



श्यामा प्रसाद मुखर्जी पत्तन, कोलकाता
SYAMA PRASAD MOOKERJEE PORT, KOLKATA
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
कार्मिक एवं औद्योगिक संपर्क प्रभाग
Personnel & Industrial Relations Division



जवाहर टावर कंप्लेक्स,
हल्दिया टाउनशिप - 721 607
जिला - पूर्ब मेदिनीपुर
दूरभाष सं. (03224) 264848 / 263160

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Haldia Township – 721607
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No: P&IR/13/4/2024/130

Date: April 15, 2024

Secretary,
All Major Ports

(_____ Port Authority).

महोदया / महोदय
Madam / Sir,

Sub.: Filling up of the post of Manager, Marine Operations Division under Haldia Dock Complex, SMP-K by Absorption through Composite method.

One post of Manager under Marine Operations Division, Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata, in the scale of pay of ₹1,00,000 – 2,60,000/- (pre revised ₹43,200 – 66,000/-) has fallen vacant.

- The post of Manager under Marine Operations Division, Haldia Dock Complex, SMP-K is to be filled up by Absorption through Composite Method, from the officers of Major Ports, fulfilling the eligibility criteria prescribed in the Recruitment Rules for the concerned post enclosed at **Annexure-I**. However, actual filling up of the vacancy will be done upon concurrence /approval of the Ministry.
- The selection is by merit for which benchmark in overall grading in the ACRs / APARs will not be below “Very Good”.
- Applications are invited from eligible and willing officers, who satisfy the provisions of the Recruitment Rules for the post of Manager under Marine Operations Division, HDC, SMP-K, as per **Annexure –I**. The applications are to be submitted in the “Online Application Portal (OAP)” of the Ministry of Ports, Shipping and Waterways website <https://onlinevacancy.shipmin.nic.in> from **16.04.2024 to 15.05.2024**. No application other than those submitted through OAP shall be accepted.

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5. In case of receipt of advance copy of application by HDC in respect of any applicant, candidature of the candidate will not be considered if the application is not received through proper channel at HDC within 15 days of last date of receipt of applications, i.e. within **30.05.2024**, as per Ministry's advisory / instruction dated 11.08.2021 in respect of filling up the post of Dy. HoD level.

6. The candidate shall have to submit the printout of the application in the format (as uploaded by him / her in the OAP) to his / her administrative Port for onward forwarding to HDC, along with all enclosures. The administrative Ports are requested to forward the applications of the candidates along with the following documents superscribing the envelope "**Application for the post of Manager, Marine Operations Division, HDC, SMP-K**", so as to reach the office of the undersigned on or before **30.05.2024**:-

- i) Copies of APARs for the last 5 years (2018-19 to 2022-23), attested by an officer not below the rank of Dy. HoD on each page. If APAR for a particular year is not available, last available APAR may be furnished, along with a non-availability certificate.
- ii) Self-certified photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.
- iii) No objection certificate from the respective Port to relieve the applicant in the event of his / her selection.
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by the Service Selection Committee.
- v) Vigilance and administrative clearance of the concerned Port, as per enclosed proforma (**Annexure-II**).
- vi) Two recent passport size colour photographs.
- vii) Complete service details of the applicant with posts held.

7. The crucial date for determining eligibility will be **15.05.2024**.

8. 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 (**Annexure -III**) prescribed by the Ministry of Ports, Shipping and Waterways vide letter no. C-31018/5/2020-Vigilance dated 15.02.2022 and letter no. A-29018/4/2018-PE-I dated 30.05.2022.

9. Also, as per the Ministry's advisory / instructions dated 11.08.2021, the port official, who withdraws the candidature for the post after his / her selection by the Service Selection Committee, will be liable for debarment from the future selection to Dy. HoD level post in all Major Ports for a period of two years.

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10. Incomplete applications or application not made following the stated procedure or received after the due date will not be considered.

Encl.: As stated.

सादर / Yours' sincerely,

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(अयन कुमार नाग / A. K. Nag)
वरिष्ठ उप प्रबंधक / Sr. Dy. Manager
पीएंडआईआर प्रभाग / P&IR Division
हल्दिया गोदी परिसर / Haldia Dock Complex

Recruitment Rules for the post of Manager, Marine Operations Division, Haldia Dock Complex, SMP-K

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 & Other Qualifications prescribed for Direct Recruitment	Whether a) Age b) Educational Qualifications c) Experience for direct recruits will apply in the 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
1	Manager	1	I	43200 - 66000 (revised to Rs.100000-260000/-)	Selection	39	Essential: <u>EITHER</u> (i) Must hold a Certificate of Competency as Master of Foreign-going ship issued by the MOS, Govt. of India, or Dredge Master Gr. I, or, an equivalent qualification recognized by the MOS, Govt. of India (ii) Must hold Pilot License and have eight years experience as Master of a Foreign-going ship or in Piloting or cumulative. <u>OR</u> (i) MOT 1st Class (Combined or Motor) certificate issued under the Merchant Shipping Act, 1958 (ii) Five years experience as Chief Engineer on board a Foreign-going ship.	a) No. b) Yes. However, officers with Certificate of 1st Mate (FG) / Dredge Master Gr. II / 2nd Mate (FG) / Dredge Mate Gr-I / B. Sc. Nautical Science / Passing out from T.S. Rajendra / T.S. Chanakya / T. S. Dufferin, or, Science Graduates who have qualified as Pilots, will also be eligible. c) No.	NA	By Absorption through composite method, failing which, by deputation and failing both, by direct recruitment.	For absorption through composite method, officers holding analogous post or holding posts in the scale of pay of Rs.36600 - 62000/-(revised to Rs.90000-240000/-) with 2 years regular service in the grade in Marine department in a Major Port Trust, will be eligible. For deputation, officers holding analogous post or holding posts in the scale of pay of Rs.36600 - 62000/- (revised to Rs.90000-240000/-) with 2 years regular service in the grade in Marine department in Govt. / PSUs / Autonomous Bodies, will be eligible. Selection is by merit for which the benchmark in overall grading in APARs will not be below 'Very Good'.	

Certificate to be given by Head of Office

of Shri / Smt.

Designation.....

1. It is certified that the particulars furnished by the Officer are correct and he / she fulfils the eligibility criteria.
2. It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and that he / she is clear from the Vigilance and Administrative angle.
3. His / her integrity is certified.
4. It is certified that no Major / Minor penalty has been imposed on the Officer during the last 10 years.
5. Copies of APARs for the last 5 years from 2018 – 2019 to 2022 – 2023 are enclosed.

Dated:

Signature of the forwarding authority along with office seal.

**PARTICULARS OF THE OFFICER FOR WHOME VIGILANCE
COMMENTS / CLEARANCE BEING SOUGHT**

(To be furnished and signed by the CVO or HOD)

1. Name of the Officer (in full) :
2. Fathers' 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.	Organisation (Name in full)	Designation & Place of posting	Administrative / Nodal Ministry / Department Concerned (in case of officers of PSUs, etc.)	From	To
1.					
2.					
3.					

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 Officers 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 the CCS (Conduct) Rules, 1964 within the prescribed limit. :
14. Details of complaint pending against the officer as on date. :

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.