

Kolkata Port Trust
15, Strand Road
Kolkata- 700001



Administration Department
Fax: 033-2230-4901
Phone: 2230-3451
E-mail: calport@vsnl.com
Website: www.kolkataporttrust.gov.in

No.Admn/7230/LA&IRO/E1

Dated 2nd April, 2019

To
The Chairmen
All Major Port Trusts

Sir,

Sub-: Filling up the post of Sr. Personnel Officer by
absorption through composite method at KoPT –
applications invited.

A vacancy will arise in the post of Sr. Personnel Officer in the scale of pay of Rs. 32,900- 58,000/- in the rank of Divisional Head w.e.f. 01.10.2019.

2. As per Recruitment Rule, the post is to be filled up by absorption through composite method. Officers holding analogous posts or the post of Personnel Officer or officers holding equivalent posts in the respective discipline of GAD in the scale of pay of Rs.24,900-50,500/- with 3 years regular service in the grade in a Major Port Trust or Personnel Officer and equivalent post in the respective discipline of GAD with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs. 20,600-46,500/- and Rs. 24,900-50,500/-- in the respective discipline of GAD in a major Port Trust will be eligible.

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

4. Applications of eligible and willing officers, who satisfy the provisions of the Recruitment Rules (**Annexure-I**) for the post of Sr. Personnel Officer, may please be forwarded as per proforma enclosed (**Annexure-II**) duly superscribing on the envelope "Application for the post of Sr. Personnel Officer," to the Sr. P.O., Kolkata Port Trust, 15, Strand Road, Kolkata-700 001 along with the following documents so as to reach the office of Sr. P. O. on or before **17th May, 2019.**

- i) Copies of APARs for the last 5 years, attested by officer not below the rank of Dy. HOD on each page. [If APAR for a particular year is not available, last available APAR may be furnished with a non-available certificate.]
- ii) Attested copies of all the certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.
- iii) No objection certificate from the respective Port.
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
- v) Vigilance and administrative clearance by the concerned Port (**Annexure-III**)
- vi) Passport size photographs (two numbers).

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, vide Ministry of Shipping's letter No. A-12022/10/2005-PE.I dated 27th August, 2010, copy of which is attached as **Annexure-IV**.

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

Encl.:- As stated

Yours faithfully,

(J. Ghosh Dastidar)
Sr. Dy. Secretary-II
for Sr. P.O.

Recruitment Rules for Sr. P.O Class-I posts under the GAD

Annexure-I

Sl. No.	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-selection	Upper Age limit for direct recruitm ent (in years)	Educational and other qualification prescribed for direct recruitment	Whether (a) age (b) educational qualifications (c) experience for direct recruits will apply in the cases of promotion/ absorption/ deputation	Period of probati on (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	3	4	5	6	7	8	9	10	11	12	13
3.	Sr. Personnel Officer	1	Class-I	32,900-58,000/-	Selecti on	37	Essential: - (i) Degree from a recognized university/ institution (ii) Nine years experience in executive cadre in the field of General Administration, personnel,	(a) No (b) Yes. (c) No	2	By absorption through composite method failing which by deputation from other Govt. organizations and failing both by direct recruitment.	For absorption through composite method, Officers holding analogous posts or the post of Personnel Officer or officers holding equivalent posts in the respective discipline of GAD in the scale of pay of Rs.24,900-50,500/- with 3 years regular service in the grade in a Major Port Trust or Personnel Officer and equivalent	Existing post of LA & IRO will be redesignated as Sr. Personnel Officer.

							<p>Industrial Relations etc. in an Industrial/ commercial/ Govt. Undertaking</p> <p><u>Desirable: -</u></p> <p>Post Graduate degree/ diploma in Personnel Management / Industrial Relations/ Social Work/ Labour Welfare or allied subjects or degree in Law from a recognized university/ institution.</p>			<p>post in the respective discipline of GAD with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs. 20,600-46,500/- and Rs. 24,900-50,500/-- in the respective discipline of GAD in a major Port Trust will be eligible.</p> <p>For deputation, officers holding analogous posts or holding posts of Personnel Officer or equivalent posts in the respective discipline of GAD in the scale of pay of Rs.24,900-50,500/- in Govt./PSUs or Autonomous Bodies with 3 years regular service in the grade will be eligible.</p> <p>The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "very good".</p>	
--	--	--	--	--	--	--	---	--	--	---	--

APPLICATION FORM

ANNEXURE – II

Photograph
(3.5 c.m x 3.5
c.m.)

Post applied for:

1. Full Name (in block letters) :
2. Fathers Name :
3. (a) Address for communication :
(b) Telephone No. / Mobile No. :
(c) Fax / 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 substantive of pay:
8. Date of continuous appointment :
in the present post
9. Date of first appointment in :
Class I cadre of the Port Trust
10. Educational and other qualifications :

Examination	University	Year of passing	Class and percentage obtained	Special subjects

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

	Period		
	on Regular basis	on Officiating basis	Against Temporary post
(Rs. 32,900-58,000/-)			
(Rs. 24,900 -50,500/-)			
(Rs. 20,600 -46,500/-)			

Note : (1) The above columns shall be clearly filled in.

(2) Pay scale granted as financial upgradation under Modified Assured Career Progression Scheme (MACPS) should not be indicated, as it is not a regular service in that pay scale.

12. Details o employment/ :
experience in chronological order

Name of the organization	Posts 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 correct 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 and 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 – III

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 ----- to ----- are enclosed.

Dated,

seal.

Signature of the forwarding authority along with office

**PARTICULARS OF THE OFFICERS 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. 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. Positions held :
(During the ten preceding years)

Sl. No.	Organization (Name in full)	Designation & Place of posting	Administrative/ nodal Ministry/Deptt. concerned (in case of officers of PSUs etc.)	From	To
1.					
2.					
3.					
4.					

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](*)

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.