

जवाहर टावर कंप्लेक्स,  
हल्दिया टाउनशिप - 721 607  
दूरभाष सं. (03224) 263160 / 264848  
जिला - पूर्व मेदिनीपुर



Jawahar Tower Complex,  
Haldia Township - 721607  
Phone No. (03224) 236160 / 264848  
Email: aknag.hdc@kolkataporttrust.gov.in  
Dist. Purba Medinipur

सं: P&IR/13/2022/760

दिनांक: July 05, 2022

अध्यक्ष,  
सभी प्रमुख पोर्ट  
( ) पोर्ट।

महोदय,

**विषय: हल्दिया गोदी परिसर, एसएमपी, कोलकाता के तहत सामासिक विधि से समावेशन द्वारा वरिष्ठ उप प्रबंधक (प्रशासन) के पद को भरना।**

प्रशासन प्रभाग, हल्दिया गोदी परिसर, श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता के तहत वरिष्ठ उप प्रबंधक का एक पद, ₹ 80,000 - 2,20,000 / - (पूर्व संशोधित ₹ 32,900 - 58,000 / -) के वेतनमान में, 01 जुलाई 2022 से रिक्त हुई है।

2. प्रशासनिक प्रभाग, हल्दिया गोदी परिसर, एसएमपी, कोलकाता के तहत वरिष्ठ उप प्रबंधक का पद ₹80,000 - 2,20,000 / - (पूर्व संशोधित ₹ 32,900 - 58,000 / -) के वेतनमान में, सामासिक विधि से समावेशन द्वारा एनेकक्षर-I में संलग्न संबंधित पद के लिए भर्ती नियमों में निर्धारित योग्यता मानदंड को पूरा करने वाले प्रमुख पोर्ट के अधिकारियों से भरा जाना है। तथापि, रिक्ति को वास्तविक रूप से मंत्रालय की सहमति/अनुमोदन पर भरा जाएगा।

3. चयन योग्यता के आधार पर होता है जिसके लिए एसीआर/एपीएआर में समग्र ग्रेडिंग में बेंचमार्क "वेरी गुड" से नीचे नहीं होगा।

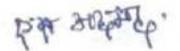
4. योग्य एवं इच्छुक अधिकारियों के आवेदन, जो प्रशासन प्रभाग, एचडीसी के तहत वरिष्ठ उप प्रबंधक के पद के लिए भर्ती नियमों के प्रावधानों को पूरा करते हैं, कृपया संलग्न प्रोफार्मा (एनेकक्षर-II) के अनुसार निम्नलिखित दस्तावेजों के साथ लिफाफे पर विधिवत रूप से "प्रशासन प्रभाग, एचडीसी, एसएमपी-के के तहत वरिष्ठ उप प्रबंधक के पद के लिए आवेदन" लिखते हुए अग्रेषित करें ताकि आवेदन 04 अगस्त, 2022 या उससे पहले अधोहस्ताक्षरी के कार्यालय में पहुंच जाए:

- पिछले 5 वर्षों (2016-17 से 2020-21) की एपीएआर की प्रतियां, प्रत्येक पृष्ठ पर एक अधिकारी द्वारा सत्यापित, जो की डेप्यूटी एचओडी के पद से नीचे का न हो। [यदि किसी विशेष वर्ष के लिए एपीएआर उपलब्ध नहीं है, तो अंतिम उपलब्ध एपीएआर अनुपलब्धता प्रमाण पत्र के साथ प्रस्तुत किया जा सकता है।]
- सभी प्रमाणपत्रों एवं शैक्षिक योग्यता के प्रमाण, संबंधित पद और वेतनमान में वर्तमान और पिछले कार्यों के अनुभव की सत्यापित फोटोकॉपी।
- आवेदक को उसके चयन की स्थिति में रिहा करने के लिए संबंधित पोर्ट से अनापत्ति प्रमाण पत्र।
- आवेदक को इस आशय का वचन देना है कि सेवा चयन समिति द्वारा चयन किए जाने पर उम्मीदवारी वापस नहीं ली जाएगी।
- संलग्न प्रोफार्मा के अनुसार संबंधित पोर्ट की सतर्कता और प्रशासनिक मंजूरी (एनेकक्षर-III)।

