



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता  
**Syama Prasad Mookerjee Port, Kolkata**  
15, स्ट्रैंडरोड/15, Strand Road,  
कोलकाता/Kolkata – 700 001  
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Website: [www.smpportkolkata.shipping.gov.in](http://www.smpportkolkata.shipping.gov.in)  
सामान्य प्रशासन विभाग/Genl. Admn. Deptt.

No. Admn/3019/A/ENV-Cell

Dated: 05.02.2025

To  
The Secretaries  
All Major Port Authorities

Sir/Madam,

Sub: Filling up of one post of Manager (Environment) 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 Manager (Environment) in the rank of Dy. HoD level under Civil Engineering Department, at Kolkata Dock System, is to be filled up by deputation from Indian Nationals, employed in Major Port / Central Govt. / State Govt. / Semi-Govt. / Public Sector Undertakings or Autonomous Bodies. Accordingly, applications are invited for filling up of the said post of Manager (Environment), in the scale of pay of Rs. 80,000 – 2,20,000/- [(IDA Pattern) (equivalent to CDA Pattern scale of pay of Rs. 78,800-2,09,200/-)] at SMP, Kolkata (Kolkata Dock System), as per 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 Manager (Environment), may please be submitted through “Online Application Portal (OAP)” of the Ministry of Shipping website <http://onlinevacancy.shipmin.nic.in> from **05.02.2025 to 08.03.2025**. Thereafter, a printout of the filled in application along with the following documents may be sent under closed covers, through their Administrative Port, superscribing thereon “Application for the post of Manager (Environment)”, to the Secretary, Syama Prasad Mookerjee Port, Kolkata, 15 Strand Road, Kolkata-700001 on or before **23.03.2025**: -

- i. Certified copies of ACR’s/APARs for the last 5 years, duly attested by an officer not below the rank of Dy. HOD on each page.
- ii. Attested copies of all certificates towards proof of educational qualification, present and past work experience in the respective post and pay scale, duly verified by the administrative port 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 – III**).
  - vi. Vigilance comments/clearance certificate in the pro-forma prescribed at (**Annexure-IV**).
  - 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. **08.03.2025**.
4. 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 application.
5. In terms of Ministry's letters No.A-29018/4/2018-PE-I dated 09.07.2020 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 (Shipping) and accordingly, the recommendations of the Service Selection Committee shall be conveyed to the Ministry for obtaining approval before issuing appointment order.
6. As per Ministry's instruction dated 11.08.2021, in case of receipt of advance copy of application for filling up the Dy. HoD level posts, candidature of such candidates 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 receipt of application, i.e. **23.03.2025**. Incomplete application or application received after the mentioned date will not be considered
7. 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 Services 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.
8. The Circular along with annexure is also available on SMP, Kolkata website <https://smp.smpportkolkata.in/smpk/en/>

Encl: As stated

Yours faithfully,



(S.S. Chatterjee)

Sr. Dy. Secretary – II  
For Secretary



# 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. 21]

नई दिल्ली, सोमवार, जनवरी 12, 2015/पौष 22, 1936

No. 21]

NEW DELHI, MONDAY, JANUARY 12, 2015/PAUSA 22, 1936

पोत परिवहन मंत्रालय

(पत्तन स्कंध)

अधिसूचना

नई दिल्ली, 26 दिसम्बर, 2014

सा.का.नि.-23 (अ).—भारत के राजपत्र (असाधारण) में प्रकाशित दिनांक 15 अक्टूबर, 2013 के पोत परिवहन मंत्रालय की अधिसूचना सा.का.नि. 687 (अ) में निम्न मुद्रित-गलतियों का सुधार किया जाता है:

1. (i) पृष्ठ सं. 1 में, शीर्षक 'अनुसूची' के नीचे 'कोलकाता पत्तन न्यास कर्मचारी (नियुक्ति, वरिष्ठता और पदोन्नति) विनियम, 2013' में शब्द 'वरिष्ठता' को शब्द 'वरीयता' द्वारा प्रतिस्थापित किया जाएगा।
- (ii) पृष्ठ सं. 1 में, शीर्षक 'संक्षिप्त नाम और प्रारंभ' के अंतर्गत 1(i) में शब्द 'वरिष्ठता' को शब्द 'वरीयता' द्वारा प्रतिस्थापित किया जाएगा।  
और  
1.(ii) में 'अनुमोदन का' पद को 'अनुमोदन के' पद के द्वारा प्रतिस्थापित किया जाएगा।  
तथा  
'प्रमावी होगा' पद को 'प्रमावी होंगे' पद के द्वारा प्रतिस्थापित किया जाएगा।
- (iii) पृष्ठ सं. 1 में, शीर्षक 'लागू होना' के अंतर्गत कम सं. 2 की प्रथम पंक्ति में 'घारा 24' के परचात 'के' शब्द को 'की' के द्वारा प्रतिस्थापित किया जाएगा।
2. पृष्ठ सं. 2 में शीर्षक 'परिभाषा' के अंतर्गत कम सं. 3 में-  
(i) प्रथम पंक्ति में 'इस' शब्द को 'इन' शब्द के द्वारा प्रतिस्थापित किया जाएगा।  
(ii) घ (i) की प्रथम पंक्ति में 'का' शब्द को 'के लिए' पद द्वारा प्रतिस्थापित किया जाएगा तथा द्वितीय पंक्ति में 'दिया गया है' पद को 'दिए गए हैं' पद द्वारा प्रतिस्थापित किया जाएगा।

