



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
Syama Prasad Mookerjee Port, Kolkata
15, स्ट्रैंड रोड/15, Strand Road,
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सामान्य प्रशासन विभाग
Genl. Admn. Deptt.

No.Admn/7282/1/FA&CAO

Date : 08.10. 2020

To
The Chairman
All Major Port Trust

Sir,

Sub:- Filling up the post of Financial Adviser & Chief Accounts Officer by absorption through composite method under Syama Prasad Mookerjee Port, Kolkata–applications invited.

The post of Financial Adviser & Chief Accounts Officer in the rank of Head of Department which has fallen vacant w.e.f 01.06.2020 is to be filled up by Absorption through Composite Method from the officers of Major Port Trusts, fulfilling the eligibility criteria for the concerned post, as per the **Annexure-I**.

2. The incumbent will be initially appointed to the HOD post in the scale of pay of Rs. 43,200-66,000/- (pre-revised) [now revised to scale of pay of Rs.1,00,000 – 2,60,000/-], and after completion of three years' regular service in the post, he / she will be elevated to the scale of pay of Rs. 51,300-73,000/-[now revised to scale of pay of Rs.1,20,000 – 2,80,000/-], subject to fulfilling the relevant conditions as per the Ministry's guideline vide Letter No. A-12023/15/2018-PE-I dated November 19, 2019.

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

4. Applications of suitable and willing officers, who satisfy the provisions of the Recruitment Rules for the post of Financial Adviser & Chief Accounts Officer, may please be furnished as per pro-forma enclosed (**Annexure-II**). The application may be submitted through "Online Application Portal (OAP)" of the Ministry of Shipping website <http://onlinevacancy.shipmin.nic.in> from **09.10.2020 to 10.11.2020**. Therefore, all the applicants, after registering themselves in the portal, are required to apply for the post through OAP and thereafter a printout of the filled up application along with the following documents may be sent in an envelope, through their Administrative Port superscripting "Application for the post of Financial Adviser & Chief Accounts Officer", so as to reach the Office of the Sr. Personnel Officer, Sayama Prasad Mookerjee Port, 15 Strand Road, Kolkata-700001 **on or before 20.11. 2020**.

- i) Copies of APARs for the last 5 years, attested by officer not below the rank of Dy. HoD on each page.
- ii) Attested copies of all the certificates in 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. **Crucial date** for determining the eligibility will be **20.11. 2020**.

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 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**).

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

Encl.:- As stated

Yours faithfully,



(J. Ghosh Dastidar)
Sr. Personnel Officer (I/C)

Recruitment Rules for Class-I posts of Finance Department

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 qualifications prescribed for direct recruitment	Whether a)age b)educational qualifications c)experience for direct recruits will apply in 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.	Financial Adviser & Chief Accounts Officer (Redesignated as General Manager (Fin)/ Chief General Manager (Fin.))	1	Class-I	43,200-66,000/- To be elevated to the scale of pay of 51300-73000/- after completion of 3 years regular service upon consideration by the Competent Authority	Selection	45	Essential :- i) Member of Institute of Chartered Accountants of India or of Institute of Cost & Works Accountants of India. ii) 17 years experience in Executive cadre in the field of Finance ,	(a) No (b) Yes * (c) No * Relaxable for promotes with Master degree in Business Administration with specialization in Finance vide GSR No. 408(E) dated 04.06.2019.	N. A.	By absorption through composite method failing which by deputation and failing both by direct recruitment.	For absorption through composite method, Officers holding Posts in the scale of pay of Rs.32,900-58,000/- with 3 years regular service in the grade in the Finance Departmen	Financial Adviser & Chief Accounts Officer is re-designated as G.M.(Fin)/ C.G.M. (Fin.) (*)

							Accounting in an Industrial/ Commercial/ Government Undertaking.				<p>t of a Major Port Trust will be eligible.</p> <p>For Deputation , Officers holding analogous posts or officers holding posts of General Manager (Finance) and equivalent posts in the Finance Dept. in the scale of pay of Rs.43200-66000/- in the grade or officers holding the post of Dy. General Manager (Finance) and equivalent posts in the scale of pay 32900-</p>
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											<p>58000/- and above with 3 years regular service in the grade in Government/ Semi Govt./PSUs / Autonomous Bodies (other than Major Port Trust) will be eligible.</p> <p>The selection will be by merit for which the benchmark in overall grading in the APARs will not be below "very good" .</p>
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(*) Awaiting Gazette Notification

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: SC ST OBC GEN
(Please √ in relevant box)
7. Present post with scale 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.43, 200-66,000/-) (pre- revised)			
(Rs.36, 600-62,000/-) (pre- revised)			
(Rs.32,900-58,000/-) (pre- revised)			

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 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:

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 2014-2015 to 2018-1019 are enclosed.

Dated,

Signature of the forwarding authority along with office seal.

**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.					
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.