

 <p>श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता SYAMA PRASAD MOOKERJEE PORT, KOLKATA Formerly Kolkata Port Trust</p>	<p>श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता Syama Prasad Mookerjee Port, Kolkata 15, स्ट्रैंड रोड/15, Strand Road, कोलकाता Kolkata – 700 001 दूरभाष/Phone : 2230-3451 Website: www.smpportkolkata.shipping.gov.in</p>	 <p>आज़ादी का अमृत महोत्सव</p>
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No.Admn/7282/1/Sr. PO

Dated : 06.05.2022

To
The Secretary,
All Major Ports.

Sir,

Sub : Filling up the post of Sr. Personnel Officer in the Scale of Pay of Rs.80,000-2,20,000/- (Pre-revised Rs.32,900-58,000/-) by absorption through composite method at SMP, Kolkata (Kolkata Dock System) – applications invited.

Applications are invited for filling up of one post of Sr. Personnel Officer {to be re-designated as Dy. General Manager (Personnel)} in the scale of pay of Rs. 80,000-2,20,000/-, at SMP, Kolkata (Kolkata Dock System) by absorption through composite method, following the Recruitment Rules for the said post, as at **Annexure-I**.

2. You are requested to kindly circulate the vacancy among the eligible officers of your Port and forward the applications in the prescribed Pro-forma (**Annexure-II**) duly super scribing on the envelope "Application for the post of Sr. Personnel Officer" to the Secretary, SMP, Kolkata, 15, Strand Road, Kolkata-700001 along with the following relevant documents:-

- i) Certified Copies of ACRs/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 certificates towards proof of educational qualification, present and past work experience in the respective post and pay scale, duly verified by the administrative port while forwarding the application to this port.
- iii) No objection certificate issued by the competent authority from the respective Ports.
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
- v) Administrative Certificate by the concerned Port (**Annexure-III**).

(2)

vi) Vigilance comments/Clearance Certificate in the Proforma prescribed at Annexure-IV.

vii) Self attested passport size photographs (two numbers).

3. Crucial date for determining the eligibility will be the last date of submission of application i.e. **10.06.2022**.

4. 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 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 27th August, 2010, copy of which is attached as (**Annexure-IV**).

5. In terms of Ministry's letter No.A-29018/4/2018-PE-I dated 09.07.2020, the Appointing Authority as well as Disciplinary Authority for all Dy. HOD level posts will be Central Government i.e. Secretary (Shipping) and accordingly, the recommendations of the Service Selection Committee shall be conveyed to the Ministry for obtaining approval before issuing appointment order.

6. As per Ministry's instruction dated 11.08.2021 in respect of filling up the post of Dy. HoD level, in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate would not be considered by the Port if his/her application is not received through proper channel within 15 days of the last date of receipt of application.

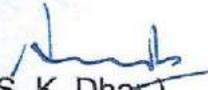
7. Also, as per aforesaid instruction dated 11.08.2021, Port officials, who withdraws his/her candidature for the post after his/her selection by the Service Selection Committee, will be liable for debarment from future selection to Dy. HoD level post in all Major Port Authorities for a period of two years.

8. The last date to receive the application at SMP, Kolkata is **10.06.2022**. Incomplete application or application received after the due date will not be considered.

9. The Circular along with annexures is also available on SMP, Kolkata website www.smpportkolkata.shipping.gov.in.

Encl.:- As stated.

Yours faithfully,


(S. K. Dhar)
Secretary (I/C)

Copy to MD, IPA, 1st Floor, South Tower, NBCC Place, Bhisim Pitamah Marg, Lodhi Road, New Delhi – 110003 for kind information. The post is proposed to be filled up as per revised draft RRs, which have since been recommended by the RSC for acceptance and approval of the Ministry. A comparative statement of the existing and proposed RRs is attached. It is confirmed that there is no deviation in the RR, which has been recommended by RSC for approval.

Encl:- As stated.

