



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
Syama Prasad Mookerjee Port, Kolkata
15, स्ट्रैंड रोड/15, Strand Road,
कोलकाता/Kolkata - 700 001
दूरभाष/Phone : 2230-3451 फैक्स/Fax : 033-2230-4901
वेबसाइट-Website : <https://smp.smpportkolkata.in/smpk/en/>

No. Admn/6497/C/DMD/Dy. HMP

Dated: 24.09.2025

Sir/Madam,

Subject: Filling up of one post of Dy. Harbour Master (Port) in the Scale of Pay of Rs. 1,00,000-2,60,000/- (Pre-Revised Rs. 43,200-66,000/-) by deputation at SMP, Kolkata (Kolkata Dock System) - applications invited.

One post of Dy. Harbour Master (Port) under Marine Department, at Kolkata Dock System, is to be filled up by deputation from Indian Nationals, employed in Major Ports/Government/ Public Sector Undertaking or Autonomous Bodies. Accordingly, applications are invited for filling up of the said post of Dy. Harbour Master (Port) in the Scale of Pay of Rs. 1,00,000-2,60,000/- (Pre-Revised Rs. 43,200-66,000/-) [(IDA Pattern) (equivalent to CDA pattern scale of pay of Rs. 1,23,100 - 2,15,900/- (pre-revised Rs. 37,400-67,000/-))] at SMP, Kolkata (Kolkata Dock System). The said post is to be filled up as per prevalent Notified Recruitment Rules, as at **Annexure-I**. Deputation will be initially for a period of three (03) years, extendable by a maximum period of two (02) years. The detail Terms & Conditions of deputation is attached at **Annexure-II**.

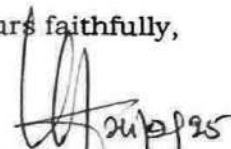
2. Applications of suitable and willing officers, satisfying the provisions of the Recruitment Rules for the post of Dy. Harbour Master (Port), may please be submitted through "Online Application Portal (OAP)" of the MoPS&W's website <http://onlinevacancy.shipmin.nic.in> from **24.09.2025 to 24.10.2025**. Thereafter, a printout of the filled in application along with the following documents may be sent under closed covers, through their Administrative Port/Organization, superscribing thereon "Application for the post of Dy. Harbour Master (Port)", to the **Secretary**, Syama Prasad Mookerjee Port, Kolkata, 15 Strand Road, Kolkata-700001 on or before **10.11.2025:-**

- i) Certified copies of ACRs/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 case of appointment/promotion on "officiating" and/or "ad-hoc" and/or "pro-forma" basis, the details of "regularization" thereon may be indicated clearly) 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/Organization (**Annexure – III**).
 - vi) Vigilance comments/clearance certificate in the pro-forma prescribed (**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. **24.10.2025**.
4. If any major or minor penalty has been imposed on the applicant during the last 10 years, the details of 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
5. The last date of submission of application through OAP is **24.10.2025**. In case of receipt of advance copy of application in respect of any applicant, candidature of the candidate will not be considered by SMP, Kolkata if the application is not received through proper channel within 15 days of the last date of receipt of application through OAP.
6. The Circular along with annexure is also available on SMP, Kolkata website <https://smp.smpportkolkata.in/smpk/en/>.

Enclo: As stated

Yours faithfully,


(C. Chatterjee)
Secretary

No. Admn/7230/LM/E1

Dated: 25.09.2025

To
The Secretaries
All Major Port Authorities

Sir,

Subject: Filling up of one post of Estate Manager in the Scale of Pay of Rs. 80,000-2,20,000/- (Pre-Revised Rs. 32,900-58,000/-) by absorption through Composite method at SMP, Kolkata (Kolkata Dock System)- applications invited.

