



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
SYAMA PRASAD MOOKERJEE PORT, KOLKATA
Formerly Kolkata Port Trust

हल्दिया गोदी परिसर

को आवश्यकता है

सहायक सतर्कता अधिकारी - ग्रेड I

(विज्ञापन सं. 05/2025)

सहायक सतर्कता अधिकारी ग्रेड- I की एक प्रत्याशित रिक्ति, ₹ 50,000-1,60,000/- (पूर्व-संशोधित (₹ 20,600-46,500/-) के वेतनमान में, हल्दिया गोदी परिसर, श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता (एच डी सी, एस एम पी -कोलकाता) के तहत, जिसकी रिक्ति 01.10.2025 से उत्पन्न होने की संभावना है, **प्रतिनियुक्ति द्वारा**, अनुरूप पदधारी अधिकारियों से या प्रमुख पोर्ट ट्रस्ट / केंद्र सरकार / राज्य सरकार / लोक उपक्रम / स्वायत्तशासी निकाय में ₹ 40,000-1,40,000/- (पूर्व-संशोधित ₹16,400-40,500/-) के वेतनमान में, उक्त ग्रेड में 3 वर्षों की नियमित सेवा वाले अधिकारियों से भरा जाना है। सतर्कता कार्य में अनुभव रखने वाले व्यक्तियों को वरीयता दी जाएगी। भर्ती नियम की प्रति **एनेकक्षर-I** में संलग्न है।

वेतनमान: ₹ 50,000-1,60,000/- (क्लास -I अधिकारी).

आवश्यक योग्यता

किसी मान्यता प्राप्त विश्वविद्यालय की डिग्री होनी चाहिए।

योग्य एवं इच्छुक अधिकारियों के आवेदन, जो एचडीसी, एसएमपी के-के तहत सतर्कता अधिकारी ग्रेड- I के पद के लिए भर्ती नियमों के प्रावधानों को पूरा करते हैं, कृपया संलग्न प्रोफार्मा (**एनेकक्षर-II**) के अनुसार निम्नलिखित दस्तावेजों के साथ लिफाफे पर विधिवत रूप से "एचडीसी, एसएमपी के-के तहत- सतर्कता अधिकारी ग्रेड- I के पद के लिए आवेदन" लिखते हुए अग्रेषित करें ताकि आवेदन **29 मई 2025** या उससे पहले अधोहस्ताक्षरी के कार्यालय में पहुंच जाए:

- पिछले 5 वर्षों (2019-20 से 2023-24) की एपीएआर की प्रतियां, प्रत्येक पृष्ठ पर एक अधिकारी द्वारा सत्यापित, जो की डेप्यूटी एचओडी के पद से नीचे का न हो। यदि किसी विशेष वर्ष के लिए एपीएआर उपलब्ध नहीं है तो अंतिम उपलब्ध एपीएआर अनुपलब्धता प्रमाण पत्र के साथ प्रस्तुत किया जा सकता है।
- सभी प्रमाणपत्रों एवं शैक्षिक योग्यता के प्रमाण संबंधित, संबंधित पोस्ट और पे स्केल में वर्तमान और पिछले कार्य अनुभव का उल्लेख करते हुए कार्य अनुभव प्रमाण पत्र, की सत्यापित फोटोकॉपी।
- आवेदक को उसके चयन की स्थिति में रिहा करने के लिए संबंधित पोर्ट / संगठनों से अनापत्ति प्रमाण पत्र।
- आवेदक को इस आशय का वचन देना है कि सेवा चयन समिति द्वारा चयन किए जाने पर उम्मीदवारी वापस नहीं ली जाएगी।
- संलग्न प्रोफार्मा के अनुसार संबंधित पोर्ट / संगठनों की सतर्कता और प्रशासनिक मंजूरी (**एनेकक्षर-III**)।
- दो हालिया रंगीन पासपोर्ट आकार के फोटों।
- अब तक धारित पदों के साथ आवेदक की सेवा का पूरा विवरण।

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यदि पिछले 10 वर्षों के दौरान आवेदक पर कोई बड़ी या छोटी शास्ति आरोपित की गई है तो आवश्यक दस्तावेजों के साथ इस तरह के दंड के लिए अनुशासनात्मक मामला आवेदन के साथ अग्रेषण प्राधिकारी द्वारा भेजा जा सकता है। सतर्कता रिपोर्ट निर्धारित प्रारूप में, पत्तन पोत परिवहन और जलमार्ग मंत्रालय के पत्र संख्या सी-31018/5/2020-विजलन्स दिनांक 15 फरवरी, 2022 के तहत प्रस्तुत की जानी है। (एनेकक्षर-IV).

