

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

Dated: 29.08.2022

VACANCY CIRCULAR

Sub: Filling up of one post of Assistant Secretary (Public Relations) in General Administration Department, KDS in the scale of pay of Rs. 40,000 - Rs. 1,40,000/- (pre-revised scale of pay Rs. 16,400 - 40,500/-) by Direct Recruitment method.

Application are invited for filling up of one post of Assistant Secretary (PR) in the scale of pay of Rs. 40,000/- - 1,40,000/- (pre-revised scale Rs. 16,400-40,500/-) under General Administration Department of Kolkata Dock System of Syama Prasad Mookherjee Port, Kolkata, by Direct Recruitment, as per the notified Recruitment Rules as at **Annexure-I**.

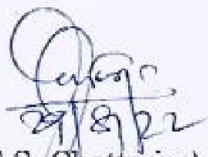
2. The details of the post and its eligibility criteria are as under:-

1.	Name of the post	Assistant Secretary (PR)
2.	Number of post	01
3.	Scale of Pay	Rs. 40,000/- - Rs. 1,40,000/- (pre-revised scale of Rs. 16,400 - 40,500/-)
4.	Criteria	<p>Educational Qualification:-</p> <p>Essential:-</p> <p>a) A Degree in any discipline from recognized University.</p> <p>b) Should possess a certificate in MS Office from any Government Institute or any Private Institute having recognition by DOEACC or any other State Government Proficiency will be assessed through a computer test.</p> <p>Desirable:-</p> <p>a) 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/Institution.</p> <p>b) 2 years experience in Executive / Supervisory Cadre.</p>
5.	Upper Age Limit	30 Years as on 01.08.2022. However, age limit for Port employees shall not apply.
6.	Method of Selection	On the basis of a Competitive Examination or Test and/or Interview by Services selection Committee.
7.	Probation Period	2 Years
8.	Last Date of Receipt of Application	14.09.2022



3. All the applicants should apply in the prescribed format enclosed at **Annexure-II** duly super scribing on the envelope "**Application for the post of Assistant Secretary (PR) in General Administration Department, SMPK**" to the Sr. Personnel Officer (I/C), Syama Prasad Mookerjee Port, Kolkata 6 Fairley Place, Stand Road, B.B.D Bagh, Kolkata 700-001.
4. Those who are in service in Govt./ semi Govt./ CPSU / SPSU / Autonomous Body or any other Govt. Organization should apply through proper channel only.
5. The Last date to receive the application at Sr. PO's Office is **14.09.2022**. Incomplete application or application received after due date will not be considered.

Encl: As stated


(S.S. Chatterjee)
Sr. Personnel Officer (I/C)

Copy to Sr. Asstt. Secretary (PR) for publishing this notification in the display column of these newspapers viz. Anand Bazar Patrika, The Times of India (all editions) and Sanmarg, at the earliest.

Encl: As stated.

Copy to OS/GAD (Main) for information.

Copy to CHE with a request for uploading the vacancy notification in SMPK's website till 14.09.2022 Please.

DRAFT
APPLICATION FORM

Photograph
(3.5 c.m x 3.5
c.m.)

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
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- 6) Present post with scale of pay :
- 7) Date of continuous appointment in the present post :
- 8) Date of first appointment in KoPT (for internal candidates only) :
- 9) Educational and other qualifications :

Examination	University	Year of passing	Class and percentage obtained	Special subjects

10) Details of employment/experience in chronological order :

Name of the Organization	Posts held	Whether Permanent or on Deputation/ Ad-hoc	Scale of pay	From	To	Nature of duties

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) Languages Known :
(Read, Write and Speak)
- 12) 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. 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: