

No. Admn/7282/1/Sr. PO

Dated: 15.07.2026

Sir / Madam,

Subject: Filling up the post of Sr. Personnel Officer (Dy. HoD level) in the Scale of Pay of Rs. 80,000 - 2,20,000/- (Pre-Revised Rs. 32,900 - 58,000/-) by deputation at SMP, Kolkata (Kolkata Dock System)- applications invited.

One post of Sr. Personnel Officer in the rank of Dy. HoD level under Kolkata Dock System of SMP, Kolkata is to be filled up by deputation from Indian Nationals, employed in Major Ports / Central Govt. / State Govt. / Semi-Govt. / Public Sector Undertakings or Autonomous Bodies. Accordingly, applications are invited for filling up of the said post of Sr. Personnel Officer in the Scale of Pay of Rs. 80,000-2,20,000/- (Pre-revised Rs. 32,900-58,000/-) at SMP, Kolkata (Kolkata Dock System), as per prevalent Notified Recruitment Rule, annexed at **Annexure – I**. Deputation will be initially for three (03) years, extendable by a maximum period of two years. The detailed terms & conditions of deputation are attached at **Annexure-II**.

2. 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 **15.07.2026 to 14.08.2026**. 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 respective organizations, 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 **31.08.2026:-**

- 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) Administrative Certificate / No objection certificate issued by the competent authority 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 comments/clearance certificate in the pro-forma (**Annexure–IV**), prescribed by CVC vide circular No. 01.03.2026 dated 12.03.2026, including details of penalties, if any, in last ten years (as mentioned under Sl. No. 10 of the attached Annexure-IV).
- 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. **31.08.2026**.

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.

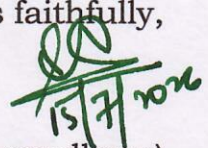
5. The last date of submission of application through OAP is **14.08.2026**. Further, as per Ministry's instruction dated 11.08.2021 in respect of filling up the post of Dy. HoD level, in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate 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. **31.08.2026** 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.smpportkolkata.in/smpk/en/> .

Enclo: As stated

Yours faithfully,


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

रजिस्ट्री सं० डी० एल०-33004/99

REGD. NO. D. L.-33004/99



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

सं. 520]

नई दिल्ली, मंगलवार, अक्टूबर 15, 2013/आश्विन 23, 1935

No. 520]

NEW DELHI, TUESDAY, OCTOBER 15, 2013/ASVINA 23, 1935

पोत परिवहन मंत्रालय

(पत्तन स्कांथ)

अधिसूचना

नई दिल्ली, 15 अक्टूबर, 2013

सा.का.नि. 687(अ).—महापत्तन न्यास अधिनियम, 1963 (1963 का 38) की धारा 132 की उप-धारा (1) के साथ पठित धारा 124 की उप-धारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए केन्द्रीय सरकार, इस अधिसूचना के साथ संलग्न अनुसूची में यथा निर्धारित कोलकाता पत्तन न्यास के न्यासी मण्डल द्वारा निर्मित कोलकाता पत्तन न्यास कर्मचारी (नियुक्ति, वरीयता और पदोन्नति) विनियम, 2013 को एतद्वारा अनुमोदित करती है।

2. उक्त विनियम इस अधिसूचना के सरकारी राजपत्र में प्रकाशित होने की तारीख से लागू होंगे।

अनुसूची

कोलकाता पत्तन न्यास कर्मचारी (नियुक्ति, वरिष्ठता और पदोन्नति) विनियम, 2013

महापत्तन न्यास अधिनियम, 1963 (1963 का अधिनियम 38) की धारा 28 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और इस संदर्भ में गठित सभी नियमों, विनियमों, उपनियमों के अधिक्रमण में, उक्त अधिक्रमण के पूर्व उक्त नियम, विनियम अथवा उपनियमों के तहत किए गए अथवा हटाए जाने को छोड़कर कोलकाता पत्तन का न्यासी मंडल एतद्वारा निम्नलिखित विनियम बनाता है, यथा :-

