



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता  
**Syama Prasad Mookerjee Port, Kolkata**  
15, स्ट्रैंड रोड/15, Strand Road,  
कोलकाता/Kolkata – 700 001  
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Website: [www.smpportkolkata.shipping.gov.in](http://www.smpportkolkata.shipping.gov.in)  
सामान्य प्रशासन विभाग/ Genl. Admn. Deptt.



No. Admn/7282/1/Secy/IV/E1

Dated: 09.01.2025

To  
The Secretaries  
All Major Port Authorities

Sir,

Subject: Filling up the post of Sr. Dy. Secretary 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.

One post of Sr. Dy. Secretary under Genl. Admin. Deptt. under SMP, Kolkata (Kolkata Dock System) will fall vacant w.e.f. 01.06.2025. Accordingly, applications are invited for filling up of one post of Sr. Dy. Secretary, in the Scale of Pay of Rs. 80,000-2,20,000/- (Pre-revised Rs. 32,900-58,000/-) under Kolkata Dock System of SMP, Kolkata, by absorption through Composite method, as per prevalent Notified Recruitment Rules for the said post, as at **Annexure-I**.

2. Applications of suitable and willing officers, satisfying the provisions of the Recruitment Rules for the post of Sr. Dy. Secretary, may please be submitted through "Online Application Portal (OAP)" of the MoPS&W's website <http://onlinevacancy.shipmin.nic.in> from **09.01.2025 to 10.02.2025**. 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 in application along with the following documents may be sent in an envelope, through their Administrative Port, duly superscribing on the envelope "Application for the post of Sr. Dy. Secretary", so as to reach the Office of the Secretary, Syama Prasad Mookerjee Port, 15 Strand Road, Kolkata-700001 on or before **25.02.2025:-**

- 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 case of appointment/ promotion on "officiating" and/or "ad-hoc" and/or "pro-forma" basis, the details of "regularization" thereon may be indicated clearly) 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 - II**).
- vi) Vigilance comments/clearance certificate in the pro-forma prescribed (**Annexure-III**).
- vii) Self attested passport size photographs (two numbers).

3. Crucial date for determining the eligibility will be **01.06.2025**.

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, vide Ministry of Shipping's letter No.A-12022/10/2005-PE-I dated 27<sup>th</sup> August, 2010.

5. In terms of Ministry's letters No.A-29018/4/2018-PE-I dated 09.07.2020 and A-29018/4/2018-PE-I dated 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.

6. The last date of submission of application is **10.02.2025**. Incomplete application or application received after the due date will not be considered.


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 submission of application i.e. **25.02.2025**.

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 Circular along with annexure is also available on SMP, Kolkata website <https://smp.smporkolkata.in/smpk/en/>.

Encl: As stated

Yours faithfully,

  
(S.S. Chatterjee)  
Sr. Dy. Secretary-II  
For Secretary



# 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 स्कांध)

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 एतद्द्वारा 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 एतद्द्वारा निम्नलिखित विनियम बनाता है, यथा :-

**संक्षिप्त नाम और प्रारंभ**

- (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**

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

							an Industrial/ Commercial/ Govt. Undertaking. <u>Desirable</u> i) Post Graduate degree/ diploma in Personnel Management/ Industrial Relations/ Social Work/ Labour Welfare or allied subjects or degree in Law from a recognized university/ institution. <u>OR</u> (ii) Post Graduate Degree/ Diploma in Public Relation is also desirable and Five years experience in executive cadre in the field of Public Relation.			regular service in the grade. <u>Absorption/ deputation</u> will be of Officers holding analogous posts or post of Sr. Asstt. Secretary and other equivalent post in the scale of pay of Rs. 20600-46500/- with 4 years regular service in the grade in GAD in a Major Port Trust.		
3	Sr. Dy. Secretary	2	Class-I	32900-58000/-	Selection	37	<u>Essential</u> i) A Degree in any discipline from a recognised University. ii) 9 years experience in executive cadre	(a) No (b) Yes (c) No	N.A.	By <del>absorption</del> through composite method failing which by deputation from other Govt. organizations	For <u>absorption</u> through composite method, Officers holding analogous posts or the post of Dy. Secretary and equivalent posts in the respective discipline of GAD in the scale of pay of Rs.24900-50500/-	Existing posts of OSD(O&W) will be re-designated as Sr. Dy. Secretary.

						<p>in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/ Commercial/ Govt. Undertaking</p> <p><u>Desirable</u></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 recognized university/ institution.</p> <p><u>OR</u></p> <p>(ii) Post Graduate Degree/ Diploma in Public Relation is also desirable and 9 years experience in executive cadre in the field of Public Relation.</p>		<p>and failing both by direct recruitment.</p>	<p>with 3 years regular service in the grade in a Major Port Trust or Dy. Secretary and equivalent post in the respective discipline of GAD with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs. Rs. 20600-46500/- and Rs. 24900-50500/- in the respective discipline of GAD in a Major Port Trust will be eligible..</p> <p>For <u>deputation</u>, Officers holding analogous posts or post of Dy. Secretary and equivalent posts in the respective discipline of GAD in the scale of pay of Rs. 24900-50500/- in Govt./ PSUs or Autonomous Bodies with 3 years regular service in the grade will be eligible.</p> <p>The selection is by merit for which the benchmark in overall grading in the APARs will not be below "very good".</p>	
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**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 2018-2019 to 2022-23 are enclosed.
6. The veracity of the educational qualification certificates and caste certificates submitted by the applicant are endorsed 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.

Dated:

Signature of the forwarding authority with office seal.

**PARTICULARS OF THE OFFICER FOR WHOM VIGILANCE  
COMMENT/CLEARANCE BEING SOUGHT**

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(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.

N.B: The applied post being Selection post at the level Dy. HoD, the officer is CLEAR / NOT CLEAR (whichever is applicable), from vigilance angle, as per guidelines of Ministry of Ports, Shipping & Waterways vide letter No. A-29018/4/2018-PE-I dated 30.05.2022.

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.