

No. Admn/4284/XI/D/Vig./E1/AVO

Dated: 29.05.2025

To
The Secretaries
All Major Ports

Sir/Madam,

Subject: Filling up of one (01) post of Vigilance Officer, under Vigilance Department, in the scale of pay of Rs. 50,000-1,60,000/- (Pre-revised Rs.10,750-16,750/-) by deputation at Kolkata Dock System under SMP, Kolkata --- applications invited.

One (01) post of Vigilance Officer under Vigilance Department, at Kolkata Dock System, is to be filled up by deputation from amongst the eligible officers of Major Port Authorities / Central Govt. / State Govt. / PSUs / Autonomous bodies. Accordingly, applications are invited for filling up the said vacancy in the post of Vigilance Officer, in the IDA pattern scale of pay of Rs. 50,000-1,60,000/- (Pre-revised Rs. 10,750-16,750/-) (equivalent to CDA pattern scale of pay of Rs. 47,600-1,51,100/-) at SMP, Kolkata (Kolkata Dock System), as per Recruitment Rule, at **Annexure-I**. Deputation will be initially for three (03) years. The detailed Terms & Conditions of deputation is attached at **Annexure- II**.

2. Applications of suitable and willing officers, satisfying the provisions of the Recruitment Rules for the post of Vigilance Officer, may please be forwarded in the prescribed Pro-forma (**Annexure-III**) duly superscribing on the envelope "**Application for the post of Vigilance Officer on deputation basis**", to the Secretary, Syama Prasad Mookerjee Port Kolkata, 15, Strand Road, Kolkata-700001 on or before **30.06.2025**, 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 (**Annexure-IV**).
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
- v) Vigilance clearance certificate in the pro-forma prescribed at (**Annexure-V**).

vi) Self-attested passport size photographs (two numbers).

3. Crucial date for determining the eligibility will be the last date of submission of application i.e., **30.06.2025**.

4. 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 (Annexure-IV), vide Ministry of Shipping's Letter No. A-12022/10/2005-PE.I dated 27.08.2010.

5. The ports/Organizations/Departments are required to forward the application of the applicants with the requisite documents on or before the date of closing i.e 30.06.2025. In case of receipt of advance copy of application in respect of any applicant, candidature of the candidate will not be considered by SMP, Kolkata if the application is not received through proper channel within 15 days of the last date of receipt of application. Incomplete application or application received after the due date will not be considered.

6. The Circular along with annexures is also available on SMP, Kolkata website <https://smp.smpportkolkata.in/smpk/en/> .

Encl: As stated

Yours faithfully,


(C. Chatterjee)
Secretary

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

Copy to the Under Secretary to the Govt. of India, Ministry of Ports, Shipping and Waterways, New Delhi – 110001 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.

ANNEXURE-I

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
2.	Vigilance Officer	1	Class-I	Revised Rs.50000-160000/- as on 01.01.2017 Rs. 20,600-46,500/- as on 01.01.2007 Rs. 10750-16750/- as on 01.01.1997	Selection	NA	NA	(b) Degree of a recognised University	NA	By deputation	Deputation will be from officers holding analogous posts or officers holding posts in the scale of pay of Rs 50000-160000/- (pre-revised - Rs.9100-15100/-) with 5 years regular service in the grade of Major Port Authority./Central Govt./State Govt. / PSUs /Autonomous bodies. Preference will be given to persons having experience in vigilance work. For Deputation the minimum period will be 03 years and not exceeding 05 years.	Deputation will normally be for a period of 03 years and, in any case not to exceed 05 years.
3	Deputy Chief Vigilance Officer	1	Class-I	Revised Rs.80000-220000/- as on 01.01.2017 Rs 32900-58000/-as on 01.01.2007 Rs. 16000-400-20800/- as	Selection	N.A	N.A	N.A	NA	By deputation	Deputation will be from Officers holding analogues post or Officers holding posts in the pay scale of Rs-60000-180000/- (pre - revised Rs. 13,000-18,250/-) with 3 years regular service in the grade OR Officers of a combined regular service of 7 years in the scale of pay of Rs. 60000/-	Deputation will normally be for a period of 3 years and, in any case not to exceed 5 years.

