

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX
REQUIRES
GENERAL MANAGER (FINANCE)**

Applications are invited from Indian Nationals employed in **Govt. / PSUs / Autonomous Bodies**, through proper channel, for filling up of the post of General Manager (Finance), Haldia Dock Complex, Kolkata Port Trust by Deputation. The deputation shall be as per the applicable Government rules in this regard and the period of which will normally be for 3 years and, in any case, the same will not exceed 5 years.

Scale of Pay - Rs. 51,300-73,000/- (senior level Class – I officer).

Method of Recruitment

The post is to be filled up through selection by deputation from officers holding analogous post or officers holding posts in the scale of pay of Rs. 43,200 - 66,000/- in the Finance discipline with 2 years regular service in the grade or officers holding posts in the scale of pay of Rs. 32,900-58,000 /- and above with 5 years regular service in the grade in the Finance discipline in Govt. / PSUs / Autonomous Bodies.

Educational Qualification

Member of the Institute of Chartered Accounts of India, or, of the Institute of Cost & Works Accounts of India.

Pay & Allowances

Present approximate monthly emoluments at the minimum of the pay scale is Rs.1,24,731/-. The incumbent will also be entitled to L. T. C., Gratuity, medical coverage for self and dependant family members, etc., as applicable, as per the rules of Haldia Dock Complex, Kolkata Port Trust, subject to the deputation terms and conditions.

Mode of Application

The application, as prescribed in the enclosed proforma-I should contain detailed bio-data, including name, date of birth, permanent address, address for communication, contact (phone) number, e-mail address, nationality, religion, details of educational and professional qualification, details of experience and post held (including name of the employer and pay scale), salary drawn and the present pay scale, whether SC/ST/OBC, extra curricular activities and any other relevant information, along with two recent passport size photographs. The application, along with Annual Performance Appraisal Reports for the last five years of the officers, who can be spared in the event of their selection, should be sent, through proper channel, in a sealed envelope superscribed “Application for the post of General Manager (Finance), Haldia Dock Complex, Kolkata Port Trust” to the Manager (P&IR), Haldia Dock Complex, Jawahar Tower Connector Building, Haldia Township, Purba Medinipur, PIN – 721607 by **February 17, 2015**. The authority forwarding the application is to verify that the application is in order. Application received without the forwarding authority’s certificate, as prescribed in the enclosed proforma-II, will not be considered.

Manager (P&IR)
Haldia Dock Complex

FORWARDING CERTIFICATE

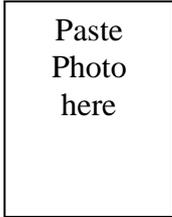
(To be filled by the Authority forwarding the application)

- i) Pay scale of Sri / Smt. _____ (along with designation) for the last five years is _____
- ii) Certified that the particulars furnished by the candidate has been checked from the available records and has been found correct.
- iii) Certified that the candidate is eligible as per the eligibility criteria mentioned for the post and can be spared in case of selection.
- iv) No vigilance or disciplinary case is either pending or being contemplated against the candidate. There is nothing in the ACR / APAR dossier of the candidate, which makes him / her ineligible for consideration for appointment to the post applied for.
- v) Certified true copies of ACRs /APARs for the last 5 years of the candidate are enclosed.

Signature of the Forwarding Authority
with Name, Designation and seal.

PRESCRIBED PROFORMA FOR APPLICATION

POST APPLIED FOR :



1. Name :
2. Father's / Husband's Name :
3. Date of Birth :
4. Sex :
5. Permanent Address :
6. Address for Communication :
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7. Telephone : Landline :
Mobile :
8. E-mail Address :
9. Nationality :
10. Religion :
11. SC/ST/OBC :

12. Qualification:
(Self certified copies of
Marks sheets/
Certificates to be
enclosed)

	Percentage % with Division/ Class	Name of University / College
Graduation		
Post Graduation		
P. G. Diploma		
Additional		

13. Experience :
(Self certified
copies of
certificates to be
enclosed)

Organisation	Post	Scale of pay & Present Basic Pay.	Period (from__ to __)	Nature of work

(Attach separate sheet, if required)

14. Extra curricular activities:
15. Additional Information (if any) :

I certify that the above information are true to the best of my knowledge and that necessary documents, including the certificate from my employer, are enclosed.

(Full Signature of Applicant with Date)