## Recruitment Rules for Civil Engineering Department (Environment Wing)

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 and other qualification prescribed for direct recruitment	Whether (a) age (b) educational qualifications (c) experience for direct recruits will apply in the cases 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.	Manager (Env.)	1	Class-I	32,900-58,000/-	Selection	37	Essential: Masters' Degree in Environmental Engineering or Doctorate in Ecology / Environment or Degree in Civil Engineering with Corporate Membership of approved Engineering Institute, with 9 years experience in related field.	a) No. b) Yes c) Yes	2	By absorption through composite method failing which by deputation from other Govt. organizations and failing both by direct recruitment.	For <u>absorption</u> through composite method. Officers holding analogous posts or post of Superintending Engineer and equivalent posts in the respective discipline of Civil Engg. Deptt. 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 Superintending Engr. And equivalent post in the respective discipline of Civil Engg. Deptt. With 2 years regular service in the grade	

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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 Civil Engg. Department of any Major Port Trust will be eligible.

service

For deputation Officers holding analogous posts or officers holding post of Superintending Engineer and equivalent posts in the respective discipline of Civil Engg. Deptt. in the scale of pay of Rs.24,900-50,500/- with 3 years regular service in the grade in Govt./PSUs/Autonomous bodies will be eligible. The selection is by merit for which the bench-mark in overall grading in the AERs will not be below "very good".

APARs

**Terms & Conditions of Deputation for appointment in the post of  
Manager (Environment) in the scale of pay of Rs. 80,000-2,20,000/-  
(Pre-revised Rs. 32,800-58,000/-), under Kolkata Dock System of  
Syama Prasad Mookerjee Port, Kolkata**

1. **Period of Deputation:** The officer shall be on deputation for a period of 3 years from the date of taking over charge of the post which is further extendable to 2 years. However, in exceptional circumstances, this may be extended upto 2 years, with the consent of the lending organization.
2. **Pay:** While on deputation, the officer may, within one month from the date of his 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 basic pay in the scale of pay of his parent organization plus deputation allowance thereon.
3. **Deputation Allowance:** If he opts for the scale of pay of his parent organization (which is other than SMPK), the deputation allowance will be payable at the rate of 5% of basic pay, subject to a maximum of Rs. 4,500/- per month.
4. **Dearness Allowance:** The officer shall be entitled to Dearness Allowance as per rates prevailing in KDS, SMPK or in his parent organization depending on whether the officer opts to draw pay in the pay scale of the post in KDS, SMPK or the pay in parent organization.
5. **Cafeteria Allowance:** The Deputationist, if opts 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 organizations.
6. **House Rent Allowance:** The officer shall be entitled to draw House Rent Allowance (HRA) at the rates prevailing in Major Port Authorities, or in his parent organization depending on whether he opts to draw pay in the pay scale of the post in Major Port Authorities or pay in his parent organization. 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 parent organization, as admissible under the rules. The expenditure on this 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 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 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 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 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) 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 parent organization.

No leave salary contribution will be payable during the period of his leave while on deputation. SMPK shall pay pension contribution to his parent organization, in respect of his 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 will be governed by the rules of parent department/organization, SMPK will deduct the subscription by contribution on this account from his pay and allowances and remit it to the parent department/organization. The officer shall continue his subscription to the Employee Provident Fund of which he is a member in accordance with the prescribed rules. KDS, SMPK shall reimburse the E.P.F amount deducted every month from his salary due amount and also Foreign Employer equal contribution amount to parent organization by Demand Draft. The same will be credited in his E.P.F regular account under his common Universal Account Number (U.A.N).

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 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 deputation. SMPK may revert back the officer to his 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 services could be so returned after giving an advance notice of three months to his parent organization and the employee concerned. However, SMPK, 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 SMPK, not covered under item Nos. 1 to 17 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 hands over the charge of his post in his parent organization and end on the date on which he assumes charge of the post under his 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 will be governed by the relevant rules laid down for the Parent Organization.





I have understood the above and accept the offer on the terms and conditions specified above.

Signed in presence of

1. Name :

Designation :

Address :

2. Name :

Designation :

Address :

**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. It is certified that no Major / Minor penalties have been imposed on the Officer during the last 10 years.
5. Copies of APARs for the last 5 years from 2018-2019 to 2022-23 are enclosed.
6. The veracity of the educational qualification certificates and caste certificates submitted by the applicant are endured and certified and the incumbent fulfils the eligibility criteria w.r.t. and experience as specified in the Annexure- I of the circular for deputation 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**

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(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 (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.					
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 Commission in the past, the information may be provided for the period thereafter.