संक्षिप्त नाम और प्रारंभ

1. (i) इन विनियमों का नाम कोलकाता पत्तन न्यास कर्मचारी (नियुक्ति, वरिष्ठता, और पदोन्नति) विनियम, 2013 है।
- (ii) यह महापत्तन न्यास अधिनियम, 1963 की धारा 124 व 132 के प्रावधानों के तहत अपेक्षित केन्द्रीय सरकार के अनुमोदन का भारत के राजपत्र में प्रकाशन की तिथि से प्रभावी होगा।

लागू होना

2. अधिनियम की धारा 24 के उप-धारा (1) के खंड (क) के अंतर्गत पदों सहित मंडल के तहत अधिनियम की धारा 27 के अंतर्गत सृजित सभी पदों के लिये ये विनियम लागू होंगे।

							Relations/ Social Work/ Labour Welfare or allied subjects or degree in Law from a recognized university/ institution.				the respective discipline of OAD 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	Essential:- (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 Desirable:- 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 OAD 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 redesignated as Sr. Personnel Officer.

							Labour Welfare or allied subjects or degree in Law from a recognized university/ institution.				the respective discipline of GAD in a major Port Trust will be eligible. For deputation, officers holding analogous posts or holding posts of Personnel Officer or equivalent posts in the respective discipline of GAD in the scale of pay of Rs.24,900-50,500/- in Govt./PSUs or Autonomous Bodies with 3 years regular service in the grade will be eligible. The selection is by merit for which the benchmark in overall grading in the ACRA will not be below "very good".	
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(*) In Departments/ Divisions where percentage of direct recruitment is higher at present than what has been prescribed now, it may continue

Terms & Conditions of Deputation for appointment in 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/-), under General Admn. Deptt. of Kolkata Dock System, Syama Prasad Mookerjee Port, Kolkata

1. **Period of Deputation:** The officer shall be on deputation for a period of three (03) years from the date of taking over charge of the post, extendable by a maximum period of two (02) years.
2. **Pay:** While on deputation, the officer may, within one month from the date of his/her joining in Kolkata Dock System, Syama Prasad Mookerjee Port, Kolkata (KDS, SMPK), may elect to draw either the pay in the scale of pay of the post in KDS, SMPK or his/her basic pay in the scale of pay of his/her parent organization plus deputation allowance thereon.
3. **Deputation Allowance:** In case of deputation within the same station, the Deputation Allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs. 5,625/- per month and in case of deputation involving change of station, the Deputation Allowance will be payable at the rate of 10% of basic pay subject to a maximum of Rs. 11,250/- per month. The ceilings will further rise by 25% each time Dearness Allowance increases by 50 percent.
4. **Dearness Allowance:** The officer shall be entitled to Dearness Allowance as per rates prevailing in KDS, SMPK.
5. **Cafeteria Allowance:** The Deputationist would be granted perks and allowances subject to a ceiling of 35% of Basic Pay under the concept of Cafeteria approach.
6. **House Rent Allowance:** The officer shall be entitled to draw House Rent Allowance (HRA) at the rates prevailing in Major Port Authorities. The officer shall be entitled to residential accommodation on payment of standard rent according to the rules of Major Port Authorities. The officer will not be entitled to HRA in case he is provided with SMPK residential accommodation.
7. **Joining Time Pay and Transfer Travelling Allowance:** The officer shall be entitled to Joining Time Pay and Travelling Allowance, both on joining the post on deputation in Syama Prasad Mookerjee Port and on reversion there from to his/her parent organization, as admissible under the rules. The expenditure on this/her account will be borne by SMPK.
8. **Travelling Allowance for journey on duty during the period of deputation:** The Officer shall be entitled to Travelling Allowance and daily allowance for journeys undertaken after joining on deputation according to the relevant rules of SMPK.
9. **Leave (Earned, Half-pay & Casual Leave):**
 - a) KDS, SMPK, will maintain a leave account of the officer concerned, on the basis of extract of the leave account received from his/her parent organization. KDS, SMPK will determine the leave admissible to the officer concerned and sanction it under intimation to the parent organization. That means the copy of the leave sanctioned to the officer during deputation will be sent to parent organization.

b) Officer shall continue to be governed by the Leave rules of his/her parent organization. The procedure as laid down in the rules and regulations of parent organization should be followed scrupulously.

