

- educational qualifications, experience, initiative, strength of character, integrity and readiness to accept individual responsibility.
16. In assessing the merits of employees competing for the above initiative, management, quality of work, sense of responsibility, integrity, etc. of the employee concerned shall be taken into consideration for a period of time normally for a period not less than three years, for which record and above the ACBs of the concerned employees, the aspects of these different aspects referred to in the items mentioned above may also be taken into account if necessary.
17. In case of promotion to initiative posts other than mentioned in Class (I) above, the Departmental Promotion Control Selection Committee shall assess the merits of the employees for the higher post by considering different records, concerning the employees including the ACBs and grade the employees concerned as 'satisfactory', 'very good' and 'good' and arrange their names in order of their suitability in such a way that the grade 'satisfactory' shall be given to those who have the best marks.
18. **Retention of staff in initiative posts of grade 10.** - When a post is filled by promotion the Selection Committee the Departmental Promotion Control Selection Committee shall take the initiative to retain the selected employees, if the candidates are promoted to initiative posts and qualified by means of adequate experience.
19. **Retention of staff in initiative posts of grade 11.** - The Deputy Chairman may specify from time to time the number of posts, confirmation in which shall be subject to the passing of a qualifying departmental test. The Dy. Chairman may also specify provision to limit the details of the qualifying departmental test to the procedure for holding the test, the syllabus for the test, the intervals at which the test shall be held, the maximum period with which the test shall be passed by the candidates etc.
20. **Retention of staff in initiative posts of grade 12.** - An employee promoted to a post that does not require a qualifying departmental test, may be specified by the Dy. Chairman from time to time, in any particular case, during which the employee shall be retained. When the passing of a test specified in a condition precedent to promotion to a higher grade post, an employee shall be considered for promotion to such a post after the specified period.
21. **Retention of staff in Dy. Chairman's office.** - The candidates for the posts of staff for special services to be recruited may be recruited by a special committee.
22. **Office of the Chairman of the Board.**
- (a) If an suitable candidate is available for appointment to any post by promotion from within the Division, the post may be filled by direct recruitment or transfer from another Division or by Appointment of an officer employed under any other Post Authority in India, the Central Government, a State Government or any local authority, undertaking or any Government Company as defined in Section 677 of the Companies Act, 1956 (1 of 1956) or institution receiving grant from Government. In such cases, age limit, qualifications and experience for appointment shall be prescribed by the Board.
- (b) The appointing authority may advertise for appointment to any post by promotion from within the Division, the post may be filled by direct recruitment or transfer from another Division or by Appointment of an officer employed under any other Post Authority in India, the Central Government, a State Government or any local authority, undertaking or any Government Company as defined in Section 677 of the Companies Act, 1956 (1 of 1956) or institution receiving grant from Government. In such cases, age limit, qualifications and experience for appointment shall be prescribed by the Board.
23. **Charities.** - No employee shall be promoted to any post by promotion or by Appointment of an officer employed under any other Post Authority in India, the Central Government, a State Government or any local authority, undertaking or any Government Company as defined in Section 677 of the Companies Act, 1956 (1 of 1956) or institution receiving grant from Government, in such cases as may be agreed upon by the Board from time to time.
24. **Retention of staff in initiative posts of grade 13.** - Notwithstanding anything contained in these Regulations, the Chairman in the discharge of his duties or in public interest may specify any of the posts in these regulations provided that the employees (employees) likely to be affected by such retention shall give an opportunity to represent against such decision within specified time and any such representation submitted by the employee/employees shall be duly considered by the Chairman. If on such consideration to the opinion of the Chairman the retention is required to be made, the reasons for making such retention shall be recorded in writing and shall be open to public inspection at the Board.
25. If any specifications in the rules, regulations or instructions or in respect of any matter are heretofore issued by the Central Government, they shall be deemed to be incorporated in these Regulations unless otherwise specified.
26. Nothing in these rules shall affect the provisions relating to age limit and other conditions required to be prescribed for Scheduled Caste and Scheduled Tribe and other special categories of persons in accordance with the orders issued by the Central Government from time to time in regard to age limit.
27. **Management Training.** - The Management Training will be awarded in India as per their qualifications.

SCHEDULE 'A'
(Via Regulation No. 1)
CLASSIFICATION OF POSTS

- (i) **Class I Post:**
- (a) All posts of Head of Department ;
- (b) All posts carrying pay or scale of pay (inclusive of allowances) the maximum of which is Rs.100,000/- (Pre-revised) or more per month;
- (c) All posts not covered by (a) and (b) especially declared to be Class I posts by the Board.
- (ii) **Class II Post:**
- (a) All posts not covered by (i) above carrying pay or scale of pay (inclusive of allowances) the maximum of which is more than Rs. 80,000/- (Pre-revised) but less than Rs.100,000/- (Pre-revised) per month;
- (b) All posts not covered by (i) especially declared to be Class II posts by the Board.
- (iii) **Class III Post:**
- (a) All posts not covered by (i) and (ii) above carrying pay or scale of pay (inclusive of allowances), the maximum of which is more than Rs. 60,000/- per month (revised) but does not exceed Rs. 2,000/- per month (revised).
- (b) Posts not covered by (i) especially declared to be Class III posts by the Board.
- (iv) **Class IV Post:**
- (a) All posts not covered by (i), (ii), (iii) above carrying pay or scale of pay, the maximum of which is Rs. 2,000/- or below per month (revised).

SCHEDULE 'B'
(Via Regulation No. 2)
APPOINTING AUTHORITIES

1. The Central Government shall be the Appointing Authority in respect of all posts of Head of Department and all other posts the maximum of pay scales of which exceed Rs.75,000/- (Pre-revised).
2. The Chairman shall be the Appointing Authority in respect of posts the maximum of pay scales of which exceed Rs.2,000/- (Pre-revised) per month but does not exceed Rs.75,000/- (Pre-revised) per month.
3. The Dy. Chairman shall be the Appointing Authority in respect of posts, the maximum of pay scales of which exceed Rs.15,000/- (Pre-revised) per month but does not exceed Rs.2,000/- (Pre-revised) per month.
4. The General Manager (Operations) and General Manager (Management & Services) shall be the Appointing Authority in respect of posts in their respective departments the maximum of pay scales of which does not exceed Rs.2,000/- per month (revised).

KOLKATA PORT TRUST HALDA ROAD COMPLEX SCHEDULE - 'C'										
ADMINISTRATIVE DIVISION										
Sl. No.	Designation	Level	Scale of Pay	Ministry/Department	Qualification	Experience	Other Conditions	Remarks	Grade	Remarks
1	Secretary	1	15000-18000	Selection	10	10	10	10	10	10
2	Joint Manager	1	14000-18000	Selection	10	10	10	10	10	10
3	Joint Manager	1	14000-18000	Selection	10	10	10	10	10	10
4	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
Special class B.S.A.No.197(2) dated 22.08.2005										
5	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
6	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
7	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
8	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
9	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
10	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
11	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
12	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
13	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
14	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
15	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
16	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
17	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
18	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
19	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
20	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
21	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
22	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
23	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
24	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
25	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
26	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
27	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
28	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
29	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
30	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
31	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
32	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
33	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
34	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
35	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
36	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
37	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
38	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
39	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
40	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
41	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
42	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
43	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
44	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
45	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
46	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
47	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
48	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
49	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10
50	Asst. Secy	1	13000-18000	Selection	10	10	10	10	10	10

