



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता  
Syama Prasad Mookerjee Port, Kolkata  
15, स्ट्रैण्ड रोड/15, Strand Road,  
कोलकाता Kolkata – 700 001

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सामान्य प्रशासन विभाग  
Genl. Admn. Deptt.

No.Admn/7282/1/TM/21

Dated: 26<sup>th</sup> March, 2021

To  
The Chairman,  
All Major Port Trust.

Sir,

Sub : Filling up the post of Traffic Manager (HOD) by  
absorption through composite method under Syama Prasad  
Mookerjee Port, Kolkata– applications invited.

The post of Traffic Manager under Syama Prasad Mookerjee Port, Kolkata, in the rank of Head of Department has fallen vacant w.e.f. 07.11.2020. The post is in the pay scale of Rs. 100000-260000/- (pre-revised Rs. 43200-66000/-). The post is to be filled up by absorption through composite method from the officers of Major Port Trusts, fulfilling the eligibility criteria for the concerned post, as per RR at **Annexure-I**. The typographical error in column 12 of the RR, enclosed with the earlier circular of even no. dated 16.12.2020 for the above post now stands amended as at Annexure – I of the instant circular.

2. The selection is by merit for which overall grading in the ACRs/APARs will not be below “Very Good”.
3. As directed by the Ministry vide letter dated 19.11.2019, the incumbent will be initially appointed to the HOD post in the scale of pay of Rs. 100000-260000/- (pre-revised 43,200 – 66,000/-), and after completion of 3(three) years’ regular service in the post, he / she will be elevated to the scale of pay of Rs. 1,20,000 – 2,80,000/- (pre-revised 51,300 – 73,000/-), subject to fulfilling the relevant conditions as per the Ministry’s guideline vide Letter No.A-12023/15/2018-PE-I dated November 19, 2019. It may be noted that any changes as directed by the Ministry from time to time, will be made applicable.
4. Applications are invited from eligible and willing officers of all Major Port Trusts possessing the prescribed qualifications, experience and other conditions, for the post of Traffic Manager in the scale of pay of Rs. 100000-260000/- as per **Annexure-I**. The application may be submitted through “Online Application Portal (OAP)” of the Ministry of Ports, Shipping & Waterways website <http://onlinevacancy.shipmin.nic.in> from 26.03.2021 to 26.04.2021. No application other than OAP shall be accepted.
5. The candidate will have to submit a printout of the filled up application, already uploaded in OAP, along with the following documents to his administrative Port for onward forwarding. The administrative Ports are required to forward the applications of the candidates along with following documents before 11<sup>th</sup> May, 2021 to the Sr. Personnel Officer (I/C), Syama Prasad



Mookerjee Port, Kolkata, 15 Strand Road, Kolkata-700001 superscribing "Application for the post of Traffic Manager in Syama Prasad Mookerjee Port, Kolkata."

- i) Certified copies of APARs for the last 5 years (2015-16 to 2019-2020), duly attested by an officer not below the rank of Dy. HoD on each page.
- ii) A statement showing year-wise availability of APARs and grading duly signed by the Dy. Chairman/Chairman as per Ministry's letter dated 01.02.2007. If APAR for a particular year is not available, "No Report certificate" may be furnished along with APARs of the preceding years.
- iii) Attested copies of all the certificates towards proof of educational qualification, present and past work experience in the respective post and pay scale.
- iv) "No objection" certificate from the respective Ports.
- v) An undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by the Services Selection Committee.
- vi) Vigilance and administrative clearance of the concerned Port, as per enclosed proforma (**Annexure-II**).
- vii) The veracity of the professional certificate and caste certificate, provided in terms of letter No.A-12022/10/2005-PE-I dated 27.08.2010, by the applicant may be ensured and certified.
- viii) Two recent passport size color photographs in a sealed envelope.

6. As per Ministry's guidelines dated 26.09.2019, in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate will not be considered by the Ministry if his/her application is not received through proper channel by the Port within 15 days of the last date of receipt of applications, i.e on or before 11.05.2021.

7. The **crucial date** for eligibility criteria will be the last date of closing of applications, i.e. 26.04.2021, in terms of Ministry of Shipping's circular No. I/26/25/2013-PE-I dated 26.09.2019.

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 application. Vigilance report is to be furnished in the format prescribed, vide Ministry of Shipping's letter No.A-12022/10/2005-PE.1 dated 27<sup>th</sup> August, 2010, copy of which is attached as **Annexure-III**.

9. As per the Ministry's guidelines dated 26.09.2019, regarding filling up the HoD level posts in Major Port Trust, port officials, who withdraws his candidature for the post after his selection by the Services Selection Committee, will be liable for debarment from future selection to HoD level posts in all Major Port Trust for a period of 2 years.

10. Incomplete application or applications which has been submitted without following the stated procedure or received after due date will not be considered.

11. **Officers belonging to Traffic Deptt.** of various Major Ports, who have already applied for the mentioned post in response to earlier circular No. Admn. /7282/1/TM dated 16.12.2020 and are eligible as per the amended RR at Annexure – 1, **need not apply again.**

Encl.:- As stated.

Yours faithfully,

  
(J. Ghosh Dastidar)  
Sr. Personnel Officer (I/C)

**Recruitment Rules for the post of Traffic Manager**

**Annexure-I**

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	Traffic Manager	1	Class-I (HOD)	43,200-66,000/-  To be elevated to the scale of pay of 51,300-73,000/- after completion of 3 years regular service upon consideration by the Competent Authority	Selection	45	(i) A Degree from a recognised University.  (ii) Seventeen years experience in shipping/ cargo operations/ railway transportation in executive cadre in an Industrial/ Commercial/ Govt. Undertaking.	(a) No (b) Yes (c) No	N.A.	By absorption through composite method, failing which deputation and failing both, by direct recruitment.	For absorption through composite method, officers holding posts in the scale of pay of Rs.32,900-58,000/- with 3 years regular service in the grade in the Traffic Dept. of a Major Port Trust will be eligible.  For deputation, Officers holding analogous posts or post of	Traffic Manager will be re-designated as General Manager (Traffic)/ Chief General Manager (Traffic) *



												<p>General Manager (Traffic) and equivalent posts in Traffic Deptt. in the grade or officers holding post of Dy. General Manager (Traffic) and equivalent post in the Traffic Deptt. in the scale of pay of Rs.32,900-58,000/- and above with 3 years regular service in the grade in Govt./Semi Govt./PSUs or Autonomous Bodies (other than Major Port Trust) will be eligible.</p> <p>The selection will be by merit for which the bench mark in the Overall grading in the APARs will not be below "Very Good".</p>
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\*GAZETTE NOTIFICATION AWAITED.

**ANNEXURE - II**

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 2014-2015 to 2018-2019 are enclosed.

Dated,

Signature of the forwarding authority along with office seal.