श्यामा प्रसाद मुखर्जी पोर्ट, 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) 263160 / 264848
जिला – पूर्व मेदिनीपुर

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Haldia Township – 721607
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No: P&IR/13/2/2026/4396 Date: 05.11.2026

Secretary,
All Major Ports
(Port Authority).

महोदया / महोदय
Madam / Sir,

Sub.: हल्दिया डॉक कॉम्प्लेक्स, SMPA के तहत प्लांट एंड इक्विपमेंट डिवीज़न में सीनियर डिप्टी मैनेजर के पद को कम्पोजिट मेथड से एब्जॉर्प्शन के ज़रिए भरना।

Filling up of the post of Senior Deputy Manager, Plant & Equipment Division under Haldia Dock Complex, SMPA by absorption through Composite method.

One post of Senior Deputy Manager under Plant & Equipment Division under Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata, in the scale of pay of ₹80,000 – 2,20,000/- (pre revised ₹32,900 – 58,000/-), a Dy. HoD level post, will fall vacant w.e.f. 01.12.2026.

2. The post of Senior Deputy Manager under Plant & Equipment Division, Haldia Dock Complex, SMPA in the scale of pay of ₹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 Plant & Equipment Division, HDC, SMPA, as per **Annexure –I**. The applications are to be submitted only in the **Online Application Portal (OAP)** of the Ministry of Ports, Shipping & Waterways website (https://onlinevacancy.shipmin.nic.in) from **06.11.2026 to 05.12.2026**. No application other than those submitted through OAP shall be accepted.

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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 **21.12.2026,** 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, Plant & Equipment Division, HDC, SMPA",** so as to reach the office of the undersigned on or before **21.12.2026: -**

i) Copies of APARs for the last 5 years (2021-22 to 2025-26), 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.

7. The crucial date for determining eligibility will be **01.12.2026**.

8. 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 & 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.

9. 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.

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10. 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,

5/11/2026

(एम. हलदर / M. Haldar)
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 (Engineering), 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 AM (OL), Admn. Div., HDC with the request to forward the translated version of this circular in Hindi.

ANNEXURE-I

RECRUITMENT RULES FOR THE CLASS - I POSTS OF SR. DY. MANAGER, P&E DIVISION

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
1	Sr. Dy. Manager	4	I	32900-58000	Selection	37	**Essential:-** (i) Degree or equivalent in Mechanical / Electrical / Electronics & Communication Engineering from a recognised University / Institution (4 year Degree course). (ii) Nine years experience in the relevant discipline 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 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 Mechanical & Electrical Engineering Department 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 years regular service in the grade, in the Mechanical and Electrical Engineering Department in Govt. / PSUs / Autonomous Bodies, will be eligible. The selection is by merit for which the benchmark in overall grading in the APARs will not be below 'Very Good'.	

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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 from 2021 – 2022 to 2025 – 2026 are enclosed.

Dated:

Signature of the forwarding authority along with office seal.

HDC - SMPA

ANNEXURE-III

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 AND 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 prescribed limit. :

14. Whether any complaint with vigilance angle is pending against the officer [if so, details to be furnished] :

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.