



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता  
Syama Prasad Mookerjee Port, Kolkata  
15, स्ट्रैंड रोड/15, Strand Road,  
कोलकाता/Kolkata - 700-001  
दूरभाष/Phone : 2230-3451

Website: www.smpportkolkata.shipping.gov.in  
सामान्य प्रशासन विभाग/ Genl. Admn. Deptt.



भारत सरकार  
शुद्धता - समृद्धि - संवर्धन

No. Admn/7282/1/FA&CAO

Dated: 31.05.2023

To  
The Secretary  
All Major Port Authority

Madam/Sir,

Subject: Filling up the post of Sr. Dy. Chief Accounts Officer 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.

Applications are invited for filling up of one post of Sr. Dy. Chief Accounts Officer 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 Notified Recruitment Rules for the said post, as at **Annexure-I.**


2. You are requested to kindly circulate the vacancy among the eligible officers of your port and forward the applications in the prescribed Pro-forma (**Annexure-II**) duly super-scribing on the envelope "Application for the post of Sr. Dy. Chief Accounts Officer" to the Secretary (I/C), SMP, Kolkata, 15, Strand Road, Kolkata - 700001, along with the following relevant documents:-

- 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 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 head of the office from the respective Ports (**Annexure - III**).
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
- v) Vigilance clearance certificate in the pro-forma prescribed at (**Annexure-IV**) in terms of Ministry of Shipping's letter No. A-12022/10/2005-PE-I dated 27<sup>th</sup> August, 2010.
- vi) Self attested passport size photographs (two numbers).

3. Crucial date for determining the eligibility will be the last date of submission of application i.e. **01.07.2023**.
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, copy of which is attached as **(Annexure - IV)**.
5. In terms of Ministry's letters No.A-29018/4/2018-PE-I dated 09.07.2020 and 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 **01.07.2023**. 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. **17.07.2023**.
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 [www.smpportkolkata.shipping.gov.in](http://www.smpportkolkata.shipping.gov.in) .

Encl: As stated

Yours faithfully,

  
(S.S. Chatterjee)  
Dy. Secretary-I  
For Secretary

Copy to Managing Director, IPA, 1<sup>st</sup> Floor, South Tower, NBCC Place, Bhism Pitamah Marg, Lodhi Road, New Delhi - 110003 for kind information. The post is proposed to be filled up as per Kolkata Port Trust Employees' (RSP) Regulations, 2013, in terms of the directives issued by the Ministry vide its letter no. A-29018/4/2018-PE-I dated 1<sup>st</sup> June, 2022.

Encl: As stated.

Copy to Shri Rajiv Nayan, Under Secretary to the Govt. of India, Ministry of Ports, Shipping and Waterways, New Delhi - 110001 for kind information. The post is proposed to be filled up as per Kolkata Port Trust Employees' (RSP) Regulations, 2013, in terms of the directives issued by the Ministry vide its letter No. A-29018/4/2018-PE-I dated 1<sup>st</sup> June, 2022.

Encl: As stated.

Copy to FA&CAO with a request to circulate the vacancy and forward applications of eligible candidates, if any. Copies of the Recruitment Rules, Application Form and Format for Vigilance and Administrative Clearance are enclosed.

Encl: As stated.

Copy to GM (M&S), HDC with a request to circulate the vacancy and forward applications of eligible candidates, if any, of HDC. Copies of the Recruitment Rules, Application Form and Format for Vigilance and Administrative Clearance are enclosed.

Encl: As stated.

Copy to CHE(I/C) with a request to kindly arrange for necessary posting of this circular on SMPK's website. Copies of the Recruitment Rules, Application Form and Format for Vigilance and Administrative Clearances are enclosed.

Encl: As stated.

  
**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

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नई दिल्ली, सोमवार, जनवरी 12, 2015/वीथ 22, 1936

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NEW DELHI, MONDAY, JANUARY 12, 2015/PAUSA 22, 1936

पोत परिवहन मंत्रालय

(पत्तन संकेत)

अधिसूचना

नई दिल्ली, 26 दिसम्बर, 2014

सा.का.नि. 23 (ब).—भारत के राजपत्र (असाधारण) में प्रकाशित दिनांक 15 अक्टूबर, 2013 के पोत परिवहन मंत्रालय की अधिसूचना सा.का.नि. 687 (अ) में निम्न मुद्रित-गतियों का सुधार किया जाता है:

