

KOLKATA PORT TRUST  
Requires  
Treasurer (ONE POST)

Applications are invited from Indian nationals who satisfy the provisions of the recruitment rule (**Annexure-I**) employed in any Major Port Trust/ Central Government/State Government/ Public Sector Undertakings/ Autonomous Body, through proper channel, for filling up one post of Treasurer, Kolkata Dock System, Kolkata Port Trust by deputation. The period of deputation will normally be for 3 years and, in any case, the same will not exceed 7 years.

**Scale of pay** – Rs 20,600-46,500/-(under revision) (Class-I officer)

**Educational Qualification** – Degree in Commerce

**Method of Recruitment**

The post will be filled up through selection by deputation from the rank of Asstt. Treasurer in the revised scale of pay of (32,500-83,800) having a minimum of 15 years regular service of which 2 years should be in the rank of Asstt. Treasurer.

**Pay & Allowance**

In addition to pay in the above scale, the incumbent will be entitled to HRA, CCA, Cafeteria allowance etc. The incumbent will also be entitled to LTC, Leave Encashment, Gratuity, Non-contributory P.F. and Medical coverage for him/her and dependent family members. In case of deputation allowance, the same will be admissible as per rules.

**Mode of application**

The application in the proforma enclosed (**as at Annexure-II**) containing detailed bio-data – name, date of birth, permanent address, address for communication, contact (phone) number, e-mail address, nationality, details of educational and professional qualifications, details of experience and post held (indicating name of the employer) salary drawn and the present pay scale, whether SC/ST/OBC, extracurricular activities or any other relevant information along with the following documents:-

- i) Copies of APARs/ACRs for the last 5 years attested by an officer not below the rank of Dy. HoD on each page.
- ii) Attested copies of all the certificates towards proof of educational qualification, present and past work experience in the respective post and pay scale.
- iii) No objection certificate from the respective employer.
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.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 employer (**Annexure-III**)
- vi) Passport size photographs (two numbers).

should reach through proper channel in sealed envelope subscribing “**Application for the post of Treasurer, Kolkata Dock System, Kolkata Port Trust**” to the Sr.PO, Kolkata Port Trust, 15, Strand Road, Kolkata-700001 by **11.09.2019**.

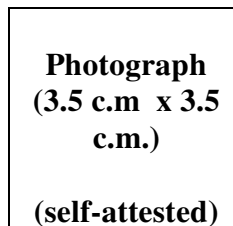
If any major or minor penalty has been imposed on the applicant during last 10 years, the disciplinary case leading to such penalty along with necessary documents may please be sent by the forwarding authority along with the application. Vigilance clearance may be furnished in the format prescribed vide Ministry of Shipping's letter no. A-12022/10/2005-PE.I dated 27<sup>th</sup> August, 2010, copy of which is attached as (**Annexure-IV**).

The authority forwarding the application is requested to verify that the application is in order. Application without the prescribed certificate in the enclosed proforma (as at Annexure-III) and undertaking by the forwarding authority will not be considered. Incomplete application or application received after 11.09.2019 will not be entertained.

Sr. Personnel Officer  
Kolkata Port Trust

**APPLICATION FORM**

**ANNEXURE – II**



Post applied for:

1. Full Name (in block letters) :
2. Father's 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  $\checkmark$  in relevant box)
7. Present post with scale of pay :
8. Date of continuous appointment :  
in the present post
9. Date of first appointment with grade :
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. 16,400 -40,500/-)			

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.

12. Details of 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 :  
(Experience in vigilance work if any)

**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:  
Dated**

**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. Certified copies of APARs/ACRs for the last 5 years are enclosed.

Dated,

Signature of the forwarding authority  
along with office seal

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE  
COMMENTS/CLEARANCE BEING SOUGHT**

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[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.					
5.					

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.

**Recruitment Rules for Treasurer under Finance Department**

**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 recruitment (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 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.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
1	Treasurer	1	Class-I	20,600-46,500/-	Selection	30	Degree in Commerce	(a) No  (b) Yes.  (c) No	2 years	By promotion falling which absorption / deputation falling both by direct recruitment.	Promotion from the rank of Asstt. Treasurer having a minimum of 15 years regular service of which 2 years should be in the rank of Asstt. Treasurer falling which by transfer / deputation / direct recruitment.	