Copy to Shri Rajiv Nayan, Under Secretary to the Govt. of India, Ministry of Ports, Shipping and Waterways, New Delhi – 110001 for kind information. The post is proposed to be filled up as per revised draft RRs, which have since been recommended by the RSC for acceptance and approval of the Ministry. A comparative statement of the existing and proposed RRs is attached. It is confirmed that there is no deviation in the RR, which has been recommended by RSC for approval

Encl:- As stated.

Copy to GM (M & S)/HDC with a request to circulate the vacancy and forward applications of eligible candidates, if any, of HDC. Copies of the Recruitment Rules, Application Form and Format for Vigilance and Administrative clearance are enclosed.

Encl:- As stated.

Copy to CHE with a request to kindly arrange for necessary posting of this circular on SMPK's website. Copies of the Recruitment Rules, Application Form and Format for Vigilance and Administrative clearances are enclosed.

Encl:- As stated.

Recruitment Rules for Class I posts of Labour & Industrial Relations Division under General Administration Deptt. *

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 yrs)	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
4	Sr. Personnel Officer (to be re-designated as Dy. General Manager. (Personnel))	1	Class-I (Dy. HoD)	80000-220000/-	Selection	42	Essential: - (i) A Degree in any discipline from a recognized university/institution (ii) Twelve years experience in executive cadre in the field of General Administration, personnel & Industrial Relations etc. in an Industrial/commercial/Govt. Undertaking. <u>Desirable: -</u> Post Graduate	(a) No (b) Yes. (c) No	2	By absorption through composite method, failing which by deputation from other Govt. organizations and failing both, by direct recruitment.	For absorption through composite method, Officers holding analogous posts or the post of Sr. Manager (Personnel) or officers holding equivalent posts in the respective discipline of P & IR Division/ Labour & IR Divn. / GAD in the scale of pay of Rs.60000-180000/- with 3 years regular service in the	Sr. Personnel Officer is re-designated as Dy. G. M. (Personnel)

degree/
diploma in
Personnel
Management/
Industrial
Relations/
Social Work/
Labour
Welfare or
allied subjects
or degree in
Law from a
recognized
university/
institution.

grade in a
Major Port
Trust or Sr.
Manager
(Personnel) or
equivalent
officers in the
respective
discipline of P
& IR Division/
Labour & IR
Divn./ GAD
with 2 years
regular service
in the grade
and a
combined
regular service
of 7 years in
the scale of
pay of Rs.
50000-
160000/- (Pre-
revised
Rs.10,750-
16,750) and
Rs.60000-
180000/- in
the respective
discipline of
P&IR/ Labour
& IR Divn./
GAD in a
Major Port
Trust will be
eligible.

For
deputation,
officers
holding
analogous
posts or



											<p>holding posts of Sr. Manager (Personnel) or equivalent posts in the respective discipline of P&IR / GAD/HRD in the scale of pay of Rs.60000-180000/- in Govt./Semi-Govt./ PSUs or Autonomous Bodies with 3 years regular service in the grade will be eligible. The selection is by merit for which the benchmark in the overall grading in the ACRs will not be below "very good".</p>
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*Awaiting Gazette Notification.



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 : SC ST OBC GEN
(Please ✓ in relevant box)
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
Rs. 60,000 – 1,80,000/- (Pre – revised Rs. 24,900 – 50,500/-)			
Rs. 50,000 – 1,60,000 – (Pre – revised Rs. 20,600 – 46,500/-)			

Note: (1) The above columns shall be clearly filled in.

(2) Pay scale granted as financial upgradation 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 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 true 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:

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 2020-21 are enclosed.
6. The veracity of the educational qualification certificates and caste certificates submitted by the applicant are endured and certified and the incumbent fulfils the eligibility criteria w.r.t. and experience as specified in the Annexure- I of the circular for absorption through composite method.

Dated:

Signature of the forwarding authority with office seal.

**PARTICULARS OF THE OFFICER FOR WHOM VIGILANCE
COMMENT/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 10 preceding years) :

Sl. No.	Organization (Name in full)	Designation & Place of Posting	Administrative/ Nodal Ministry/ Deptt. Concerned (in case of officers of PSU's etc.)	From	To
1.					
2.					
3.					
4.					
5.					
6.					

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.
14. Details of complaint pending against the :
Officer as on dated.

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.