



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
SYAMA PRASAD MOOKERJEE PORT
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
कार्मिक एवं औद्योगिक संपर्क प्रभाग



Personnel & Industrial Relations Division

जवाहर टावर कंप्लेक्स,
हल्दिया टाउनशिप - 721 607
दूरभाष सं.-(03224) 263160 / 264848
जिला - पूर्ब मेदिनीपुर



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Dist. Purba Medinipur

No: P&IR/13/2/2023/253

Date: May 06, 2023

Secretary,
All Major Ports

(_____).

Sir,

Sub.: Filling up of the post of Senior Deputy Manager, P&E Division under Haldia Dock Complex, SMP-K by absorption through composite method.

One vacancy of Senior Deputy Manager under Plant & Equipment (P&E) Division, Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata, in the scale of pay of Rs. 80,000 – 2,20,000/- (Pre-revised Rs. 32,900 – 58,000/-) has arisen w.e.f. May 05, 2023.

2. The post of Senior Deputy Manager under P&E Division, Haldia Dock Complex, SMP-K, in the pay scale of Rs. 80,000 – 2,20,000/- (Pre-revised Rs. 32,900 – 58,000/-) is to be filled up by Absorption through Composite Method, from the officers of Major Ports, fulfilling the eligibility criteria prescribed in the Recruitment Rules for the concerned post enclosed at **Annexure-I**. However, actual filling up of the vacancy will be done upon concurrence / approval of the Ministry.

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

4. Application of eligible and willing officers, who satisfy the provisions of the Recruitment Rules for the post of Sr. Dy. Manager under P&E Division, HDC, may please be forwarded as per proforma enclosed (**Annexure-II**), along with the following documents, duly superscribing the envelope as "*Application for the post of Sr. Dy. Manager under P&E Division, HDC*", so as to reach the office of undersigned on or before **June 05, 2023**. In case of receipt of advance copy of application in respect of any applicant, candidature of the candidate will not be considered by HDC, SMP-K if the application is not received through proper channel by HDC, SMP-K, within **15 days** of the last date of receipt of application i.e. **June 20, 2023**.

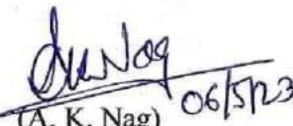
- i) Copies of APARs for the last 5 years (2017 – 18 to 2021 - 22), attested by an officer not below the rank of Dy. HoD on each of the pages. [If APAR for a particular year is not available, last available APAR may be furnished, along with a non-availability certificate.]
- ii) Self-certified photocopies of all 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 to relieve the applicant in the event of his / her selection.

Contd...2

- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by the Service Selection Committee.
 - v) Administrative clearance and Vigilance report of the officer from the concerned Port, as per enclosed proforma (**Annexure-III & IV**).
 - vi) Two passport size photographs.
 - vii) Complete service details of the applicants with posts held till date.
5. The crucial date for determining eligibility will be **May 05, 2023**.
6. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty alongwith necessary documents may be sent by the forwarding authority alongwith the application. Vigilance report is to be furnished in the format prescribed by the Ministry of Ports, Shipping and Waterways vide Letter No. C-31018/5/2020-Vigilance dated February 15, 2022 (**Annexure – IV**).
7. As per Ministry's advisory / instructions dated 11.8.2021 in respect of filling up the post of Dy. HoD level, in case of receipt of advance copy of the application by the Port in respect of any applicant, candidature of the applicant would not be considered by the Port if his / her application is not received within 15 days of the last date of receipt of application.
8. Also, as per the aforesaid instruction dated 11.08.2021, the port official, who withdraws his candidature for the post after his / her selection by the Service Selection Committee, will be liable for debarment from future selection to Dy. HoD level post in all Major Ports for a period of two years.
9. The authority forwarding the application is requested to verify that the application is in order. Incomplete application or application not submitted as per the aforesaid procedure or received after the due date will not be considered. The Ports are required to forward the application of the applicants with the requisite documents on or before the date of closing i.e. **June 05, 2023**.

Encl.: As stated.

Yours' sincerely,


(A. K. Nag) 06/5/23
Sr. Dy. Manager (P&IR)

Copy to General Manager (Engg.) / General Manager (M&S) for information please.

Copy to Secretary (I/C), SMP-K for information please. It is requested to circulate the notification of vacancy and forward the complete applications of eligible and willing candidates of KDS.