चयन योग्यता के आधार पर होता है जिसके लिए एसीआर/एपीएआर में समग्र ग्रेडिंग में बेंचमार्क "गुड" से नीचे नहीं होगा।

योग्यता निर्धारित करने की निर्णायक तिथि 01 अक्टूबर 2025 होगी।

एच डी सी की स्टैंडर्ड प्रतिनियुक्ति की शर्तें एनेकक्षर-V में संलग्न हैं।

पोर्ट / संगठनों को आवश्यक दस्तावेजों के साथ आवेदकों के आवेदन को ,आवेदन की अंतिम तारीख, यानी 29 मई 2025 या उससे पहले अग्रेषित करना आवश्यक है। किसी भी आवेदक के आवेदन की अग्रिम प्रति प्राप्त होने के मामले में, एचडीसी, एसएमपी, कोलकाता द्वारा उम्मीदवार की उम्मीदवारी पर विचार नहीं किया जाएगा, यदि आवेदन प्राप्त करने की अंतिम तिथि के दिनों 15 के भीतर यानी 13 जून 2025 तक एचडीसी, एसएमपी, कोलकाता द्वारा उचित माध्यम से प्राप्त नहीं होता है। अपूर्ण आवेदन या अंतिम तिथि के बाद प्राप्त आवेदन पर विचार नहीं किया जा सकता है।

आवेदन अग्रेषित करने वाले प्राधिकारी से यह सत्यापित करने का अनुरोध किया जाता है कि आवेदन क्रम में है। अग्रेषण प्राधिकारी के प्रमाण पत्र के बिना प्राप्त आवेदन, जैसा कि संलग्न प्रोफार्मा में निर्धारित है, पर विचार नहीं किया जाएगा।

संलग्नक: जैसा उल्लेख है।

सादर,

वरिष्ठ उप प्रबंधक
पी. एण्ड. आई. आर. प्रभाग
हल्दिया गोदी परिसर

Requires
Assistant Vigilance Officer Gr-I

(Advertisement No. 05/2025)

One anticipated vacancy of Assistant Vigilance Officer Gr. I under Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata (HDC, SMP-Kolkata) in the scale of pay of ₹50,000-1,60,000/- (pre-revised scale of pay of ₹20,600-46,500/-) is likely to arise w.e.f. 01.10.2025, is to be filled up **BY DEPUTATION** from the officers holding analogous posts, or officers holding posts in the scale of pay of ₹ 40,000-1,40,000/- (pre-revised scale of pay of ₹ 16,400-40,500/-) with 3 years regular service in the grades from Major Port Trusts / Central Govt. / State Govt. / PSU / Autonomous Bodies. Preference will be given to persons having experience in vigilance work. Copy of the Recruitment Rule is enclosed at **Annexure-I**.

Scale of Pay: ₹50,000-1,60,000/- (Class –I Officer).

Essential Qualification

Degree of a recognized University.

Application of suitable and willing employees, who satisfy the provisions of the Recruitment Rules for the post of Assistant Vigilance Officer Gr-I, Haldia Dock Complex, may please be forwarded as per proforma enclosed (**Annexure – II**), along with the following documents, duly superscribing the envelope as “*Application for the post of Assistant Vigilance Officer Gr-I under Haldia Dock Complex*”, so as to reach the office of Sr. Dy. Manager (P&IR) on or before May 29, 2025.

- i) Copies of APARs for the last 5 years (2019-20 to 2023-24), attested by an officer not below the rank of Dy. HOD on each of the pages. [If APAR for a particular year is not available, last available APAR may be furnished with a non-availability certificate.]
- ii) Attested photocopies of all certificates and proof of educational qualification, work experience certificate mentioning the present and past work experience in the respective post and pay scale.
- iii) No objection certificate from the respective Port / Organisation.
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
- v) Vigilance and administrative clearance of the concerned Port / Organisation, as per enclosed proforma (**Annexure-III**).
- vi) Two recent colour passport size photographs.
- vii) Complete service details of the applicant with posts held till date.

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If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty alongwith necessary documents may be sent by the forwarding authority alongwith the application. Vigilance report is to be furnished in the format prescribed, vide Ministry of Ports, Shipping and Waterways's Letter No. C-31018/5/2020-Vigilance dated February 15, 2022 (**Annexure-IV**).

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

The crucial date of determining eligibility will be October 01, 2025.

The standard Deputation Terms of HDC are enclosed at **Annexure – V**.

The Ports / Organisations are required to forward the application of the applicants with the requisite documents on or before the date of closing i.e. **May 29, 2025**. In case of receipt of advance copy of application in respect of any applicant, candidature of the candidate will not be considered by HDC, SMP-K if the application is not received through proper channel by HDC, SMP-K within **15 days** of the last date of receipt of application i.e. **June 13, 2025**. Incomplete application or application received after the due date will not be considered.