** Awaiting Gazette Notification

Terms & Conditions of Deputation for appointment in the post of Vigilance Officer in the scale of pay of Rs. 50,000-1,60,000/- (Pre-revised Rs. 10,750-16,750/-), under Kolkata Dock System of Syama Prasad Mookerjee Port, Kolkata

1. **Period of Deputation:** The officer shall be on deputation for a period of 3 years from the date of taking over charge of the post which is further extendable to 4 years and in exceptional circumstances, this may be extended upto 5 years, with the consent of the lending organization.
2. **Pay:** While on deputation, the officer may, within one month from the date of his joining in Kolkata Dock System, Syama Prasad Mookerjee Port, Kolkata (KDS, SMPK), may elect to draw either the pay in the scale of pay of the post in KDS, SMPK or his basic pay in the scale of pay of his parent organization plus deputation allowance thereon.
3. **Deputation Allowance:** If he opts for the scale of pay of his parent organization (which is other than SMPK), the deputation allowance will be payable at the rate of 5% of basic pay, subject to a maximum of Rs. 4,500/- per month.
4. **Dearness Allowance:** The officer shall be entitled to Dearness Allowance as per rates prevailing in KDS, SMPK or in his parent organization depending on whether the officer opts to draw pay in the pay scale of the post in KDS, SMPK or the pay in parent organization.
5. **Cafeteria Allowance:** The Deputationist, if opts for the pay of the borrowing organization would be granted perks and allowances subject to a ceiling of 35% of Basic Pay under the concept of Cafeteria approach. List of allowances and or exclusions shall be governed by the applicable rules of the borrowing organizations.
6. **House Rent Allowance:** The officer shall be entitled to draw House Rent Allowance (HRA) at the rates prevailing in Major Port Authorities, or in his parent organization depending on whether he opts to draw pay in the pay scale of the post in Major Port Authorities or pay in his parent organization. The officer shall be entitled to residential accommodation on payment of standard rent according to the rules of Major Port Authorities. The officer will not be entitled to HRA in case he is provided with SMPK residential accommodation.
7. **Joining Time Pay and Transfer Travelling Allowance:** The officer shall be entitled to Joining Time Pay and Travelling Allowance, both on joining the post on deputation in Syama Prasad Mookerjee Port and on reversion there from to his parent organization, as admissible under the rules. The expenditure on this account will be borne by SMPK.
8. **Travelling Allowance for journey on duty during the period of deputation:** The Officer shall be entitled to Travelling Allowance and daily allowance for journeys undertaken after joining on deputation according to the relevant rules of SMPK.
9. **Leave (Earned, Half-pay & Casual Leave):**
 - a) KDS, SMPK, will maintain a leave account of the officer concerned, on the basis of extract of the leave account received from his parent organization. KDS, SMPK will determine the leave admissible to the officer concerned and sanction it under intimation to



the parent organization. That means the copy of the leave sanctioned to the officer during deputation will be sent to parent organization.

b) Officer shall continue to be governed by the Leave rules of his parent organization. The procedure as laid down in the rules and regulations of parent organization should be followed scrupulously.

10. **Leave Salary/Pension/NPS Contributions:** The leave due and admissible to the officer from his parent organization during the deputation period shall be as per parent organization's rules and regulations policy. During the deputation period, the admissible leave to the officer as per rules, the reimbursement of leave admissible to him for that period, will be reimbursed to the parent organization by SMPK as per the parent organization policy.

Leave salary contribution (except for the period of leave availed on deputation) and pension contribution (Employer's share - if pension scheme is available in the parent organization) will be paid by SMPK to the parent organization.

