



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता  
SYAMA PRASAD MOOKERJEE PORT, KOLKATA  
Formerly Kolkata Port Trust

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता  
Syama Prasad Mookerjee Port, Kolkata

15, स्ट्रैण्ड रोड/15, Strand Road,  
कोलकाता Kolkata - 700 001

दूरभाष/Phone : 2230-3451 फैक्स/Fax : 033-2230-4901  
वेबसाइट-Website : www.smpportkolkata.shipping.gov.in

Admn/4284/XI/D/Vig./AVO

सामान्य प्रशासन विभाग/(मा.सं)  
Genl. Admn. Deptt./HR  
Dated: 03.09.2021

### VACANCY CIRCULAR

**Sub: Filling up of the 2(Two) Posts of Assistant Vigilance Officer, Gr.1 under Vigilance Deptt. in the Scale of Pay of Rs 50,600-1,60,000/- (pre-revised Rs.20,600-46,500) on deputation basis at KDS, Syama Prasad Mookerjee Port, Kolkata- applications invited.**

Applications are invited for filling up of the two (2) posts of Assistant Vigilance Officer-Gr.1 in the scale of pay of Rs.50,600-1,60,000/- (pre revised Rs. 20,600-46,500/-) at SMP, Kolkata (Kolkata Dock System) on deputation basis as per the Kolkata Port Trust Employee's (Recruitment, Seniority and Promotion) Regulations, 2013. A copy of the Recruitment Rules is enclosed **(Annexure-I)**.

2. You are requested to kindly circulate the vacancy among the eligible officers of your Port/Organization and forward the applications in the prescribed Proforma **(Annexure-II)** duly superscribing on the envelope **"Application for the post of Assistant Vigilance Officer, Gr. 1"**, to the Sr. Personnel Officer, Labour & IR Division, Syama Prasad Mookerjee Port, Kolkata, 6, Strand Road, Fairlie Place, B.B.D Bagh, Kolkata 700-001 alongwith the following relevant documents **on or before 04.10.2021:-**

- i) Copies of APARs for the last 5 years duly 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 Port/Organization.
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
- v) Vigilance and administration clearance by the concerned Port/Organization **(Annexure-III)**
- vi) Self attested current passport size photographs (two numbers).

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3. 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 alongwith application. Vigilance report is to be furnished in the format prescribed, vide Ministry of Shipping's letter No. A-12022/10/2005-PE.1 dated 27<sup>th</sup> August, 2010, copy of which is attached as **Annexure-IV**.

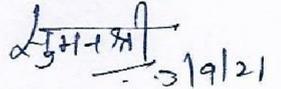
4. The crucial date for determining the eligibility will be the last date of submission of application i.e. **04.10.2021**.

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

6. One of the AVOs selected will be posted in the Dock Unit of Vigilance in KDS.

7. In this regard, the earlier circular no. Admn/4284/XI/D/Vig./AVO dated 22.01.2021 for the above post stands cancelled.

Encl: As stated.



(S.Karanseth)

Dy. Secretary-II

For Sr. Personnel Officer (I/C)

Copy to Under Secretary to the Govt. of India, Ministry of Ports, Shipping and Waterways, Transport Bhawan, 1, Sansad Marg, New Delhi – 110001 for kind information.

Encl: As Stated

Copy to Managing Director, IPA, 1<sup>st</sup> Floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodhi Road, New Delhi – 110003 for kind information.

Encl: As Stated

Copy to the Secretaries, All Major Port Trusts.

Encl.: As stated.

Copy to GM(Traffic)/GM(Engg)/GM(M&S)(I/C)/GM(Finance)(I/C)/GM(Marine)(I/C), HDC for information. He is requested to kindly circulate the vacancy and forward applications of eligible candidates of HDC, if any, as per enclosure please.

Encl: As stated

Copy to CE/CHE/DMD/CME(I/C)/FA&CAO(I/C)/TM(I/C)/CMO(I/C)/EM/CLO/Jt. Dir. (P&R)(I/C)/ with a request to circulate the vacancy and forward applications of eligible candidates as per enclosures. CHE is also requested to arrange for necessary posting of this circular on SMP, Kolkata Website.

Encl.: As stated

Copy to HOCC for necessary posting of the attached Circular/Notification along with all the enclosures in the website of SMPK by today.

Encl.: As stated.

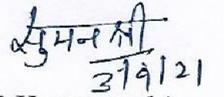
Copy to PA to CVO for kind information of CVO

Copy to PA to Secretary for kind information of Secretary (I/C).

Copy to PA to Sr. PO (I/C) for kind information of Sr. PO (I/C).

Copy to SAS (PR) for publishing this notification in few newspapers as per practice (including regional language newspaper) viz. Anand Bazar Patrika (classified column), The Times of India (all India edition Delhi, Kolkata, Mumbai and Chennai)-(classified column), The Hindu (Chennai, Vizag and Goa Edition), The Telegraph (classified column), Sanmarg and Employment News etc.in display column latest by 06.09.2021.

Enclo: As Stated.



(S.Karanseth)

Dy. Secretary-II

For Sr. Personnel Officer (I/C)

Recruitment Rules for Class-I posts of Vigilance 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 year)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b) educational qualification (c) experience will apply in the case of promotion/absorption	Period of Probation (in year)	Method of recruitment (whether direct recruitment or by promotion/absorption)	In case of promotion/absorption, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Asst. Vigilance Officer Gr.I	2	Class-I	20,600-46,500/-	Selection	N.A.	N.A.	(a) ..... (b) Degree of a recognized university. (c) .....	N.A.	By deputation.	Deputation will be from officers holding analogous posts or officers holding posts in the scale of pay of Rs.16,400-40,500/- with 3 years regular services in the grade from Major Port Trusts/ Central Govt./State Govt./ PSU/ Autonomous bodies. Preference will be given to persons having experience in vigilance work.	Deputation will normally be for a period of 3 years and, in any case not to exceed 5 years.
2	Dy. Chief Vigilance Officer	1	Class-I	32,900-58,000/-	Selection	N.A.	N.A.	(a) ..... (b) Degree of a recognized university. (c) .....	N.A.	By deputation.	Officers holding analogous posts or officers holding posts in the scale of pay of Rs. 24,900-50,500/- with 3 years regular service in the grade or officers having a combined regular	Deputation will normally be for a period of 3 years and, in any case not to exceed 5 years.

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**APPLICATION FORM**

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

**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  $\checkmark$  in relevant box)
 

SC	ST	OBC	GEN
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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 :

	Period		
	on Regular basis	on Officiating basis	Against Temporary post
Analogous post			
(Rs 16,400-40,500/-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.

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11. Details of employment/experience in chronological order :

Name of the organization	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. 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:

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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 2016-2017 to 2020-2021 are enclosed.

Dated,

Signature of the forwarding authority along with office seal.

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**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.

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