

SYAMA PRASAD MOOKERJEE PORT, KOLKATA

General Administration Department

No. Admn./4284/XI/D/AS/ (PR)

Dated : 07.06.2022

CHE/CE/TM/CMO/CME(I/C)/FA&CAO(I/C)/DMD(I/C)/MM(I/C)/EM(I/C)/Jt. Director (P&R)(I/C).

Circular

Sub: Filling up of vacant post of Asstt. Secy./Asstt. Secy. (PR) in the Scale of Pay of Rs. 40,000-1,40,000/- (Pre-revised 16,400-40,500/-) in General Administration Department (GAD) by absorption/ deputation .

As approved by competent authority, one post of Asstt. Secy./ Asstt. Secy. (PR) under General Administration Department (Main) in the Scale of Pay of Rs. 40,000-1,40,000/- (revised) will be filled up by by absorption/deputation of officers holding equivalent posts of Asstt. Secretary in other division of GAD in the scale of pay of Rs.16,400 – 40,500/-, as well as officers holding analogous post in other departments/divisions at KDS. Recruitment rules for Asstt. Secretary/ Asstt. Secretary (PR) is enclosed at **Appendix-I**.

(a) Educational Qualification:

Essential:-

- i) A degree in any discipline from recognised university.
- ii) Should possess a certificate in MS Office from any Govt. Institute or any private institute having recognition by DOEACC or any other State Govt. Proficiency will be assessed through a computer test.

Desirable:-

- i) Post Graduate Degree/ Diploma in Personnel Management/ Industrial Relations/ Social Work/ Labour Welfare/ Public Relations/ Mass Communication/ Journalism or allied subjects or degree in law from a recognised university/ institutions.
- ii) 2 years experience in executive/supervisory cadre.

However, in case of promotion/ absorption of departmental candidates, the minimum educational qualification will be Higher Secondary or equivalent.

(b) Mode of application:

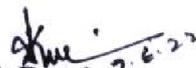
Eligible and interested candidates may apply to the Sr. PO, Syama Prasad Mookerjee Port, Kolkata, 15, Strand Road, Kolkata- 700 001, through proper channel, as per attached format.

(c) Mode of Selection:

Absorption/deputation method.

2. Application through proper channel should reach this office latest by 7th July, 2022.
3. A separate self declaration should be submitted by the applicant that there is no criminal case pending or contemplated against the employee as on date in any Hon'ble Court in India.
4. The applicant should submit an undertaking that he/she will not withdraw his candidature in case of being selected.

Encl:- Appendix- I & Application format.


(S. Dutta) 7.6.22

Sr. Asstt. Secretary- III
For Sr. Personnel Officer

Copy to PA to CVO for kind favour of information of CVO.

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

Copy to CHE with a request to upload the Circular in the website of SMPK for display from 07.06.2022 to 07.07.2022.

Copy to OS, GAD (Main) for information and record.

Recruitment Rules for Class-II posts of General Administration Department (Main Administration)

Sl. No.	Name of the Post	No. of Post	Classification	Scale of pay (in Rs.)	Whether selection or non-selection	Upper limit direct recruitment (in years)	Whether age educational and other for direct recruitment	Whether (a) age (b) Educational/Qualifications (c) experience for direct recruits will apply in the cases of promotion/absorption/deputation	Period probation (in years)	Method of recruitment (whether direct recruitment or by promotion/absorption/deputation)	In case of promotion/absorption/grades from which it should be made	remarks
1		3	4	5	6	7	8	9	10	11	12	13
1.	Asstt. Secretary/ Asstt. Secretary (PS)	4	II	16400-40500/-	Selection	30	Essential:- i) A degree in any discipline from recognised university; ii) Should possess a certificate in MS Office from any Government institute or private institute having recognition by DOEACC or any other State Government. Proficiency will be assessed through a computer test. Desirable i) Post Graduate degree/diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare/Public Relations/Mass Communication/Journalism or allied subjects or degree in Law from a recognised university/ ii) 2 yrs. experience in Executive/Supervisory Cadre.	a) No. b) Yes. However, in case of promotion/absorption of departmental candidates, the minimum educational qualification will be Higher Secondary or equivalent. c) No.	2	By recruitment 66.2/3% By promotion 33.1/3% If promotion fails, by absorption/deputation, failing both promotion and absorption/deputation) by direct recruitment.	Promotion from Head Clerk / Head Assistant or above with minimum of 10 years' regular service in the clerical cadre, out of which, 3 years must be in the grade of HC / HA or above in GAD (Main), failing which by promotion from Head Clerk / Head Assistant or above with minimum of 10 years' regular service in the clerical cadre, out of which, 3 years must be in the grade of HC / HA or above, in other Divisions of GAD, failing which by absorption/deputation of officers holding equivalent posts of Asstt. Secretary in other Divisions of GAD in the scale of pay of Rs.16400-40500/-, failing which by absorption/deputation of officers holding analogous post in other departments/divisions at KDS.	Existing posts of Asstt. PRO will be redesignated as Asstt. Secretary

APPLICATION FORM

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 \checkmark 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 :
SMP
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 (HA/HC)

	Period		
	on Regular basis	on Officiating basis	Against Temporary post
(Rs. 32,500 – 83,800/-)			
(Rs.36, 500-88,700/-)			

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. 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 my selection to the above post, I will not withdraw and undertake to accept the appointment / posting.

(Signature of the applicant)

Place:

Date: