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|  <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, स्ट्रैंडरोड/15, Strand Road, कोलकाता / Kolkata – 700 001 दरभाष/Phone : 2230-3451 फैक्स/Fax : 033-2230-4901 वेबसाइट-Website: www.smporkolkata.shipping.gov.in सामान्य प्रशासन विभाग General Administration Department</p> |  <p>भारत 2023 INDIA वैश्विक कुटुंबकम् ONE EARTH • ONE FAMILY • ONE FUTURE</p> |
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No. Admn/7230/1/Secy/23

Dated 16th May, 2023

To
The Chairperson,
All Major Port Trusts

Sir,

Sub:- Filling up of the post of Secretary (HOD) by
absorption through composite method under Kolkata
Dock System of Syama Prasad Mookerjee Port,
Kolkata – applications invited.

The post of Secretary [to be re-designated as General Manager (Admn)] in the rank of Head of Department under Kolkata Dock System of Syama Prasad Mookerjee Port, Kolkata (SMPK) is to be filled up by Absorption through Composite Method from the officers of Major Port Authorities, fulfilling the eligibility criteria for the concerned post, as per the **Annexure-I**.

2. The incumbent will be initially appointed to the HoD post in the scale of pay of Rs.1,00,000-2,60,000/- (pre-revised Rs. 43,200-66,000/-) and after completion of three years' regular service in the post, he / she will be elevated to the scale of pay of Rs.1,20,000 – 2,80,000/- (pre revised Rs. 51,300-73,000/-), subject to fulfilling the relevant conditions as per the Ministry's guideline vide Letter No. A-12023/15/2018-PE-I dated November 19, 2019.

3. The selection is by merit for which overall grading in the ACRs/APARs will not be below "Very Good".

4. Applications of suitable and willing officers, who satisfy the provisions of the Recruitment Rules for the post of Secretary, may please be submitted through "Online Application Portal (OAP)" of the Ministry of Shipping website <http://onlinevacancy.shipmin.nic.in> from **16.05.2023 to 16.06.2023**. Therefore, all the applicants, after registering themselves in the portal, are required to apply

for the post through OAP and thereafter a printout of the filled-up application along with the following documents may be sent in an envelope, through their Administrative Port superscripting "Application for the post of Secretary", so as to reach the Office of the Secretary, Syama Prasad Mookerjee Port, 15 Strand Road, Kolkata-700001 **on or before 01.07.2023.**

- i) Copies of APARs for the last 5 years, attested by officer not below the rank of Dy. HoD on each page.
- ii) Attested copies of all the certificates in proof of educational qualification, present and past work experience in the respective post and pay scale.
- iii) Vigilance & administrative clearance along with no objection certificate issued by the Head of the office from the respective Ports (**Annexure - II**)
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
- v) Passport size photograph (two numbers).

5. **Crucial date** for determining the eligibility will be **16.06.2023.**

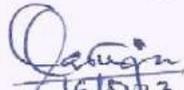
6. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application. Vigilance report is to be furnished in the format prescribed vide Ministry of Shipping's letter no. A-12022/10/2005-PE.I dated 27th August, 2010, copy of which is attached as (**Annexure-III**).

7. Incomplete application or application received after the due date will not be considered.

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

Encl.:- As stated

Yours faithfully,


(S. S. Chatterjee)
16.06.23
Dy. Secretary-I
For Secretary

Copy to Shri Rajiv Nayan, Under Secretary to the Govt. of India, Ministry of Ports, Shipping and Waterways, New Delhi – 110001 for kind information. This has reference to the letter no. A-12023/3/2022-PE-I dated 02.05.2023, communicating the decision of the Ministry to re-advertise the post.

Encl: As stated.

Copy to Managing Director, IPA, 1st Floor, South Tower, NBCC Place, Bhism Pitamah, Lodhi Road, New Delhi – 110003 for kind information.

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(I/C) with a request to kindly arrange for necessary posting of this circular on SMPK's website till 01.07.2023. 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 General Administration Department (Main Administration)*

| 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 years) | 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 |
| 5. | General Manager (Admn.)/ Chief General Manager (Admn.) | 1 | Class-I (HOD) | 100000-260000/- to be elevated to Rs. 1,20,00-2,80,000/- (Pre-revised Rs. 51,300-73,000/-) after completion of 3 years regular service upon consideration by the Competent Authority. | Selection | 45 However in case of officers of any Major Port Trust, possessing prescribed qualification and experience may also apply provided the age limit in such cases shall not exceed 55 years | <u>Essential:-</u> (i) A degree in any discipline from a recognized University (ii) 15 years experience in executive cadre in the field of General Admn., Personnel & Industrial Relations etc. in an Industrial/ Commercial/ Govt. Undertaking. <u>Desirable:-</u> Post Graduate degree/ diploma in Personnel Management/Industrial Relations/ | (a) No (b) Yes (c) No | N. A. | By absorption through composite method failing which by deputation failing both by direct recruitment | For absorption through composite method, Officers holding posts in the scale of pay of Rs.80000-220000/- with 3 years regular service in the grade in the General Administration/ Human Resource Development Deptt. of a Major Port Trust will be eligible. For Deputation, Officers holding analogous posts or post of G.M. (Admn) and equivalent posts in GAD/HRD in the scale of pay of Rs.100000-260000/- in the grade or officers holding the post of Dy. G.M. (Admn) and equivalent posts in GAD/HRD in the scale of pay of Rs.80000-220000/- | Existing posts of Secretary will be re-designated as General Manager (Admn.)/ Chief General Manager (Admn.) |

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|--|--|--|--|--|--|--|--|--|--|--|---|--|
| | | | | | | | Social work/ Labour Welfare or allied subjects or Degree in Law from a recognized university/ Institution. | | | | and above with 3 years regular service in the grade in Govt./Semi Govt. /PSUs/Autonomous Bodies(other than Major Port Trust) will be eligible. The selection will be by merit for which the bench mark in the overall grading in the ACRs will not be below "very good". | |
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* Awaiting Gazette notification



ANNEXURE – II

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 2017-2018 to 2021-22 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.
7. This Port has No Objection in releasing the officer concerned in case he/she is selected for the post applied.

Date:

Signature of the forwarding authority with office seal.

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE
COMMENTS/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 ten preceding years)

| Sl. No. | Organization (Name in full) | Designation & Place of posting | Administrative /nodal Ministry/ Deptt. concerned (in case of officers of PSUs etc.) | From | To |
|---------|-----------------------------|--------------------------------|---|------|----|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

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 :
Officers as on dated

NB:- The applied post being Selection post at the level of Head of Department, the officer is CLEAR/NOT CLEAR (whichever applicable) from vigilance angle as per the guidelines of DoP&T / CVC issued from time to time.

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.