

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/4646/PA/ E1

Dated 23rd November, 2017

To
The Chairmen
All Major Port Trusts.

Sir,

Sub: Applications invited for filling up the post of Sr.
PS to Chairman on deputation basis, at_KoPT .

Applications are invited for filling up one post of Sr. PS to Chairman, in the scale of pay of Rs. 24,900- 50,500/-, at Kolkata Port Trust (Kolkata Dock System), by deputation , as per enclosed Recruitment Rules (at Annexure-I).

2. You are requested kindly to circulate the vacancy among the eligible officers of your port and forward the applications in the prescribed Proforma (Annexure-II) duly superscribing on the envelope "Application for the post of Sr. PS to Chairman" to the Sr. Personnel Officer, Kolkata Port Trust, 15, Strand Road, Kolkata-700 001 along with the following documents:-

- i) Copies of APARs 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 Ports.
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.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.

3. The last date to receive the application at KoPT is **07.01.2018**. Incomplete application or application received after the due date will not be considered.

Yours faithfully,

Encl.:- As stated

(S. K Dhar)
Sr. Dy. Secretary-I
Secretary

Recruitment Rules for Sr. PS to Chairman (Class-I post) under the GAD, KoPT (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 cases 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
2	Sr. PS to Chairman	1	Class-I	24,900-50,500/-	Selection	35	<u>Essential</u> i) A degree from a recognised university. ii) Proficiency in stenography and typewriting with a speed of 120/40 w.p.m. respectively	(a) No (b) Yes (c) No	2	By promotion failing which by absorption/ deputation, failing both by direct recruitment	<u>Promotion</u> from PS to Dy. CH/CH in the scale of pay of Rs.20600-46,500/- with 5 years regular service in the grade failing which PS to Dy.CH/ PS to CH with 2 years regular service in the scale of pay of Rs. 20,600-46,500/- and a combined regular service of 8 years in the scale of pay of	

							iii) Knowledge of Computer Application.				Rs. 20,600-46,500/- and Rs. 16,400-40,500/-.	
											<u>Absorption/ deputation</u> will be of Officers holding analogous post or holding posts of PSto Dy. CH/ PS to CH in the scale of pay of Rs.20,600-46,500/- with 5 years regular service in the grade in a Major Port.	

APPLICATION FORM

ANNEXURE – II

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

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 : C ST BC N
(Please √ in relevant box)
7. Present post with scale of pay :
8. Date of continuous appointment/
Promotion in the present post :
9. Date of first appointment in
Class I cadre :
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. 20,600 -46,500/-)			

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

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. Copies of APARs/ACRs for the last 5 years are enclosed.

Dated,

Signature of the forwarding authority along with office seal