



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



Admn/7282/1/Sr. PO

Dated: 21.07.2022

To
The Secretary,
All Major Ports.

Madam/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.

Reference Circular No. Admn/7282/1/Sr.PO dated 06.05.2022 in connection with the above subject.

2. The Ministry, vide letters bearing No. A29018/4/2018-PE-I dated 30.05.2022 and 01.06.2022, has since directed to fill up the Dy. HOD level posts by following **Notified/Existing RRs** only, and not as per proposed RRs. Accordingly, the earlier circular under reference stands cancelled & withdrawn and applications are being invited afresh for filling up of one post of Sr. Personnel Officer in the scale of pay of Rs. 80,000-2,20,000/- at SMP, Kolkata (Kolkata Dock System) by absorption through composite method, as per Notified Recruitment Rules for the said post, as at **Annexure-I**. Those who have applied earlier in response to the vacancy circular under reference shall be required to apply afresh for consideration.

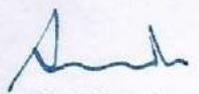
3. You are, therefore, requested to kindly circulate the vacancy among the eligible officers of your Port and forward the applications in the prescribed Pro-forma (**Annexure-II**) duly superscribing on the envelope "**Application for the post of Sr. Personnel Officer**" to the Secretary, SMP, Kolkata, 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**).
 - vi) Vigilance comments/Clearance Certificate in the Proforma prescribed at **Annexure-IV**.
 - vii) Self attested passport size photographs in two numbers.
4. Crucial date for determining the eligibility will be the last date of submission of application i.e. **22.08.2022**.
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 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**).
6. In terms of Ministry's letter No.A-29018/4/2018-PE-I dated 09.07.2020 and 01.06.2022, the Appointing Authority as well as Disciplinary Authority for all Dy. HOD level posts will be Central Government i.e. Secretary (PSW) and accordingly, the recommendations of the Service Selection Committee shall be conveyed to the Ministry for obtaining approval before issuing appointment order.
7. 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.
8. 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.
9. The last date to receive the application at SMP, Kolkata is **22.08.2022**. Incomplete application or application received after the due date will not be considered.
10. The Circular along with all Annexure is also available on SMPK's official website www.smporkolkata.shipping.gov.in.

Encl.:- As stated.

Yours faithfully,



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

Copy to MD, IPA, 1st Floor, South Tower, NBCC Place, Bhism Pitamah Marg, Lodhi Road, New Delhi – 110003 for kind information. The post is proposed to be filled up as per Kolkata Port Trust Employees' (RSP) Regulations, 2013, in terms of the directives issued by the Ministry vide its letter no. A-29018/4/2018-PE-I dated 1st June, 2022.

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 Kolkata Port Trust Employees' (RSP) Regulations, 2013, in terms of the directives issued by the Ministry vide its letter no. A-29018/4/2018-PE-I dated 1st June, 2022.

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.



भारत का राजपत्र

The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 520]

नई दिल्ली, मंगलवार, अक्टूबर 15, 2013/आश्विन 23, 1935

No. 520]

NEW DELHI, TUESDAY, OCTOBER 15, 2013/ASVINA 23, 1935

पोत परिवहन मंत्रालय

(पत्तन स्कंध)

अधिसूचना

नई दिल्ली, 15 अक्टूबर, 2013

सा.का.नि. 687(अ).—महापत्तन न्यास अधिनियम, 1963 (1963 का 38) की धारा 132 की उप-धारा (1) के साथ पठित धारा 124 की उप-धारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए केन्द्रीय सरकार, इस अधिसूचना के साथ संलग्न अनुसूची में यथा निर्धारित कोलकाता पत्तन न्यास के न्यासी मण्डल द्वारा निर्मित कोलकाता पत्तन न्यास कर्मचारी (नियुक्ति, वरीयता और पदोन्नति) विनियम, 2013 को एतद्वारा अनुमोदित करती है।

2. उक्त विनियम इस अधिसूचना के सरकारी राजपत्र में प्रकाशित होने की तारीख से लागू होंगे।

अनुसूची

कोलकाता पत्तन न्यास कर्मचारी (नियुक्ति, वरिष्ठता और पदोन्नति) विनियम, 2013

महापत्तन न्यास अधिनियम, 1963 (1963 का अधिनियम 38) की धारा 28 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और इस संदर्भ में गठित सभी नियमों, विनियमों, उपनियमों के अधिक्रमण में, उक्त अधिक्रमण के पूर्व उक्त नियम, विनियम अथवा उपनियमों के तहत किए गए अथवा हटाए जाने को छोड़कर कोलकाता पत्तन का न्यासी मंडल एतद्वारा निम्नलिखित विनियम बनाता है, यथा :-

संक्षिप्त नाम और प्रारंभ

1. (i) इन विनियमों का नाम कोलकाता पत्तन न्यास कर्मचारी (नियुक्ति, वरिष्ठता, और पदोन्नति) विनियम, 2013 है।
- (ii) यह महापत्तन न्यास अधिनियम, 1963 की धारा 124 व 132 के प्रावधानों के तहत अपेक्षित केन्द्रीय सरकार के अनुमोदन का भारत के राजपत्र में प्रकाशन की तिथि से प्रभावी होगा।

लागू होना

2. अधिनियम की धारा 24 के उप-धारा (1) के खंड (क) के अंतर्गत पदों सहित मंडल के तहत अधिनियम की धारा 27 के अंतर्गत सूचित सभी पदों के लिये ये विनियम लागू होंगे।

| | | | | | | | | | | | | |
|----|--------------------------|---|---------|---------------------|-----------|----|---|----------------------------------|---|--|---|---|
| | | | | | | | Relations/ Social Work/ Labour Welfare or allied subjects or degree in Law from a recognized university/ institution. | | | | the respective discipline of QAD in the scale of pay of Rs.20,600- 46,500/- with 4 years regular service in the grade in a Major Port Trust. | |
| 3. | Sr. Personnel Officer | 1 | Class-I | 32,900- 58,000/- | Selection | 37 | <u>Essential:-</u> (i) Degree from a recognized university/ institution (ii) Nine 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 degree/ diploma in Personnel Management/ Industrial Relations/ Social Work/ | (a) No (b) Yes. (c) No | 2 | By absorption through composite method falling which by deputation from other Govt. organizations and falling both by direct recruitment. | For absorption through composite method, Officers holding analogous posts or the post of Personnel Officer or officers holding equivalent posts in the respective discipline of QAD in the scale of pay of Rs.24,900- 50,500/- with 3 years regular service in the grade in a Major Port Trust or Personnel Officer and equivalent post in the respective discipline of QAD with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs. 20,600- 46,500/- and Rs. 24,900-50,500/- in | Existing post of LA & IRO will be redesignat ed as Sr. Personnel Officer. |

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.