1. (i) पृष्ठ सं. 1 में शीर्षक 'अनुसूची' के नीचे 'कोलकाता पत्तन न्यास कर्मचारी (नियुक्ति, वरिष्ठता और पदोन्नति) विनियम, 2013' में शब्द 'वरिष्ठता' को शब्द 'वरीयता' द्वारा प्रतिस्थापित किया जाएगा।
- (ii) पृष्ठ सं. 1 में शीर्षक 'संक्षिप्त कम और प्रारंभ के अंतर्गत 1(i) में शब्द 'वरिष्ठता' को शब्द 'वरीयता' द्वारा प्रतिस्थापित किया जाएगा।  
और  
1.(ii) में 'अनुमोदन का पद को अनुमोदन के पद के द्वारा प्रतिस्थापित किया जाएगा।  
तथा  
प्रभावी होगा पद को प्रभावी होवे पद के द्वारा प्रतिस्थापित किया जाएगा।
- (iii) पृष्ठ सं. 1 में शीर्षक 'लागू होना' के अंतर्गत कम सं. 2 की प्रथम पंक्ति में 'घात 24' के पर्याय 'के शब्द को 'की' के द्वारा प्रतिस्थापित किया जाएगा।
2. पृष्ठ सं. 2 में शीर्षक 'परिभाषा' के अंतर्गत कम सं. 3 में
  - (i) प्रथम पंक्ति में 'इस शब्द को इन शब्द के द्वारा प्रतिस्थापित किया जाएगा।
  - (ii) प (i) की प्रथम पंक्ति में 'का शब्द को 'के लिए' पद द्वारा प्रतिस्थापित किया जाएगा तथा द्वितीय पंक्ति में दिया गया है पद को दिए गए है पद द्वारा प्रतिस्थापित किया जाएगा।

4.	Sr.Dy. Chief Accounts Officer	2	Class-I	32,900- 58,000/-	Selection	37	Undertaking	(a) No (b) Yes. However for the KofPT Officials on roll on the date of notification of this RSP Regulations, M.Com/ MBA (Finance) would also suffice. (c) No	N.A.	By absorption through composite method which failing by deputation and failing both by direct recruitment	For absorption through composite method. Officers holding analogous posts or Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Department in the scale of pay of Rs.24,900-50,500/- with 3 years regular service in a Major Port Trust or Dy. CAO and equivalent post in respective discipline of Finance Department with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs. 20,600-46,500/-	One post of Sr. Dy. CAO will be re- designated as Sr. Dy. CAO
							Essential i) Member of Institute of Chartered Accountants of India or Institute of Cost and Works Accountants of India. (ii) Nine years experience in Executive cadre in the field of Finance, Accounting in an Industrial/ Commercial/ Govt. Undertaking					



APPLICATION FORM

Photograph  
(3.5 cm x 3.5  
cm)

Post applied for:

1. Full Name (in block letters) :
2. (a) Address for communication :  
(b) Telephone No. / Mobile No. :  
(c) Fax/ E-mail address :
3. Date of Birth :
4. Date of Retirement :
5. Whether belongs to SC/ST/OBC : SC  ST  OBC  GEN   
(Please  $\checkmark$  in relevant box)
6. Present post with scale of pay :
7. Date of continuous appointment :  
in the present post
8. Date of first appointment in :  
Class I cadre of the Port Trust
9. Educational and other qualifications :

Examination	University	Year of passing	Class and percentage obtained	Special subjects

10. Details of fulfilling qualifying service in the feeder grade:

	Period		
	On Regular basis	On Officiating basis	Against Temporary post
Rs. 80,000 – 2,20,000 – (Pre – revised Rs. 32,900 – 58,000/-)			
Rs. 70,000 – 2,00,000 – (Pre – revised Rs. 29,100 – 54,500/-)			
Rs. 60,000 – 1,80,000/ – (Pre –revised Rs. 24,900 – 50,500/-)			

Rs. 50,000 – 1,60,000 – (Pre – revised Rs. 20,600 – 46,500/-) [equivalent to Rs. 10,750-16,750/-)			
Rs. 50,000 – 1,60,000 – (Pre – revised Rs. 20,600 – 46,500/-) [equivalent to Rs. 9,100-15,100/-)			

Note: (1) The above columns shall be clearly filled in.

(2) Pay scale granted as financial upgradation under Modified Assured Career Progression Scheme

(MACPS) should not be indicated as it is not a regular service in the grade.

11. Details of Employment/ Experience :  
in chronological order

Name of the Organization	Posts held	Scale of Pay	From	To	Nature of Duties

12. Languages known  
(Read, Write and Speak) :

13. Any other information desired to  
be furnished :

I do hereby declare that the particulars furnished above by me are true to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, my candidature/appointment may be cancelled/terminated without any notice. In the event of my selection to the above post, I will not withdraw and undertake to accept the appointment/posting.

(Signature of the Applicant)

Place:

Date:



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 2017-2018 to 2021-22 are enclosed.
6. The veracity of the educational qualification certificates and caste certificates submitted by the applicant are endured 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**

(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.

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.