- vi) दो पासपोर्ट आकार के फोटो।
- vii) अब तक धारित पदों के साथ आवेदक की सेवा का पूरा विवरण।
5. योग्यता निर्धारित करने की निर्णायक तिथि **01 जुलाई, 2022** होगी।
6. यदि पिछले 10 वर्षों के दौरान आवेदक पर कोई बड़ी या छोटी शास्ति आरोपित की गई है तो आवश्यक दस्तावेजों के साथ इस तरह के दंड के लिए अनुशासनात्मक मामला आवेदन के साथ अग्रेषण प्राधिकारी द्वारा भेजा जा सकता है। सतर्कता रिपोर्ट निर्धारित प्रारूप में, पत्तन, पोत परिवहन और जलमार्ग मंत्रालय के पत्र संख्या सी-31018/5/2020-विजलन्स दिनांक 15 फरवरी, 2022 के तहत प्रस्तुत की जानी है। (एनेकक्षर-IV).
7. दिनांक 11.08.2021 के मंत्रालय के डेप्यूटी एचओडी स्तर के पद को भरने के संबंध में परामर्श / निर्देश अनुसार, किसी भी आवेदक के संबंध में पोर्ट द्वारा आवेदन की अग्रिम प्रति प्राप्त होने की स्थिति में, आवेदक की उम्मीदवारी पर विचार नहीं किया जाएगा यदि आवेदन प्राप्त होने की अंतिम तिथि के 15 दिनों के भीतर उसका आवेदन-पत्र प्राप्त नहीं होता है।
8. साथ ही, उपर्युक्त निर्देश दिनांक 11.08.2021 के अनुसार, सेवा चयन समिति द्वारा अपने चयन के बाद, पद के लिए अपनी उम्मीदवारी वापस लेने वाले पोर्ट अधिकारी, सभी प्रमुख पोर्टों में भविष्य के डेप्यूटी एचओडी स्तर के पद के चयन के लिए, दो साल की अवधि के लिए डिबारमेंट के लिए उत्तरदायी होगा।
9. पोर्ट को आवश्यक दस्तावेजों के साथ आवेदकों के आवेदन को, आवेदन की अंतिम तारीख, यानी **04 अगस्त, 2022** को या उससे पहले अग्रेषित करना आवश्यक है। किसी भी आवेदक के आवेदन की अग्रिम प्रति प्राप्त होने के मामले में, एचडीसी, एसएमपी, कोलकाता द्वारा उम्मीदवार की उम्मीदवारी पर विचार नहीं किया जाएगा, यदि आवेदन प्राप्त करने की अंतिम तिथि के 15 दिनों के भीतर यानी **19 अगस्त, 2022** तक एचडीसी, एसएमपी, कोलकाता द्वारा उचित माध्यम से प्राप्त नहीं होता है। अपूर्ण आवेदन या अंतिम तिथि के बाद प्राप्त आवेदन पर विचार नहीं किया जा सकता है।

संलग्नक: जैसा कहा गया है।

सादर,



(एस. अहमद)

वरिष्ठ उप प्रबंधक(पी एण्ड आई आर)

कॉपी श्री राजीव नयन, अवर सचिव, भारत सरकार, पत्तन, पोत परिवहन और जलमार्ग मंत्रालय (पीएचआरडी प्रभाग), परिवहन भवन, 1, संसद मार्ग, नई दिल्ली - 110 001, को कृपया जानकारी के लिए।



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

श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता  
SYAMA PRASAD MOOKERJEE PORT, KOLKATA  
हल्दिया गोदी परिसर  
HALDIA DOCK COMPLEX  
कार्मिक एवं औद्योगिक संपर्क प्रभाग  
PERSONNEL & INDUSTRIAL RELATIONS DIVISION



जवाहर टावर कंप्लेक्स,  
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Dist. Purba Medinipur

No: P&IR/13/2022/760

Date: July 05, 2022

Chairman,  
All Major Ports  
( \_\_\_\_\_ Port).