Copy to Shri Rajiv Nayan, Under Secretary to Govt. of India, Ministry of Ports, Shipping and Waterways (PHRD Division), Transport Bhawan, 1, Parliament Street, New Delhi – 110 001 for favour of information please.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|---|-----------------|---|---|-----------------|-----------|----|---|--|----------------|---|--|--|
| 2 | Dy. Manager | 5 | 1 | 24900 50500 | Selection | 35 | Essential:- (i) Degree or equivalent in Mechanical/ Electrical/ Electronics & Communication Engineering from a recognised University/Institution (4 year degree course). (ii) Five years experience in the relevant discipline in an executive cadre from an Industrial/ Commercial/ Govt. Undertaking. | (a) No (b) No. However, Diplomas in Engineering in the relevant department from a recognised University / Institution is essential. (c) No | 2 | By Promotion, failing which, by Absorption/ Deputation, failing both, by Direct Recruitment. | Promotion from Asstt. Manager, P&E Division in the scale of pay of Rs. 20600 - 46500/- with 4 years regular service in the grade. Absorption/ Deputation will be of officers holding analogous posts or holding the aforesaid feeder post (or equivalent) in the scale of pay of Rs. 20600 - 46500/- with 4 years regular service in the grade in the Mechanical & Electrical Engineering department in a Major Post Trust. | Existing designation of Asstt. Manager (P&E) in the scale of pay of Rs. 24900 - 50500/- will be redesignated as Dy. Manager (P&E). |
| 3 | Sr. Dy. Manager | 4 | 1 | 32900- 58000 | Selection | 37 | Essential :- (i) Degree or equivalent in Mechanical / Electrical/ Electronics & Communication Engineering from a recognised University/ Institution (4 year degree course). (ii) Nine years experience in the relevant discipline in an executive cadre in an Industrial/ Commercial/ Govt. Undertaking. | a) No. b) Yes. c) No. | Not Applicable | By Absorption through composite method, failing which, by Deputation and failing both, by Direct Recruitment. | For Absorption through composite method, officers holding analogous posts or holding posts in the scale of pay of Rs. 24900-50500/- with 3 years regular service in the grade or officers holding posts in the scale of pay of Rs. 24900-50500/- with 2 years regular service in the grade, and a combined regular service of 7 years in the scales of pay of Rs. 24900-50500/- and Rs. 20600-46500/- in the Mechanical & Electrical Engineering department in a Major Post Trust will be eligible. For Deputation, officers holding analogous posts or holding posts in the scale of pay of Rs. 24900-50500/- and above with 3 years regular service in the grade, in the Mechanical & Electrical Engineering department in Govt / PSUs/ Autonomous Bodies, will be eligible. The selection is by merit for which the benchmark in overall grading in the APARs will not be below 'Very Good'. | Existing designation of Dy. Manager (P&E) in the scale of pay of Rs. 29100-54500/- will be redesignated as Sr. Dy. Manager (P&E) and upgraded to the pay scale of Rs. 32900-58000/-. |

ANNEXURE-II

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 (Please ✓ in relevant box) : SC ST OBC GEN
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 :

| Pay Scale | Period | | | | | |
|-----------|------------------|----|----------------------|----|------------------------|----|
| | On Regular basis | | On Officiating basis | | Against Temporary post | |
| | From | To | From | To | From | To |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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 Organisation | 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 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 any 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 the Officer are correct and he / she fulfils the eligibility criteria.
2. It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and that he / she is clear from the Vigilance and Administrative angle.
3. His / her integrity is certified.
4. It is certified that no Major / Minor penalty has been imposed on the Officer during the last 10 years.
5. Copies of APARs for the last 5 years from 2017 – 2018 to 2021 – 2022 are enclosed.
6. The veracity of the educational qualification certificates and caste certificates submitted by the applicant are ensured and certified. The incumbent fulfils the eligibility criteria w.r.t. educational qualification and experience as specified in the Annexure- I of the circular.
7. This Port has No Objection in releasing the officer concerned in case he/she is selected in the post applied for.

Dated:

Signature of the forwarding authority along with office seal.

**PARTICULARS OF THE OFFICER FOR WHOME VIGILANCE
COMMENTS / CLEARANCE BEING SOUGHT**

(To be furnished and signed by the CVO or HOD)

1. Name of the Officer (in full) :
2. Fathers' 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. | Organisation (Name in full) | Designation & Place of posting | Administrative / Nodal Ministry / Department Concerned (in case of officers of PSUs, etc.) | From | To |
|---------|-----------------------------|--------------------------------|--|------|----|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |

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 Officers 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 the CCS (Conduct) Rules, 1964 within the prescribed limit. :
14. Details of complaint pending against the officer as on date.

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.