Applications are invited for filling up of one post of Estate Manager (EM) in the Scale of Pay of Rs. 80,000-2,20,000/- (Pre-revised Rs. 32,900-58,000/-) by absorption through Composite method under Kolkata Dock System of SMP, Kolkata. The said post of Estate Manager is to be filled up as per prevalent Notified Recruitment Rules, as at **Annexure-I.**

2. Applications of suitable and willing officers, satisfying the provisions of the Recruitment Rules for the post of Estate Manager (EM), may please be submitted through "Online Application Portal (OAP)" of the MoPS&W's website <http://onlinevacancy.shipmin.nic.in> from **25.09.2025 to 27.10.2025**. Therefore, all the applicants, after registering themselves in the portal, are required to apply for the post through OAP and thereafter a printout of the filled in application along with the following documents may be sent in an envelope, through their Administrative Port, duly superscribing on the envelope "Application for the post of Estate Manager (EM)", so as to reach the Office of the **Secretary**, Syama Prasad Mookerjee Port, Kolkata, 15 Strand Road, Kolkata-700001 on or before **10.11.2025:-**

- i) Certified copies of ACRs/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 case of *appointment/promotion on "officiating" and/or "ad-hoc" and/or "pro-forma" basis, the details of "regularization" thereon may be indicated clearly*) 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 – II**).
- vi) Vigilance comments/clearance certificate in the pro-forma prescribed (**Annexure-III**).
- 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. **27.10.2025**.

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. Vigilance report is to be furnished in the format prescribed, vide Ministry of Shipping's letter No. C-31018/5/2020-Vigilance dated 15th February, 2022 and letters No. A-29018/4/2018-PE-I dated 30.05.2022 & 01.06.2022.

5. In terms of Ministry's above said letters dated 30.05.2022 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 (PSW) and accordingly, the recommendations of the Service Selection Committee shall be conveyed to the Ministry for obtaining approval, before issuing appointment order.

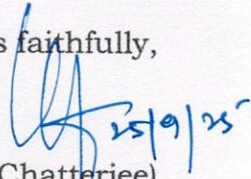
6. The last date of submission of application through OAP is **27.10.2025**. Further, as per Ministry's instruction dated 11.08.2021 in respect of filling up the post of Dy. HoD level, in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate 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 submission of application i.e. **10.11.2025**. Incomplete application or application received after the due 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 Service 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/>.

Enclo: As stated

Yours faithfully,


(C. Chatterjee)
Secretary



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No. Admn/7282/1/Sr. PO

Dated: 25.09.2025

To
The Secretaries
All Major Port Authorities

Sir,

Subject: Filling up of one post of Sr. Personnel Officer in the Scale of Pay of Rs. 80,000-2,20,000/- (Pre-Revised Rs. 32,900-58,000/-) by absorption through Composite method at SMP, Kolkata (Kolkata Dock System)- applications invited.

Applications are invited for filling up of the post of Sr. Personnel Officer in the Scale of Pay of Rs. 80,000-2,20,000/- (Pre-revised Rs. 32,900-58,000/-) by absorption through Composite method under SMP, Kolkata (Kolkata Dock System). The said post is to be filled up as per prevalent Notified Recruitment Rules, as at **Annexure-I**.

2. Accordingly, applications of suitable and willing officers, satisfying the provisions of the Recruitment Rules for the post of Sr. Personnel Officer, may please be submitted through "Online Application Portal (OAP)" of the MoPS&W's website <http://onlinevacancy.shipmin.nic.in> from **25.09.2025 to 27.10.2025**. Therefore, all the applicants, after registering themselves in the portal, are required to apply for the post through OAP and thereafter a printout of the filled in application along with the following documents may be sent in an envelope, through their Administrative Port, duly superscribing on the envelope "Application for the post of Sr. Personnel Officer", so as to reach the Office of the **Secretary**, Syama Prasad Mookerjee Port, Kolkata, 15 Strand Road, Kolkata-700001 on or before **10.11.2025:-**

