



SYAMA PRASAD MOOKERJEE PORT, KOLKATA
HALDIA DOCK COMPLEX
An ISO 9001 - 2015 Organisation
P&IR DIVISION

Jawahar Tower, Haldia Township
Dist.: Purba Medinipur, Pin: 721607
Phone:-03224-263160 / 263716 Fax:-03224-263160



जवाहर टावर कम्प्लेक्स,
हलदिया टाउनशिप - 721607
दूरभाष सं. (03224) 263160
फैक्स सं. (03224) 263160
जिला - पूर्व मेदिनीपुर



Jawahar Tower Complex,
Haldia Township - 721607
Phone No. (03224) 263160
Fax No. (03224) 263160
Dist. Purba Medinipur,
West Bengal

No: P&IR/13/6/2021/2254

Date: December 23, 2021

Chairman,
All Major Ports
(_____ Port).

Sir,

Sub.: Filling up of the post of Sr. Dy. Manager (P&IR) in the scale of pay of ₹80,000-2,20,000/- by absorption through composite method under Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata

Two vacancies in the post of Sr. Dy. Manager under Personnel & Industrial Relations (P&IR) Division, Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata, in the pay scale of ₹80,000-2,20,000/- (Pre-revised Rs.32,900-58,000/-) are 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, as per the **Annexure-I**. However, actual filling up of the vacancies will be done upon concurrence /approval of the Ministry.

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

3. Application of suitable and willing officers, who satisfy the provisions of the Recruitment Rules for the post of Sr. Dy. Manager under P&IR Division, 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&IR Division, HDC, SMP Kolkata", so as to reach the office of undersigned on or before **January 24, 2022**.

- i) Copies of APARs for the last 5 years, attested by an officer not below the rank of Dy. HOD on each page. [If APAR for a particular year is not available, last available APAR may be furnished with a non-availability certificate.]
- ii) Attested 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.
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
- v) Vigilance and administrative clearance of the concerned Port, as per enclosed proforma (**Annexure-III**).
- vi) Two passport size photographs.

(Contd...2)

(2)

4. The crucial date of determining eligibility will be the last date of receipt of application i.e. **January 24, 2022**.

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 alongwith 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 at **Annexure – IV**.

6. The Ports are required to forward the application of the applicants with the requisite documents on or before the date of closing i.e. **January 24, 2022**. 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, Kolkata if the application is not received through proper channel by HDC, SMP, Kolkata within **15 days** of the last date of receipt of application. Incomplete application or application received after the due date will not be considered.

Encl.: As stated.

Yours' faithfully,



(S. Ahmed)
Dy. Manager
for Sr. Dy. Manager (P&IR)

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

Copy to Secretary (I/C), SMP, Kolkata for information please. It is requested to circulate the vacancy and forward the complete applications of eligible candidates of KDS as per enclosure.

Copy to Jt. Director (P&R) for information please. It is requested to arrange for necessary posting of this circular on SMP Kolkata's website.

Copy to Dy. Manager-I (P&IR) for circulation in HDC.

Copy to Shri Rajiv Nayan, Under Secretary to Govt. of India, Ministry of Ports Shipping 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	3	1	24900 - 50500	Selection	35	<p>Essential :</p> <p>(i) Degree from a recognised University/Institution.</p> <p>ii) Five years experience in an executive cadre in the field of General Administration, Personnel & Industrial Relation etc., from an Industrial / Commercial / Govt. Undertaking.</p> <p>Desirable:</p> <p>Post Graduate Degree/ Diploma in Personnel Management/ Industrial Relations/ Social Work/ Labour Welfare or allied subjects or Degree in Law from a recognised University/ Institution.</p>	a) No. b) Yes. c) No.	2	By Promotion, failing which, by Absorption / Deputation, failing both, by Direct Recruitment.	Promotion from Asstt. Manager, P&IR 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 post or holding the aforesaid feeder posts (or equivalent) in the scale of pay of Rs.20600 - 46500/- with 4 years regular service in the grade in the P&IR discipline in a Major Port Trust.	Existing designation of Asstt. Manager (P&IR) will be redesignated as Dy. Manager (P&IR).
3	Sr. Dy. Manager	2	1	32900 - 58000	Selection	37	<p>Essential :</p> <p>(i) Degree from a recognised University/Institution.</p> <p>ii) Nine years experience in an executive cadre in the field of General Administration, Personnel, Industrial Relations, etc., from an Industrial / Commercial / Govt. Undertaking.</p> <p>Desirable:</p> <p>Post Graduate Degree / Diploma in Personnel Management/ Industrial Relations/ Social Work/ Labour Welfare or allied subjects or Degree in Law from a recognised University / Institution.</p>	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 pay scales of Rs.24900-50500/- and Rs.20600-46500/- in the P&IR discipline in a Major Port Trust will be eligible. For Deputation, officers holding analogous post or holding posts in the scale of pay of Rs.24900 - 50500/- and above with 3 years regular service in the grade in the P&IR discipline in Govt. / PSU / Autonomous Bodies, will be eligible. The selection is by merit for which the bench mark in overall grading in the APARs will not be below 'Very Good'.	Existing designation of Dy. Manager (P&IR) in the scale of pay of Rs. 29100-54500/- will be redesignated as Sr. Dy. Manager (P&IR) and upgraded to the pay scale of Rs. 32,900 - 58,000/-.

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

V. Rao

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 2015-2016 to 2019-2020 are enclosed.

Dated:

Signature of the forwarding authority along with office seal



PARTICULARS OF THE OFFICER FOR WHOM VIGILANCE
COMMENTS / CLEARANCE IS 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.	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.					
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](*)
13. Whether the officer / official has :
submitted his / her annual immovable
property return of the previous year
as required under Rule 18 of CCS
(Conduct) Rules, 1964 within the
prescribed limit.

N.B.: The officer is clear / not clear (whichever is applicable) from Vigilance angle as per the guideline of DoP&T / CVC issued from time to time.

Date:

(Name and Signature)

(*) If vigilance clearance had been obtained from the Ministry / CVC in the past, the information may be provided for the period thereafter.

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