10. **Leave Salary/Pension/NPS Contributions:** The leave due and admissible to the officer from his/her parent organization during the deputation period shall be as per parent organization's rules and regulations policy. During the deputation period, the admissible leave to the officer as per rules, the reimbursement of leave admissible to him/her for that period, will be reimbursed to the parent organization by SMPK as per the parent organization policy.

Leave salary contribution (except for the period of leave availed on deputation) and pension contribution (Employer's share - if pension scheme is available in the parent organization and the officer is covered under the said Pension Scheme) will be paid by SMPK to the parent organization.

In case the officer is covered under New Pension Scheme (NPS), the borrowing organization, i.e. SMPK will provide matching contribution to the NPS account of the employee during the deputation period and remit it to the parent department/organization, provided such facility exists in his/her parent organization.

No leave salary contribution will be payable during the period of his/her leave while on deputation. SMPK shall pay pension contribution to his/her parent organization, in respect of his/her foreign service in accordance with the orders issued under FR 116 within 15 days from the end of each financial year or the end of the deputation if the deputation expires before the end of financial year.

11. **Employee Provident Fund Subscription:** During the period of deputation, he/she will be governed by the rules of parent department/organization. In case the employee is a member of Employees Provident Fund Scheme of parent organization, SMPK will deduct the subscription/contribution on this account from his/her pay and allowances and remit it to the parent department/organization. On the other hand, if the employee is covered under Employees' Provident Fund Organization, India, KDS, SMPK shall reimburse the EPF contribution deducted every month from his/her salary along with Foreign Employer's Contribution to his parent organization by Demand Draft for crediting the same in his EPF Account under his UAN.

12. **Leave Salary on account of disability leave:** KDS, SMPK shall be liable to pay leave salary in respect of any disability leave that may be granted on account of disability incurred in or through deputation even if such disability manifests itself after the termination of deputation.

13. **Leave Travel Concession:** The officer shall be entitled to the leave travel concession according to the relevant rules of the parent organization on the subject. The expenditure in this respect shall be borne by SMPK. However, the Deputationist opting for LTC shall be entitled to only 30% of basic pay as Cafeteria Allowance. In that case the Deputationist shall be allowed LTC as per the rules of SMPK, subject to the condition that the officer had not already, before proceeding on deputation, availed of the concession during the particular block years period of his/her deputation.

14. **Medical Facilities:** The officer shall be entitled to the Medical facilities in accordance with the Rules/Regulations of SMPK.
15. **Departmental Inquiry:** If a departmental inquiry is to be initiated against the officer during his/her deputation. SMPK may revert back the officer to his/her parent organization.
16. **Subsistence Allowance:** The subsistence allowance only for the period between suspension and repatriation shall be paid by SMPK.
17. **Premature reversion of deputationist to parent organization:** As and when a situation arises for premature reversion to the parent organization of the deputationist, his/her services could be so returned after giving an advance notice of three months to his/her parent organization and the employee concerned. However, SMPK, in exceptional circumstances, may return the services of the deputationist to his/her parent cadre without such advance notice.
18. **Residuary Matters:** In all matters relating to conditions of service and benefits/facilities in SMPK, not covered under item Nos. 1 to 15 above, the officer will be governed by the existing rules, regulations and orders of SMPK.
19. **Relaxation of Conditions:** Any relaxation in the above said terms and conditions will require prior concurrence/approval of SMPK, as the case may be.
20. The deputation will commence on the date on which he/she hands over the charge of his/her post in his/her parent organization and end on the date on which he/she assumes charge of the post under his/her parent organization.

The above-mentioned terms and conditions would be applicable till the Deputationist remains on deputation with SMP, Kolkata. On reversion from deputation, he/she will be governed by the relevant rules laid down for the Parent Organization.

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ANNEXURE – III

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.

**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. (a) 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.					

- (b) Whether the officer has functioned as a CVO in :
Part-time or additional charge capacity
(details thereof)
- (c) Whether the officer is currently placed under :
Suspension
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)

N:B The officer is **clear** / **not clear** from vigilance angle as per guidelines of DoPT / CVC issued from time to time.