- i) Certified copies of ACRs/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 case of *appointment/promotion on "officiating" and/or "ad-hoc" and/or "pro-forma" basis, the details of "regularization" thereon may be indicated clearly*) 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 – II**).
 - vi) Vigilance comments/clearance certificate in the pro-forma prescribed (**Annexure-III**).
 - 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. **27.10.2025**.
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. Vigilance report is to be furnished in the format prescribed, vide Ministry of Shipping's letter No. C-31018/5/2020-Vigilance dated 15th February, 2022 and letters No. A-29018/4/2018-PE-I dated 30.05.2022 & 01.06.2022.
5. In terms of Ministry's above said letters dated 30.05.2022 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 (PSW) and accordingly, the recommendations of the Service Selection Committee shall be conveyed to the Ministry for obtaining approval, before issuing appointment order.
6. The last date of submission of application through OAP is **27.10.2025**. Further, as per Ministry's instruction dated 11.08.2021 in respect of filling up the post of Dy. HoD level, in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate 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 submission of application i.e. **10.11.2025**. Incomplete application or application received after the due 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 Service 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.smporkolkata.in/smpk/en/>.

Enclo: As stated

Yours faithfully,


(C. Chatterjee)
Secretary



SYAMA PRASAD MOOKERJEE PORT, KOLKATA
HALDIA DOCK COMPLEX

Requires

Surveyor

Advertisement No. 18/2025

Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata (erstwhile Kolkata Port Trust) (SMPA), intends to engage **1 (one)** Surveyor** on contract basis under Administration Division, HDC at Haldia. The detail of eligibility criteria for such contractual engagement is given below: -

[** The number of engagement is indicative only. The same may increase / decrease in future, as per actual requirements]

Crucial date of eligibility :-

The Crucial date for determining the Age, Qualification, Experience etc. shall be **October 01, 2025**.

Eligibility Criteria

(i) **Age**: Not exceeding 35 years.

(ii) **Qualification & Experience**:

Essential Educational Qualification:

Diploma in Surveyorship / Survey Engineering or its equivalent.

Desirable:

Two years' experience in related field under any reputed organization.

Remuneration: The candidate will be paid a consolidated remuneration of ₹35,000/- (Rupees Thirty-five thousand only) per month with yearly increment subject to Annual Performance Review.

General Instruction to the Candidates

Interested candidates, fulfilling the above mentioned eligibility criteria and agreeable to the terms and conditions given below, may apply in the proforma given hereunder with one recent colour passport size photograph and self-certified photocopies of relevant certificates / testimonials. Application in sealed envelope, superscribing “*Application for contractual engagement of Surveyor under HDC*”, should reach the Office of the Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower, P.O.: Haldia Township, Dist.: Purba Medinipur, W.B. PIN: 721607, by **November 19, 2025**. Mere fulfilment of the eligibility criteria will not confer any right upon the candidate for selection. Management reserves the right to cancel the selection process without any reference to the candidates. Incomplete applications, or applications received after the last date, may not be entertained.

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

General terms & conditions for Surveyor (on contract)

- i) The engagement will be for a period of 3 (three) years and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC / SMPA reserves the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties.
- ii) The selected candidate will be responsible for Performing all the function for the post of Surveyor and Civil / Survey Draftsman under Administration Division, Monitoring the allotment of land, undertaking survey of entire area under HDC for the purpose of allotment as well as tenancy control, etc. as per necessity and direction of the appropriate authority, Preparing of Map / drawings with Auto-CAD and GIS, Preparation of plot schedule for lease deed, tenancy, encroachment and any other purposes, Participation in inspection of entire area under HDC and assist in eviction drives, Any other work as to be directed by the higher authorities and to assist the concerned Divisional Head, as per requirement. Further, the selected candidate will be responsible for any other job which will be assigned to him/her from time to time by the Reporting Officer.
- iii) The selected candidate will be paid a consolidated remuneration of ₹ 35,000/- (Rupees Thirty-five thousand only) per month with yearly increment based on Annual Performance Appraisal.
- iv) The selected candidate will normally be posted at the office of Sr. Dy. Manager, Administration Division, Haldia Dock Complex. However, he/she may be required to work at any department / office within the jurisdiction of HDC, SMPA.
- v) The selected candidate will normally report to the Sr. Dy. Manager (Administration) or any other officer as may be authorised by Sr. Dy. Manager (Administration), HDC, SMPA.