Sir,

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

One vacancy of Senior Deputy Manager under Administration Division, Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata, in the scale of pay of ₹80,000 – 2,20,000/- (pre revised ₹32,900 – 58,000/-) has arisen w.e.f. July 01, 2022.

2. The post of Senior Deputy Manager under Administration Division, Haldia Dock Complex, SMP, Kolkata in the pay scale of ₹80,000 – 2,20,000/- (pre revised ₹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 enclosed at **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 benchmark in overall grading in the ACRs / APARs will not be below "Very Good".

4. Application of eligible and willing officers, who satisfy the provisions of the Recruitment Rules for the post of Sr. Dy. Manager under Administration Division, HDC 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 under Administration Division, HDC, SMP-K*", so as to reach the office of undersigned on or before **August 04, 2022**.

- i) Copies of APARs for the last 5 years(2016-17 to 2020-21), attested by an officer not below the rank of Dy. HOD on each of the pages. [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 to relive the applicant in the event of his / her selection.
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by the Service Selection Committee.
- v) Vigilance and administrative clearance of the concerned Port, as per enclosed proforma (**Annexure-III**).

vi) Two passport size photographs.

vii) Complete service details of the applicant with posts held till date.

5. The Crucial date for 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 Ministry of Ports, Shipping and Waterways's Letter No. C-31018/5/2020-Vigilance dated February 15, 2022 (**Annexure-IV**).

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

8. Also, as per the aforesaid instruction dated 11.08.2021, the port official, who withdraws his 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 Ports for a period of two years.

9. The Ports are required to forward the application of the applicants with the requisite documents on or before the date of closing i.e. **August 04, 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 last date of receipt of application i.e. **August 19, 2022**. Incomplete application or application received after the due date may not be considered.

Encl.: As stated.

Yours sincerely,

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

Copy to Shri Rajiv Nayan, Under Secretary to Govt. of India, Ministry of Ports, Shipping and 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
6	Sr Dy. Manager	3	1	32500- 58000	Selection	37	<p><b>Essential :</b></p> <p>(i) Degree from a recognised University / Institution.</p> <p>(ii) Nine years experience as an executive cadre in the field of General Administration / Personnel &amp; Industrial Relations in an Industrial / Commercial / Govt. Undertaking.</p> <p><b>Desirable :-</b></p> <p>(i) 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 comparative method, failing which, by deputation, failing both, by Direct Recruitment.	<p>For absorption through comparable method, Officers holding analogous post or holding posts in the scale of pay of Rs.2400-50500- with 3 years regular service in the grade or officers holding posts in the scale of pay of Rs.2400-50500- with 3 years regular service in the grade, and a combined regular service of 7 years in the pay scales of Rs.2400-50500- and Rs.26000-85100- in the Administrative / P.A.I.R. discipline as a Major Post Trust will be eligible.</p> <p>For Deposition, officers holding analogous post or holding posts in the scale of pay of Rs.2400-50500- and above with 3 years regular service in the grade in the Administrative / P.A.I.R. discipline in Govt / PSU / Autonomous Bodies, will be eligible. The attention is to merit for which the bench mark is overall grading at the AP/PAI will not be below 'Very Good'.</p>	Existing designation of Dy Manager (Admn.) will be redesignated as Sr. Dy. Manager (Admn.) and will be upgraded to the pay scale of Rs. 32,500 - 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  EN
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 :
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:

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.

**PARTICULARS OF THE OFFICER 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.					

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 the officer / official has submitted his / her annual immovable property return of the previous year as required under Rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed limit. :
14. Details of complaint pending against the officer as on date.

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.