

 <p>श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता SYAMA PRASAD MOOKERJEE PORT, KOLKATA Formerly Kolkata Port Trust</p>	<p>श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता <b>Syama Prasad Mookerjee Port, Kolkata</b> 15, स्ट्रैंडरोड/15, Strand Road, कोलकाता/Kolkata – 700 001 दूरभाष/Phone : 2230-3451 Website: <a href="http://www.smpportkolkata.shipping.gov.in">www.smpportkolkata.shipping.gov.in</a> सामान्य प्रशासन विभाग/Genl. Admn. Deptt.</p>	 <p>भारत 2023 INDIA वैश्विक कुटुम्बकम् ONE EARTH • ONE FAMILY • ONE FUTURE</p>
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No. Admn/7282/1/FA&CAO/E1

Dated: 07.11.2024

To  
The Secretaries  
All Major Port Authorities

Sir,

Subject: Filling up of one post of Sr. Dy. CAO 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. CAO, 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. Applications of suitable and willing officers, satisfying the provisions of the Recruitment Rules for the post of Sr. Dy. CAO, may please be submitted through "Online Application Portal (OAP)" of the MoPS&W's website <http://onlinevacancy.shipmin.nic.in> from **07.11.2024 to 07.12.2024**. Therefore, all the applicants, after registering themselves in the portal, are required to apply for the post through OAP and thereafter, a printout of the filled in application along with the following documents may be sent in an envelope, through their Administrative Port, duly superscribing on the envelope "Application for the post of Sr. Dy. CAO", so as to reach the Office of the Secretary, Syama Prasad Mookerjee Port, 15 Strand Road, Kolkata-700001 on or before **23.12.2024**: -

- 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 case of appointment/ promotion on "officiating" and/or "ad-hoc" and/or "pro-forma" basis, the details of "regularization" thereon may be indicated clearly) 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 competent authority from the respective Ports.
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
- v) Administrative Certificate by the concerned Port (**Annexure – II**).
- vi) Vigilance comments/clearance certificate in the pro-forma prescribed (**Annexure–III**).
- vii) Self attested passport size photographs (two numbers).



3. Crucial date for determining the eligibility will be the next date of superannuation of the existing incumbent i.e. **01.04.2025**.
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.
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 through OAP is **07.12.2024**. 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. **23.12.2024**.
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 [smp.smpportkolkata.in/smpk/en/](http://smp.smpportkolkata.in/smpk/en/)

Encl: As stated

Yours faithfully,

  
(S.S. Chatterjee)  
7/11/24  
Sr. Dy. Secretary-II  
For Secretary



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



**ANNEXURE –II**

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 2018-2019 to 2022-23 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.

**ANNEXURE –III**

**PARTICULARS OF THE OFFICER FOR WHOM VIGILANCE  
COMMENT/CLEARANCE BEING SOUGHT**

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(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.

NB:- The applied post being Selection post at the level of Dy. Head of Department, the officer is CLEAR/NOT CLEAR (whichever applicable) from vigilance angle as per the guidelines of DoP&T / CVC issued from time to time.

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.