vi) The selected candidate will have to work full time for 06 (six) days in a week and will be entitled to 01 (one) weekly-off day. If situation so warrants, the weekly days of rest may be changed with prior intimation. The selected candidate will be required to work in general shift as per requirement. In exigency of work, he/she may also be booked on Sundays / Holidays, for which appropriate relief may be considered, as per the discretion of the Competent Authority. He/she will also have to attend emergency calls as per requirement, beyond the normal duty hours without any extra remuneration for the same.

vii) The selected candidate may avail of the facility of HDC accommodation (unfurnished), subject to availability, on payment of license fee / rent, as applicable. Electricity charges for the said quarter, shall have to be borne by the selected candidate, as per actual.

viii) The selected candidate will be entitled to 15 days leave in a year (12 months from the date of engagement and proportionate in case of shorter period of engagement), which shall be availed of with prior approval. For any absence, in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration. Availing of half-day leave would be allowed within the limit of 15 days of leave.

ix) Additionally, leave on medical ground, to the extent of 10 days in a year (12 months from the date of engagement and proportionate in case of shorter period of engagement) on illness, may be allowed without any deduction from the remuneration, on the basis of certification from HDC / SMPA Medical Officer. Intimation of sickness should be reported to the Head of the Division / Reporting Officer forthwith, in writing, together with the certificate of illness from a Registered Medical Practitioner, in addition to verbal intimation over phone. However, 50% of un-availed leave on medical ground in a year can be carried forward, subject to the same being within the tenure of the contract period.

x) The selected candidate would be entitled to indoor & outdoor medical facilities as are available in the Port Hospital at Haldia for self & spouse and a maximum of two children upto the age of 21 years. In case of having twins or more during the second child birth, all the children born together inclusive of 1st and 2nd child birth would be considered for the above medical facilities. Besides the following additional medical facilities would also be available: -

a) Purchase of Medicines: - Purchase of medicines from designated medical store at Haldia, as would be prescribed by the Port Hospital on cashless basis, may be allowed. Payment of the same would be made by HDC.

b) Pathological tests: All pathological diagnostic tests, as would be prescribed by the Port Hospital, may be allowed to be done from designated laboratories at Haldia and the expenditure of the same would be reimbursed / paid directly by Port.

c) Referral: Referral to the Centenary Hospital, Kolkata of SMPA (both for OPD and IPD, as are available) may be allowed.

d) Mediclaim: Reimbursement of 25% of the medical insurance premium paid by the employee to cover his / her family, subject to an upper limit of Rs. 5000/- per annum, would be done by HDC.

(4)

However, in case of any injury sustained due to accident occurred in course of and arising out of engagement, the port will extend all necessary medical treatment in addition to the treatment mentioned above.

- xi) The selected candidate may be extended Ex-gratia, as will be approved by the Competent Authority from year to year.
- xii) The wards of the selected candidate shall get the benefit of sponsored candidate in DAV Public School, Haldia.
- xiii) HDC, SMPA would contribute 8.33% of yearly remuneration / applicable premium towards a Gratuity Fund through institution like LIC.
- xiv) The selected candidate will be entitled to avail the Transport facility of HDC.
- xv) The selected candidate will be entitled to avail the Canteen facility of HDC.
- xvi) If the selected candidate is required to go on official tour the candidate will be entitled to TA / DA, as per approved rates.
- xvii) The selected candidate shall be responsible for charge and care of HDC / SMPA's money, goods and stores and all other property that may be entrusted to him / her and he / she will be accountable for the same.
- xviii) The contractual engagement may be terminated by giving 3 months' notice from either side or equivalent to 3 months' remuneration. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and for any act considered to be derogatory / detrimental to the interest of HDC, SMPA.
- xix) The candidate will have to submit character / antecedent certificate in the prescribed proforma.