



कोलकाता पत्तन न्यास
KOLKATA PORT TRUST
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX



कार्मिक एवं औद्योगिक संपर्क प्रभाग
Personnel & Industrial Relations Division

जवाहर टावर कम्प्लेक्स,
हल्दिया टाउनशिप - 721 607
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जिला - पूर्ब मेदिनीपूर

Jawahar Tower Complex,
Haldia Township - 721607,
Phone No. (03224) 263160,
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Dist. - Purba Medinipur.

No: P&IR/13/2014/2585

Date: October 21, 2014

Chairman,
All Major Port Trusts
(_____ Port Trust).

Sub.: Filling up of the post General Manager (Finance)
under Haldia Dock Complex, Kolkata Port Trust

Sir,

One vacancy of General Manager (Finance) under Haldia Dock Complex, Kolkata Port Trust in the pay scale of Rs. 51300-73000/-, is to be filled up by Absorption through Composite Method, from the officers of Major Port Trusts, fulfilling the eligibility criteria prescribed in the Recruitment Rules for the concerned post, as per the enclosed Schedule of the KoPT Employees' (Recruitment, Seniority and Promotion) Regulations, 2013 (Annexure-I). However, the eligibility criteria w.r.t the required qualifying service in the feeder cadre, will be relaxed in deserving cases, as per Ministry of Shipping, Govt. of India's letter No.F.No.PR-12012/3/2009-PE.1 dated April 22, 2013 & PR-12012/3/2009-PE.1 dated March 12, 2014.

You are requested to circulate the above vacancy amongst the eligible officers of your Port. The applications (in the prescribed proforma, Annexure-II) of suitable and willing officers of your Port who satisfy the eligibility criteria, as per the enclosed Schedule, may be forwarded, alongwith the following documents, duly superscribing the envelope as 'Application for the post of General Manager (Finance)', so as to reach the undersigned on or before **December 3, 2014**.

- i) Photocopy of the ACRs / APARs of the applicant for the last 5 years, duly attested on each page by an officer not below the rank of Dy. HOD.
- ii) Attested photocopy of all certificates in support of educational qualification, present and past work experience in the respective post with pay scale.
- iii) No objection certificate of the Port.
- iv) Undertaking of the applicant not to withdraw, if selected.
- v) Vigilance / Administrative Clearance of the concerned Port, as per enclosed proforma (Annexure-III).
- vi) Two passport size photographs.

If any major or minor penalty has been imposed on the applicant during the last 10 years, the details of the disciplinary case leading to such penalty, alongwith necessary documents, may

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(2)

be sent alongwith the application. The vigilance clearance may be furnished in the format prescribed, vide Ministry's letter No. A-12022/10/2005-P.E.I dated August 27, 2010.

Encl.: As stated.

Yours faithfully,

(एच. एस. बनर्जी) / (H. S. Banerjee)

प्रबंधक (पी. एंड आई. आर.) / Manager (P&IR)

RECRUITMENT RULE FOR THE CLASS-I POST OF GENERAL MANAGER (FINANCE)

| 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 Qualification 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 | General Manager (Finance) | 1 | I | 51300-73000/- | Selection | 40 | Essential:- (i) Member of Institute of Chartered Accountants of India or of Institute of Cost & Works Accountant of India. (ii) Thirteen years experience in an executive cadre in the field of Finance, Accounting in an industrial / commercial / Govt. Undertaking. | a) No b) Yes c) No | Not Applicable | By Absorption through composite method, failing which, by Deputation and failing both, by Direct Recruitment. | For absorption through composite method, officers holding analogous posts or holding posts in the scale of pay of Rs.43200-66000/- with 2 years regular service in the grade or officers holding posts in the scale of pay of Rs.36600-62000/-with 4 years regular service in the grade or officers holding posts in the scale of pay of Rs.32900-58000/- with 5 years regular service in the grade in the Finance discipline in a Major Port Trust, will be eligible. For deputation, officers holding analogous post or officers holding posts in the scale of pay of Rs. 43200-66000/- with 2 years regular service in the grade or officers holding posts in the scale of pay of Rs.32900-58000/- and above with 5 years regular service in the grade in Finance discipline in Govt./ PSUs / Autonomous Bodies, will be eligible. The selection is by merit for which the benchmark in overall grading in the APARs will not be below 'Very Good'. | |

PROFORMA

Application for the post of General Manager (Finance)
under Haldia Dock Complex, Kolkata Port Trust

| | | | |
|-----|--|-------------|--|
| 1. | Name of the applicant | : | |
| 2. | a) Date of birth b) Date of appointment c) Date of retirement | : : : | |
| 3. | Present post held along with the details of earlier post/s (with pay scale) held in chronological order. | : | |
| 4. | Whether belonging to SC/ST/OBC | : | |
| 5. | Present pay and pay scale of the post, indicating detailed break-up of emoluments. | : | |
| 6. | Service to which the officer belongs to | : | |
| 7. | Educational qualifications | : | |
| 8. | Other qualifications | : | |
| 9. | Experience | : | |
| 10. | Any other point required to be mentioned | : | |

(Signature of the Applicant)
Address with Tel. No. / Mobile No., if any

Place :

Date :

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.
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 penalties have been imposed on the Officer during the last 10 years.
5. Copies of APARs for the last 5 years from 2009-2010 to 2013-2014 are enclosed.

Date: _____

Signature of the forwarding authority along with office seal