



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 - पूर्व मेदिनीपुर  
दूरभाष सं. (03224) 264848 / 263160

Jawahar Tower Complex,  
Haldia Township – 721607  
Dist. Purba Medinipur  
Phone No. (03224) 264848 / 263160  
Email ID: [aknag.hdc@kolkataporttrust.gov.in](mailto:aknag.hdc@kolkataporttrust.gov.in)

No: P&IR/13/1/Sh/2024/1981

Date: January 05, 2024

Chairman,  
All Major Ports

(\_\_\_\_\_ Port Authority).

महोदया / महोदय  
Madam / Sir,

**Sub.:** Filling up of the post of General Manager (Traffic) by absorption through composite method under Haldia Dock Complex, SMP-K.

One post of General Manager (Traffic) under Haldia Dock Complex, SMP-K in the rank of Head of Department will fall vacant from 01.07.2024 due to superannuation of the serving officer on 30.06.2024 (A/N).

2. The post of General Manager (Traffic) under Haldia Dock Complex, SMP-K [Class-I (HoD)], 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, as per **Annexure-I**. However, actual filling up of the vacancy shall be upon approval of the Ministry of Ports, Shipping and Waterways, GoI.

3. The incumbent will be initially appointed to the HOD post in the scale of ₹ 1,00,000 - 2,60,000/- and after completion of three years' regular service in the post, he / she will be elevated to the scale of pay of ₹ 1,20,000 -2,80,000/-, subject to fulfilling the relevant conditions as per the Ministry's guideline vide Letter No.A-12023/15/2018-PE-I dated 19.11.2019.

4. The selection is by merit for which benchmark in overall grading in the ACRs / APARs will not be below "Very Good".

(Contd...2)

ए के नाग

(2)

5. Applications are invited from eligible and willing officers, who satisfy the provisions of the Recruitment Rules for the post of General Manager (Traffic), 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 **06.01.2024 to 05.02.2024**. No application other than those submitted through OAP shall be accepted.

6. In case of receipt of advance copy of application by HDC in respect of any applicant, candidature of the candidate will not be considered by the Ministry if the application is not received through proper channel at HDC within 15 days of last date of receipt of applications, i.e. within **20.02.2024**, as per Ministry’s advisory / instruction dated 26.09.2019 in respect of filling up the post of HOD level.

7. The candidate shall have to submit the printout of the application in the format (as uploaded by him / her in the OAP) to his administrative Port for onward forwarding to HDC. 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 General Manager (Traffic) under HDC, SMP-K**”, so as to reach the office of the undersigned on or before **20.02.2024:-**

- 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 pages. If APAR for a particular year is not available, last available APAR may be furnished 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 till date.

8. The crucial date for determining eligibility will be **01.07.2024**.

9. 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.

(Contd...3)

के. नाग.

(3)

10. As per the above Ministry's advisory / instruction dated 26.09.2019, 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 HOD level posts in all Major Port Trusts for a period of two years.

11. 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,

ए.के. नाग 03/01/24

(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 GENERAL MANAGER (TRAFFIC)

Sl No	Name of the post	No. Of Post	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	General Manager (Traffic)	1	Class-I (HOD)	Rs. 1,00,000-2,60,000/- (to be re-designated as Chief General Manager (Traffic) with elevated Scale of pay of Rs. 1,20,000-2,80,000/- after 3 years of regular service subject to fulfillment of the conditions in Col.13)	Selection	45	Essential: i) Degree from a recognized University/Institutions.  ii) Fifteen years' experience in Shipping / Cargo operations / Railway Transportation in an executive cadre 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 posts in the scale of pay of Rs. 80,000-2,20,000/- with 3 years regular service in the grade in the Traffic Department of a Major Port Trust, will be eligible.  For deputation, officers holding posts in the scale of pay of Rs. 80,000 – 2,20,000/- and above with 3 years regular service in the grade in Traffic [Cargo Operations] Department in Govt. / Semi-Govt. / PSUs / Autonomous Bodies (other than Major Port Trusts), will be eligible.  The selection is by merit for which the benchmark in overall grading in the APARs will not be below "Very Good".	1. Recommendation of the Port Chairman for elevation of the pay scale of the officer.  2. The APARs of the concerned officer for the last five years should not be below benchmark of "Very Good".  3. The officer should be clear from vigilance angle.  4. The scale of pay of Rs. 1,20,000-2,80,000/- shall be granted to HOD level officers in the scale of pay of Rs. 1,00,000-2,60,000/- only after the approval of the Ministry.

**N.B.: Gazette notification of RR is awaited.**

**ANNEXURE-II**

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 are enclosed.

Dated:

Signature of the forwarding authority along with office seal.

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE  
COMMENTS / CLEARANCE IS 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 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.					
4.					
5.					

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

The officer is CLEAR / NOT- CLEAR from Vigilance angle.

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.