certificate containing the DOB)

(iv) Photo Identify Proof viz. **Aadhar Card / e- Aadhar Card / EPIC / e-EPIC / PAN Card / Passport / Permanent Driving License.** If you are an existing employee of any Major Port Authority, then submission of the copy of the **official Id-card is mandatory** at the time of appearing for the Document Verification.

(v) **photo id-card of any Major Port in case the applicant is from any Major Port.**

(vi) 03 recent colour passport size photograph.

(vii) Mark-sheets & certificates of all educational qualifications and relevant eligibility documents as indicated in the advertisement against relevant posts.

(viii) Caste Certificate, along with caste validity certificate (if applicable), issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates. **The OBC certificate containing the Non-creamy layer clause should be valid as on the last date of registration for the online test held and also on the date of document verification for appointment under KDS, SMPA**, failing which their candidature may not be considered for further selection process. In case the validity of the certificate is due to expire within 30 days from the date of document verification, then the application, requesting renewal / revalidation of the said certificate may be submitted. All the directives of the Govt. of India regarding caste status (already issued or likely to be issued) shall apply.

(ix) Candidates serving in Govt. / Semi-Govt. / Govt. Autonomous Organization / PSU (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection certificate" from their employer at the time of document verification, in the absence of which their candidature may not be considered.

(x) Experience certificates, as applicable.

(xi) Disability certificate issued by the competent authority in the prescribed format as stipulated by Govt. of India in the case of Persons with Benchmark Disability (PwBD) category candidates.

(xii) Any other relevant documents in support of eligibility.

(xiii) The bio-metrics of the shortlisted candidates may also be verified before the verification of documents or at any later stage.

Note: Candidate will not be allowed to appear for the document verification if he/ she fails to produce the relevant eligibility documents as mentioned above.