

No. Admn/7282/1/Sr. PO

Dated: 27.01.2026

To
 The Secretaries
 All Major Port Authorities

Sir,

Subject: Filling up of one post of Sr. Personnel 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 the post of Sr. Personnel 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 under SMP, Kolkata (Kolkata Dock System). The said post is to be filled up as per prevalent Notified Recruitment Rules, as at **Annexure-I.**

2. Accordingly, applications of suitable and willing officers, satisfying the provisions of the Recruitment Rules for the post of Sr. Personnel Officer, may please be submitted through “Online Application Portal (OAP)” of the MoPS&W’s website <http://onlinevacancy.shipmin.nic.in> from **27.01.2026 to 26.02.2026**. 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. Personnel Officer”, so as to reach the Office of the **Secretary, Syama Prasad Mookerjee Port, Kolkata, 15 Strand Road, Kolkata-700001** on or before **13.03.2026:-**

- 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) Self-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 and attested by an officer not below the rank of Dy. HOD on each page 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- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.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**), including details of penalties, if any, in last ten years (as mentioned under Sl. No. 10 of the attached Annexure-III).
- vii) 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. **26.02.2026**.

4. In terms of Ministry's letter No. A-29018/4/2018-PE-I dated 30.05.2022 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.

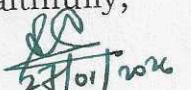
5. The last date of submission of application through OAP is **26.02.2026**. Further, as per Ministry's instruction dated 11.08.2021 in respect of filling up the post of Dy. HoD level, in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate 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 in OAP i.e. **13.03.2026** in the instant case. Incomplete application or application received after the due date will not be considered.

6. 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.

7. The Circular along with annexure is also available on SMP, Kolkata website <https://smp.smpkolkata.in/smpk/en/>.

Enclo: As stated

Yours faithfully,


(S. Bandyopadhyay)
Sr Dy. Secretary-I
For Secretary

Copy to MD, IPA, 1st 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 1st June, 2022.

Enclo:- As stated.

Copy to Shri Ashish Bhattacharya, 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 1st June, 2022.

Enclo:- 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.

Enclo:- As stated.

Copy to Sr. Dy. Director (EDP), 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.

Enclo:- As stated.

							Relations/ Social Work/ Labour Welfare or allied subjects or degree in Law from a recognized university/ institution.				the respective discipline of GAD in the scale of pay of Rs.20,600- 46,500/- with 4 years regular service in the grade in a Major Port Trust.	
3.	Sr. Personnel Officer	I	Class-I	32,900- 58,000/-	Selection	37	<u>Essential:-</u> (i) Degree from a recognized university/ institution (ii) Nine years experience in executive cadre in the field of General Administration , personnel, Industrial Relations etc. in an Industrial/ commercial/ Govt. Undertaking <u>Desirable:-</u> Post Graduate degree/ diploma in Personnel Management/ Industrial Relations/ Social Work/	(a) No (b) Yes. (c) No	2	By absorption through composite method falling which by deputation from other Govt. organizations and falling both by direct recruitment.	For absorption through composite method, Officers holding analogous posts or the post of Personnel Officer or officers holding equivalent posts in the respective discipline of GAD in the scale of pay of Rs.24,900- 50,500/- with 3 years regular service in the grade in a Major Port Trust or Personnel Officer and equivalent post in the respective discipline of GAD 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/- and Rs. 24,900-50,500/- in	Existing post of LA & IRO will be redesignat- ed as Sr. Personnel Officer.

(*) In Departments/ Divisions where percentage of direct recruitment is higher at present than what has been prescribed now, it may continue

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. The observation with respect of Major / Minor penalties, during the last 10 years may please be seen at point No. 10 of the attached vigilance report.
5. Copies of APARs for the last 5 years from 2020-2021 to 2024-25 are enclosed.
6. The veracity of the educational qualification certificates and caste certificates submitted by the applicant are ensured and certified and the incumbent fulfils the eligibility criteria 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**

(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 including whether the officer
functioned as a CVO in part time or additional
charge capacity (during the ten preceding years)
(during the 10 preceding years) :

Sl. No.	Organization (Name in full)	Designation & Place of Posting	Administrative/ Nodal Ministry/ Dept. 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.

N.B: The applied post being Selection post at the level Dy. HoD, the officer is CLEAR / NOT CLEAR (whichever is applicable), from vigilance angle, as per guidelines of Ministry of Ports, Shipping & Waterways vide letter No. A-29018/4/2018-PE-I dated 30.05.2022.

DATE

(NAME AND SIGNATURE)

(*) If Vigilance Clearance had been obtained from the Ministry/CVC in the past, the information may be provided for the period thereafter.