

जवाहर टावर कंप्लेक्स,
हलदिया टाउनशिप – 721 607
दूरभाष सं. (03224) 263160
फैक्स सं. (03224) 263160
जिला – पूर्ब मेदिनीपुर



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

No: P&IR/13/3/2022/2638

Date: February 11, 2022

Chairman,
All Major Ports
(_____ Port).

Sir,

Sub.: Filling up of the post of Senior Deputy Manager (I&CF) by absorption through composite method under Haldia Dock Complex, SMP, Kolkata.

One vacancy of Senior Deputy Manager under Infrastructure and Civic Facilities (I&CF) Division in the scale of pay of Rs. 80,000 – 2,20,000/- (Pre-revised Rs. 32,900 – 58,000/-) would arise w.e.f. July 01, 2022 under Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata.

2. The post of Senior Deputy Manager (I&CF) under Haldia Dock Complex, SMP, Kolkata 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, as per the enclosed **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 suitable and willing officers, who satisfy the provisions of the Recruitment Rules for the post of Sr. Dy. Manager (I&CF), may please be forwarded as per proforma enclosed (**Annexure-II**) alongwith the following documents duly superscribing the envelope as “Application for the post of Sr. Dy. Manager (I&CF) under HDC”, so as to reach the office of undersigned on or before **March 14, 2022**.

- i) Copies of APARs for the last 5 years, attested by 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.

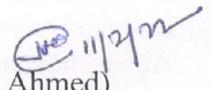
Contd...2



- 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.
5. The crucial date of determining eligibility will be **July 01, 2022**.
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, vide CVC's OM No. 021-AIS-1(2) dated September 03, 2021, copy of which is attached as **Annexure – IV**.
7. The Ports are required to forward the application of the applicants with the requisite documents on or before the date of closing i.e. **March 14, 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 may not be considered.

Encl.: As stated.

Yours faithfully,

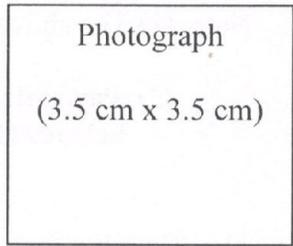

(S. Ahmed)
Dy. Manager
for Sr. Dy. Manager (P&IR)

Annexure-I

RECRUITMENT RULES FOR CLASS - I POSTS OF INFRASTRUCTURE & CIVIC FACILITIES DIVISION, UNDER GENERAL MANAGER (ENGINEERING)												
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 & Other Qualifications prescribed for Direct Recruitment	Whether a) Age b) Educational Qualifications c) Experience for Direct Recruits will apply in the 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	Sr. Dy. Manager (I&CF)	3	1	32,900-58,000	Selection	39	Essential :- (i) Degree or equivalent in Civil Engineering from a recognised University / Institution (4 year degree course). (ii) Twelve years' experience in Planning / Construction / Design / Maintenance, preferably of Port & Marine Structures in an executive cadre, in an Industrial / Commercial / Govt. Undertaking.	a) No. b) Yes c) No.	Not applicable	By Absorption through composite method, failing 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. 24,900 - 50,500/- with 3 years regular service in the grade or officers holding posts in the scale of pay of Rs. 24,900 - 50,500/- with 2 years regular service in the grade and a combined regular service of 7 years in the pay scales of Rs. 24,900 - 50,500/- and Rs. 20,600 - 46,500/- in the Civil Engineering Department in a Major Port Trust will be eligible. For Deputation, officers holding analogous post or holding posts in the scale of pay of Rs. 24,900 - 50,500/- and above with 3 years regular service in the grade, in the Civil 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 (I&CF) will be redesignated as Sr. Dy. Manager (I&CF) in the scale of pay of Rs. 29,100 - 54,500/- and will be upgraded to the pay scale of Rs. 32,900-58,000/-.

Vts

APPLICATION FORM



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 2016 – 2017 to 2020 – 2021 are enclosed.

Dated:

Signature of the forwarding authority along with office seal.

(1/2021)

**PARTICULARS OF THE OFFICERS 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.					
4.					
5.					

DATE:

(NAME AND SIGNATURE)



VIGILANCE PROFILE OF OFFICERS FOR WHOM VIGILANCE
COMMENTS / CLEARANCE BEING SOUGHT

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

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 any complaint is pending :
against the officer [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.