The authority forwarding the application is requested to verify that the application is in order. Application received without the forwarding authority's certificate, as prescribed in the enclosed proforma, will not be considered.

Encl.: As Stated

Sr. Dy. Manager (P&IR)
Haldia Dock Complex

RECRUITMENT RULES FOR CLASS-I POST OF VIGILANCE SECTION

(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 |
| 1 | Asst Vigilance Officer Gr.I | 1 | 1 | 20600 - 46500/- | Selection | Not Applicable | Not Applicable | a) ---- b) Degree of a recognised University c) ---- | Not Applicable | By deputation | Deputation will be from officers holding analogous posts or officers holding posts in the scale of pay of Rs.16400 - 40500/- with 3 years regular service in the grade from Major Port Trusts / Central Govt. / State | Deputation will normally be for a period of 3 years, and, in any case not to exceed five years. |
| | | | | | | | | | | | Govt. / PSU / Autonomous Bodies. Preference will be given to persons having experience in vigilance work. | |

APPLICATION FORM**POST APPLIED FOR:**

Photograph
(3.5 cm x 3.5 cm)

1. Full Name (in block letters) :
2. (a) Address for communication :
- (b) Telephone No. / Mobile No. :
- (c) Fax / E-mail address :
3. Date of Birth :
4. Date of Retirement :
5. Whether belongs to SC / ST / OBC(Please ✓ in relevant box) : SC ☐ ST ☐ OBC ☐ GEN ☐
6. Present post with scale of pay
7. Date of continuous appointment in the present post
8. Date of first appointment in Port / Organisation :
9. Educational and other qualifications :

| Examination | University | Year of passing | Class and percentage obtained | Special Subjects |
|-------------|------------|-----------------|-------------------------------|------------------|
| | | | | |

10. Details of fulfilling qualifying service in the feeder grade :

| Pay scale (IDA / CDA pattern) | Period | | | | | |
|----------------------------------|------------------|----|----------------------|----|------------------------|----|
| | on Regular basis | | on Officiating basis | | Against Temporary post | |
| | From | To | From | To | From | To |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Note: (1) The above columns shall be clearly filled in.

(2) Pay scale granted as financial up gradation under Modified Assured Career Progression Scheme (MACPS) should not be indicated as it is not a regular service in the grade.

11. Details of employment / experience in
chronological order :

| Name of the Organisation | Posts held | Scale of pay | From | To | Nature of duties |
|--------------------------|------------|--------------|------|----|------------------|
| | | | | | |

12. Languages Known
(Read, Write and Speak) :

13. Any other information desired to be
furnished :

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, my candidature / appointment may be cancelled / terminated without any notice and in the event of any selection to the above post, I will not withdraw and undertake to accept the appointment / posting.

(Signature of the Applicant)

Place:

Date:

ANNEXURE-III

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 she / he 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 2019-2020 to 2023-2024 are enclosed.

Dated:

Signature of the forwarding authority along with office seal.

**PARTICULARS OF THE OFFICER FOR WHOME 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. 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 |
|---------|-----------------------------|--------------------------------|--|------|----|
| i. | | | | | |
| ii. | | | | | |
| iii. | | | | | |

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
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]

The officer is CLEAR / NOT-CLEAR from Vigilance angle.

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.

