

**Sub : Filling up of the post of Treasurer by deputation in Kolkata Port Trust**

Applications are invited for filling up of 1 (one) post of Treasurer (Class –I) in the scale of pay of ` 20600 – 46500/- (under Industrial DA pattern) by deputation from the officers holding analogous post of Treasurer or officers holding posts of Treasurer / Astd. Treasurer in the scale of pay of ` 12100-30800/- (pre-revised) / ` 21000-33500/- (Revised) or above under Industrial DA pattern or drawing Band Pay in PB-1 scale *plus* grade pay of ` 2800/- or above under CDA pattern, with 2 year's regular service in those grades in a Major Port Trust / Central Govt. / State Govt. / Public Sector Undertaking / Autonomous Body / Dock Labour Board .

Terms and conditions of Deputation are detailed in **Annexure –I**.

**Educational and other qualification required:**

A degree in commerce from a recognized University and a minimum of 2 years regular service in the scale of pay as mentioned in the preceding paragraph are essential.

Incumbents fulfilling the above eligibility criteria may apply **through proper channel** as per the pro-forma enclosed (**Annexure-II**) duly super scribing on the envelop "Application for the post of Treasurer" to the Financial Adviser & Chief Accounts Officer , Kolkata Port Trust, 15,Strand Road, Kolkata - 700001 along with the following documents :

- i) Photocopy of APARs of the applicant for last 5 years, ending latest reporting year, duly attested by the officer not below the rank of Deputy HOD on each page.
- ii) Attested copies of all certificates related to proof of educational qualification, work experience containing starting and end date of working in the respective post and pay scale.
- iii) No objection certificate of the present employer (**Annexure- III**).
- iv) Undertaking of the applicant to the effect that candidature will not be withdrawn, if selected.
- v) Vigilance / Administrative Clearance of the concerned office, as per enclosed proforma, duly filled, signed and stamped by the forwarding authority (**Annexure-IV**).
- vi) The veracity of the certificates may be ensured & certified,
- vii) Two recent passport size photographs.

Complete Applications, through proper channel, should reach the office of the Financial Adviser & Chief Accounts Officer latest by **30<sup>th</sup> October, 2015**.

Applications received late or incomplete applications or applications received without the aforesaid certificate, as per the prescribed pro-forma, may not be considered. No action will be taken on Advance Copy.

Financial Adviser & Chief Accounts Officer

**TERMS AND CONDITIONS OF DEPUTATION IN KOLKATA PORT TRUST**

1. **Period of Deputation:** Initially for 3 years from the date of taking over charge of the post subject to curtailment/extension by the Competent Authority.
2. **Pay:** During the period of deputation within the same station, in case the incumbent opts to draw pay in the parent cadre, he/she will be entitled to deputation allowance @ 5% of basic pay subject to a maximum of Rs. 2,000/- per month. In other case, deputation allowance will be 10% of basic pay subject to a maximum of Rs. 4,000/- per month.
3. **Dearness Allowance:** He/She will be entitled to DA as per rates prevailing in his/her parent organization or at the rates prevailing in KoPT depending on whether he/she retains his/her scale of pay under his/her parent organization or he/she draws pay in the scale attached to the post of KoPT.
4. **Local Allowance:** Like Compensatory (City) Allowance and HRA: To be regulated under the rules of KoPT. He/She will not be entitled to HRA in case he/she is provided KoPT residential accommodation.
5. **Leave & Pension:** During the period of deputation, he/she will continue to be governed by the leave and pension Regulations of his/her parent organization, applicable to him/her before such deputation.
6. **Provident Fund:** During the period of deputation, he/she will be governed by the rules of parent department/organization. KoPT will deduct the subscription by contribution on this account from his/her pay and allowances and remit it to the parent department/organization.  

In case the incumbent covered under New Pension Scheme (NPS), KoPT will provide matching contribution to the NPS account during the deputation period and remit it to the parent department/organization.
7. **Leave Travel Concession:** LTC will be regulated under the rules of KoPT.
8. **Medical Concession:** He/She will be entitled to the Medical Concession under the rules of the KoPT.

9. **Residential Accommodation:** He/She will be entitled to residential accommodation according to the rules of KoPT. When residential accommodation is provided by KoPT, he/she will have to pay rent to the KoPT as per rules.
10. **Leave salary contribution and pension contribution:** Leave salary contribution will be paid by KoPT to his/her parent organization, as per applicable rates from time to time. No leave salary contribution will be payable during the period of his/her leave while on foreign service. KoPT shall pay pension contribution to his/her parent organization, in respect of his/her 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. **Joining Time Pay and Transfer TA:** He/She will be entitled to TA and joining time, both on joining the post on deputation in Kolkata Port Trust and on reversion there-from to his/her parent organization, as per the practice in vogue at KoPT. The expenditure on this account will be borne by KoPT.
12. **Residual Matters:** In all matters relating to conditions of service not governed by Item 1 to 11, he/she shall be governed by the rules, regulations and orders applicable to the employees of KoPT.

APPLICATION FOR THE POST OF TREASURER

**Affix  
Passport Size  
Photograph**

1. Name of the Candidate :
2. Name of Father / Husband :
3. Date of Birth :  
(Attested copy of certificate to be enclosed)
4. Date of Appointment :
5. Sex : Male / Female :
6. Permanent Address :
7. Address for Communication :
8. Telephone / Mobile No. :
9. E-mail Address :
10. Caste : (Whether SC/ ST/ OBC/ UR) :  
(Attested copy of certificate to be enclosed)
11. Nationality :
12. Present post held along with the details of earlier :  
post/s (with pay scale ) held in chronological order  
(copies of proof shall be enclosed)

Name of the Organisation	Post Held	Scale of Pay	From	To	Nature of Duties

13. Present pay and pay scale of the post indicating :  
detailed break-up of emoluments
14. Educational Qualification :  
(Attested copies of certificates shall be enclosed)

	Percentage % with Division / Class	Name of University / College / Board	Honours / Pass Course
Class - X			
Class - XII			
Graduation			
Post Graduation			
Additional			

15. Additional information, if any :

Declaration

I, Shri / Smt. .... (name of the applicant) hereby declare that, the information furnished above are true and correct. In case any information is found incorrect / false, I myself render liable for disqualification for the post applied for apart from the necessary actions as may be deemed fit.

Signature of the candidate

Place:  
Date:

CERTIFICATE TO BE GIVEN BY THE EMPLOYER

1. It is certified that the particulars furnished by the officer is correct.
2. It is certified that no discrepancy / vigilance case is pending or contemplated against the applicant and he / she is clear from 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 the ACRs / APARs for the last 5 years attested on each page by the officer not below the rank of Dy. HOD are enclosed.
6. The candidate, if selected, will be relieved immediately.
7. Undertaking of the applicant not to withdraw the candidature, if selected, is enclosed.

Signature of the forwarding authority with  
name, designation and official seal

Date :

PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE /ADMINISTRATIVE  
CLEARANCE IS BEING SOUGHT

(TO BE FURNISHED AND SIGNED EITHER BY CVO OR HOD)

1. Name of Officer (in full) :
2. Father's name :
3. Date of Birth :
4. Date of retirement :
5. Date of entry in service :
6. Service to which the officers belong including batch / year / cadre etc. , wherever applicable :
7. Position held (during 10 preceding years) :

Name of the Organisation	Post Held	Scale of Pay	From	To	Nature of Duties

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 officers during the last 10 years and if so, whether any punishment was awarded to the officer. :
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). (\*)

Signature of the forwarding authority with  
name, designation and official seal

Date :