In case the officer is covered under New Pension Scheme (NPS), the borrowing organization, i.e. SMPK will provide matching contribution to the NPS account of the employee during the deputation period and remit it to the parent department/organization, provided such facility exists in his parent organization.

No leave salary contribution will be payable during the period of his leave while on deputation. SMPK shall pay pension contribution to his parent organization, in respect of his foreign service in accordance with the orders issued under FR 116 within 15 days from the end of each financial year or the end of the deputation if the deputation expires before the end of financial year.

11. **Employee Provident Fund Subscription:** During the period of deputation, he will be governed by the rules of parent department/organization, SMPK will deduct the subscription by contribution on this account from his pay and allowances and remit it to the parent department/organization. The officer shall continue his subscription to the Employee Provident Fund of which he is a member in accordance with the prescribed rules. KDS, SMPK shall reimburse the E.P.F amount deducted every month from his salary due amount and also

Foreign Employer equal contribution amount to parent organization by Demand Draft. The same will be credited in his E.P.F regular account under his common Universal Account Number (U.A.N).

12. **Leave Salary on account of disability leave:** KDS, SMPK shall be liable to pay leave salary in respect of any disability leave that may be granted on account of disability incurred in or through deputation even if such disability manifests itself after the termination of deputation.

13. **Leave Travel Concession:** The officer shall be entitled to the leave travel concession according to the relevant rules of the parent organization on the subject. The expenditure in this respect shall be borne by SMPK. However, the Deputationist opting for LTC shall be entitled to only 30% of basic pay as Cafeteria Allowance. In that case the Deputationist shall be allowed LTC as per the rules of SMPK, subject to the condition that the officer had not



already, before proceeding on deputation, availed of the concession during the particular block years period of his deputation.

14. **Medical Facilities:** The officer shall be entitled to the Medical facilities in accordance with the Rules/Regulations of SMPK.

15. **Departmental Inquiry:** If a departmental inquiry is to be initiated against the officer during his deputation. SMPK may revert back the officer to his parent organization.

16. **Subsistence Allowance:** The subsistence allowance only for the period between suspension and repatriation shall be paid by SMPK.

17. **Premature reversion of deputationist to parent organization:** As and when a situation arises for premature reversion to the parent organization of the deputationist, his services could be so returned after giving an advance notice of three months to his parent organization and the employee concerned. However, SMPK, in exceptional circumstances, may return the services of the deputationist to his parent cadre without such advance notice.

18. **Residuary Matters:** In all matters relating to conditions of service and benefits/facilities in SMPK, not covered under item Nos. 1 to 17 above, the officer will be governed by the existing rules, regulations and orders of SMPK.

19. **Relaxation of Conditions:** Any relaxation in the above said terms and conditions will require prior concurrence/approval of SMPK, as the case may be.

20. The deputation will commence on the date on which he hands over the charge of his post in his parent organization and end on the date on which he assumes charge of the post under his parent organization.

The above-mentioned terms and conditions would be applicable till the Deputationist remains on deputation with SMP, Kolkata. On reversion from deputation, he will be governed by the relevant rules laid down for the Parent Organization.

I have understood the above and accept the offer on the terms and conditions specified above.

Signed in presence of

1. Name :

Designation :

Address :

2. Name :

Designation :

Address :



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) 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	Subjects

10. Details of fulfilling qualifying service in the feeder grade:

Scale of Pay	Period		
	On Regular basis	On Officiating basis	Against Temporary post
Rs. 50,000 – 1,60,000 – (Pre – revised Rs. 20,600 – 46,500/-) [equivalent to Rs. 10,750-16,750/-]			
Rs. 50,000 – 1,60,000 – (Pre – revised Rs. 20,600 – 46,500/-) [equivalent to Rs. 9,100-15,100/-]			

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 my candidature 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 2019-2020 to 2023-24 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 deputation basis.

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.