



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
दूरभाष सं. (03224) 264848 / 263160
जिला - पूर्ब मेदिनीपुर

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Haldia Township - 721607
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No. P&IR/13/1/Sh/2026/2216

Date: July 24, 2026

Secretary,
All Major Ports

(_____ Port Authority).

Madam / Sir,

Sub.: हल्दिया डॉक कॉम्प्लेक्स, एसएमपीए के अंतर्गत टी.ओ. (एसएच एंड सीएच) डिवीजन में
वरिष्ठ उप प्रबंधक के पद को संयुक्त विधि द्वारा भर्ती करना।

Filling up of the post of Senior Deputy Manager, T.O.(Sh&CH) Division under
Haldia Dock Complex, SMPA by absorption through composite method.

One post of Senior Deputy Manager under T.O.(Sh&CH) Division, under Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata in the scale of pay of Rs. 80,000-2,20,000/- (pre-revised Rs. 32,900-58,000/-), a Dy. HoD level post, has fallen vacant w.e.f. 21.07.2026.

2. The post of Senior Deputy Manager under T.O.(Sh&CH) Division, Haldia Dock Complex, SMPA in the scale of pay of Rs. 80,000-2,20,000/- 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 enclosed at **Annexure-I**. However, actual filling up of the vacancy will be done upon concurrence / approval of the Ministry of Ports, Shipping & Waterways.

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

4. Applications are invited from eligible and willing Officers, who satisfy the provisions of the Recruitment Rules for the post of Sr. Dy. Manager under T.O.(Sh&CH) Division, HDC, SMPA, as per **Annexure-I**. The applications are submitted only in the Online **Application Portal (OAP)** of the Ministry of Ports, Shipping & Waterways websites (<https://onlinevacancy.shipmin.nic.in>) from **27.07.2026 to 26.08.2026**. No application other than those submitted through OAP shall be accepted.

(Contd....2)

5. In case of receipt of advance copy of application by HDC in respect of any applicant, candidature of the candidate will not be considered if the application is not received through proper channel at HDC within 15 days of last date of receipt of applications i.e. within **10.09.2026**, as per Ministry's advisory / instruction dated 11.08.2021 in respect of filling up the post of Dy. HoD level.

6. The candidate shall have to submit the printout of the application in the format (as uploaded by him / her in the OAP) to his / her administrative Port for onward forwarding to HDC, along with all enclosures. 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 Sr. Dy. Manager, T.O.(Sh&CH) Division , HDC, SMPA**", so as to reach the office of the undersigned on or before **10.09.2026 :-**

- i) Copies of APARs for the last 5 years (2020-21 to 2024-25), attested by an officer not below the rank of Dy. HOD on each page. If APAR for a particular year is not available, last available APAR may be furnished along 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.

4. The crucial date of determining eligibility will be **26.08.2026**.

5. 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 Ministry of Ports, Shipping & Waterways vide letter no. C-31018/5/2020-Vigilance dated 15.02.2022, letter no. A-29018/4/2018-PE-I dated 30.05.2022 and CVC's circular no 01.03.2026 dated 12.03.2026.

6. Also, as per the Ministry's advisory / instructions dated 11.08.2021, 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 Dy. HoD level post in all Major Ports for a period of two years.

7. Incomplete application or application received not made following the stated procedure or received after the due date will not be considered.

Encl.: As stated.

Yours' sincerely,


(एम. हलदर / M. Halder) 24/7/2026

वरिष्ठ उप प्रबंधक / Sr. Dy. Manager
प्रशासन प्रभाग / Administration Division
हल्दिया गोदी परिसर / Haldia Dock Complex

Copy to the Under Secretary to the Govt. of India, MoPSW (PHRD Division) Transport Bhawan, 1, Parliament Street, New Delhi, 110001 for information please. A soft copy of the circular is also forwarded to the Ministry at the e-mail vacancy-ship@gov.in for necessary posting on the website of MoPSW.

Copy to General Manager (M&S), HDC, SMPA for information please.

Copy to General Manager (Traffic), HDC, SMPA for information please.

Copy to Secretary, KDS, SMPA for information please. He is requested to circulate the vacancy and forward the complete applications of eligible candidates of KDS as per enclosure.

Copy to Asstt. Manager (OL) with the request to forward the translated version of this circular in Hindi.

ANNEXURE-I

RECRUITMENT RULES FOR CLASS-I POSTS OF TRAFFIC OPERATIONS (SH&CH) DIVISION UNDER GENERAL MANAGER (TRAFFIC OPERATIONS)

(As on 26.05.2013)

Sl No	Name of the Post	No. of Posts	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
3	Sr. Dy. Manager	2	I	32900 - 58000	Selection	37	Essential: i) A Degree from a recognised University. ii) Nine years experience in an Executive cadre in Shipping / Cargo handling Operations in an Industrial / Commercial / Govt. Undertaking.	a) No b) Yes c) No	Not applicable	By promotion, failing which, by Absorption / Deputation, failing both, by Direct Recruitment.	For absorption through composite method, officers holding analogous posts or holding posts in the scale of pay of Rs. 24900 - 50500/- with 3 years regular service in the grade, or officers holding posts in the scale of pay of Rs.24900 - 50500/- with 2 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs.24900 - 50500/- and Rs.20600 - 46500/- in the Shipping & Cargo Handling Discipline in a Major Port Trust will be eligible. For Deputation, officers holding analogous posts or holding posts in the scale of pay of Rs. 24900 - 50500/- and above with 3 yrs. regular service in the grade, in the Shipping & Cargo Handling discipline in Govt. / PSUs / Autonomous Bodies, will be eligible. The selection is by merit for which the bench mark in overall grading in the APARs will not be below 'Very Good'.	Existing designation of Dy. Manager (Sh&CH) in the scale of pay of Rs. 29100 - 54500/- will be redesignated as Sr. Dy. Manager (Sh&CH) and upgraded to the pay scale of Rs. 32900 - 58000/-.

N. B. The existing officers who had opted to maintain their seniority in both Traffic Operations (Sh&CH) and Traffic Operations (Rly) Divisions before 20/03/96, will be eligible for consideration for promotion in both the said Divisions as per the aforesaid Schedule.

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. Her / his 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 from 2020-2021 to 2024-2025 are enclosed.

Dated:

Signature of the forwarding authority along with office seal

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

(To be furnished and signed by the CVO or HOD)

1. Name of the Officer (in full) :
2. Fathers' 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 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.					

- (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

DATE:

(NAME & SIGNATURE)

VIGILANCE PROFILE OF OFFICERS FOR WHOM VIGILANCE COMMENTS /
CLEARANCE BEING SOUGHT

(To be furnished by the CVO or HOD)

Name of the Officer

8. Whether the officer has been placed on :
the “Agreed List” or “List of Officer 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
Officers 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
prescribe limit.
14. Whether any complaint with vigilance :
angle is pending against the officer [if so,
details to be furnished]

DATE:

(NAME & SIGNATURE)

(*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.