**TERMS AND CONDITIONS OF DEPUTATION FOR
HALDIA DOCK COMPLEX, SYAMA PRASAD MOOKERJEE PORT, KOLKATA**

1. **Period of Deputation:** The Officer shall be on deputation for a period of three years, which is extendable to four years. In exceptional circumstances, this can be extended to five years with the approval of Ministry.
2. **Pay:** While on deputation, the Officer may, within one month from the date of his joining the Major Port, elect to draw either the pay in the scale of pay of the post in the Major Port or his basic pay in the parent organization plus deputation allowance thereon.
3. **Deputation allowance:** The deputation allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs. 4500/- per month in case of deputation within same station and payable at the rate of 10% of basic pay subject to a maximum of Rs. 9000/per month in case of deputation involving change of station.
 - (a) In cases where the basic pay in parent cadre has been upgraded (upto Level 13 A) on account of Non-Functional Upgradation (NFU), Modified Assured Career Progression Scheme (MACP), Non Functional Selection Grade (NFSG), etc., and the officer has opted for such upgraded pay of the parent cadre, in that event, the upgraded basic pay under such upgradations shall not be taken into account for the purpose of Deputation (Duty) Allowance. In such cases, the Deputation (Duty) Allowance will be calculated taking the basic pay of the parent cadre which the officer was getting before such upgradation and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.
 - (b) However, if the upgradation is to Level 14 or above, he shall be given the option to draw the upgraded basic pay under such upgradations without Deputation (Duty) Allowance or the pay which he was drawing before such upgradation with Deputation (Duty) Allowance, whichever is more beneficial as per the option of the officer.
4. **Dearness Allowance:** The officer shall be entitled to dearness allowance at the rates prevailing in the Major Port or in his parent organisation depending on whether the officer opted to draw pay in the pay scale of the post in Major Port or the pay in parent organization plus deputation allowance.
5. **Cafeteria Allowance:** The Deputationist, if opting for the pay of the borrowing organization would be granted perks and allowances subject to a ceiling of 35% of Basic pay under the concept of Cafeteria approach. List of allowances and or exclusions shall be governed by the applicable rules of the borrowing organization.
6. **House Rent Allowance:** The Officer shall be entitled to draw House Rent Allowance (HRA) at the rates prevailing in the Major Port or in his parent organisation plus deputation allowance, OR he shall be entitled to residential accommodation on payment of standard rent according to the rules of Major Port.
7. **Joining time pay and transfer traveling allowance:** Joining time pay and transfer travelling allowance, both on joining the post of deputation and on reversion, shall be paid by the Major Port as per rules.

8. **Travelling allowance for journey on duty during the period of deputation:** Officer shall be entitled to Travelling Allowance and daily allowance for journeys undertaken after joining on deputation according to the relevant rules of Major Port.

9. **Leave (Earned Leave, Half Pay Leave & Casual Leave)**

(a) Major Port, will maintain a leave account of the officer concerned, on the basis of extract of the leave account received from his parent organisation. The Major Port will determine the leave admissible to the officers / staff concerned and sanction it under intimation to the parent organisation. That means the copy of the leave sanctioned to officer during deputation will be sent to parent organisation.

(b) Officer shall continue to be governed by the Leave rules of his parent organisation. The procedure laid down as per the rules and regulations of parent organisation should be followed scrupulously. On being relieved from deputation he/she will not be allowed to proceed on leave directly by the Major Port i.e. without first joining his parent organisation.

(c) In the case of a female Officer/staff, the leave salary for the period of maternity leave availed by her during the period of deputation shall be borne by the Major Port.

10. **Leave Salary / Pension / NPS Contributions:** The leave due and admissible to him/he from parent organisation during the deputation period will be entitled as per parent organisation rules and regulation policy. During the deputation period, the admissible leave to the officer/staff as per rules, the reimbursement for that period leave admissible to him, will be reimbursed to parent organisation by the Major Port as per the parent organisation 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 organisation) will be paid by Major Port to the parent organisation.

In case of employee covered under New pension Scheme (NPS), the Major Port shall make matching contribution to the NPS account of the employee.

11. **Leave salary on account of disability leave:** The Major Port 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 though such disability manifests itself after the termination of deputation. The leave salary charge of such leave shall be recovered from the Major Port.

12. **Leave travel concession:** The Officer/staff shall be entitled to the leave travel concession according to the relevant rules of the parent organization/ Major Port on the subject. The expenditure in this respect shall be borne by the Major Port. *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 the Borrowing Organization.*

13. **Medical Facilities:** The Officer/staff shall be entitled to medical facilities in accordance with the rules of the Major Port.

14. **Employee Provident Fund subscription:** The Officer/ staff shall continue his subscription to the Employee Provident Fund of which he/she is a member in accordance with the prescribed rules. The Major Port should reimburse the E.P.F. amount deducted every month from his/her salary due amount and also Foreign Employer equal contribution amount to parent organisation by Demand Draft. The same will be credited in his/her E.P.F. regular account under his/her common Universal Account Number (U.A.N.).

In case of employees covered under the New Pension Scheme (NPS), the Borrowing Organization shall make matching contribution to the NPS account of the employee.

15. **Departmental Inquiry:** If a departmental inquiry is to be initiated against the officer / staff during his / her deputation, the Major Port can revert back the officer to his parent organization.

16. The subsistence allowance only for the period between suspension and repatriation shall be paid by the Major Port.

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 services could be so returned after giving an advance notice of three months to his parent organization and the employee concerned. However, Ministry, in exceptional circumstances, may return the services of the deputationist to his parent cadre without such advance notice.

18. **Residuary matters:** In all matters relating to conditions of service and benefits/ facilities in the Major Port not covered by item Nos. 1 to 17 above, the Officer/ staff will be governed the existing rules, regulations and orders of the Major Port.

19. **Relaxation of conditions:** Any relaxation of these terms and conditions will require the prior concurrence of the Ministry.