



**PARADIP PORT TRUST  
ADMINISTRATIVE DEPARTMENT  
AT/PO: PARADIP PORT,  
ODISHA – 754 142**

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From:

**The Secretary,**  
Paradip Port Trust.

To

**The Secretary,**  
All Major Port Trust/  
All PSUs, MoS, GoI,  
All Central Govt/State Govt. Organisation.

No. AD/RSC-II-21/13/16-17(Pt.)/2573

Dated, the 27<sup>th</sup> July,2017

Sir,

Sub: Filling up of the post of Tug Master (Class-II) on scale Rs.16,400-40,500/ on deputation basis-Reg.

Ref: Employment Notice Issue No.2573 /2017 Dtd.27<sup>th</sup> July,2017

Please find enclosed herewith a copy of the Employment Notice No.2573 Dtd.27<sup>th</sup> July,2017, inviting applications for the post of Tug Master (Class-II), with a request to give wide publicity and send the names of the eligible and willing employees, who satisfy the Recruitment Rules for the post, along with their applications in the prescribed format (enclosed), to this Port Trust **on or before 31.08.2017**.

Yours faithfully,

Sd/-  
**Secretary,**  
Paradip Port Trust

Encl: Recruitment Rule – Annexure-A  
Application Form – Annexure-B  
Vigilance clearance format – Annexure-C  
Terms & Conditions of deputation– Annexure-D

**PARADIP PORT TRUST**  
**ADMINISTRATIVE DEPARTMENT**  
Emp. Notice No.AD/RSC-II-21/13/16-17(Pt.)/2573 Dtd.27<sup>th</sup> July,2017

Name of the Post	Tug Master
No. of Posts	1 (one)
Classification	Class-II
Scale of pay	Rs.16,400-40,500/-
Whether Selection or Non-Selection	Selection
Upper Age limit	Does not arises
Educational and other qualifications	Recruitment rule is enclosed at Annexure-A
Application format	Enclosed at Annexure-B
Vigilance Format	Enclosed at Annexure-C
Deputation Terms & Conditions	Enclosed at Annexure-D

Interested candidates may apply in the prescribed proforma through proper channel and for any more, refer our website [www.paradipport.gov.in](http://www.paradipport.gov.in).

## **OTHER CONDITIONS:**

1. The appointment will be on deputation as per the terms and conditions enclosed.
2. Applicants should furnish their bio-data as per the pro-forma enclosed through the Competent Authority of their Organisation.
3. Age limit for deputationist is not prescribed, but maximum age limit for an appointment made on deputation does not exceed 55 years on the closing date of application.
4. Applicants should furnish the duties and responsibilities held by them in their existing post duly attested by the Competent Authority of their Organisation including Pay and DA pattern.
5. Organizations, which are forwarding the applications, should enclose ACRs for the last 5 years duly attested on the each page of the ACR of the applicants along with the clearance from Disciplinary/Vigilance angle.
6. No advance copies of application from the applicant will be accepted. Competent Authority of the respective Organisation must forward every application. Those applications, which are forwarded by the Competent Authority of the respective Organisation, will only be considered.
7. Incomplete applications and applications received after due date and applications which are not forwarded by the Competent Authority of respective Organisations will summarily be rejected. In such cases, no correspondence from the applicants shall be entertained.

In view of the above, interested Candidates may furnish their applications with full particulars of Name, Address, Date of Birth, Qualifications and Experience etc., as detailed in the pro-forma enclosed, with copies of Certificates duly attested should be sent through the Competent Authority of their Organisation to reach "THE SECRETARY PARADIP PORT TRUST, At/Po: PARADIP, Dist: JAGATSINGHPUR, ODISHA-754142" on or before **31.08.2017**.

The above information is available in Paradip Web site:  
[www.paradipport.gov.in](http://www.paradipport.gov.in)

Sd/-  
**Secretary,**  
Paradip Port Trust

**PARADIP PORT TRUST**  
**ADMINISTRATIVE DEPARTMENT**  
**APPLICATION FOR THE POST OF: TUG MASTER (CLASS-II)**

Affix Passport  
size Photograph

1. Name of the Candidate (in Block letters) : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Date of Birth (dd/mm/yyyy) : \_\_\_\_\_
4. Age as on **31.08.2017** : \_\_\_\_\_
5. Permanent Address (with pin code) : \_\_\_\_\_
  
6. Address for correspondence (with pin code) : \_\_\_\_\_
  
7. E-mail address, phone numbers (office, residence & mobile) along with fax no. if any : E-mail: \_\_\_\_\_  
: Mob: \_\_\_\_\_  
: Ph (off): \_\_\_\_\_  
: Ph (Res): \_\_\_\_\_
8. Nationality :
9. Religion :
10. Whether belong to Minority/Community, if yes, please specify. :
11. Whether belonging to SC/ST/OBC/UR :
12. Gender :
13. If physically handicapped, sub Category of PH :
14. Marital Status :

15. Details of Educational Qualification from Matriculation onwards (Enclose a separate sheet, duly signed, if the space below is insufficient):

Sl. No.	(1)	(2)	(3)	(4)	(5)
a) Examination passed					
b) Year of passing					
c) Name of College/ Institute					
d) University/ Board					
e) Main subjects					
f) Total aggregate percentage of marks obtained/ division/ etc.					

16. Details of experience (in chronological order). (Enclose a separate sheet, duly signed, if the space below is insufficient. : \_\_\_\_\_)

Sl. No.		(1)	(2)	(3)	(4)	(5)
a) Name of organization						
b) Post held with dates						
	From					
	To					
c) Brief description of duties						
d) Details of experience						
e) Scale of pay						
f) Total Salary						

17. Details of computer knowledge Language(s) known and application Software used : \_\_\_\_\_

18. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training, (iii) work experience over and above advertisement) [enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient] : \_\_\_\_\_

19. Language known (Read, write, speak and understand) : \_\_\_\_\_

**DECLARATION**

I hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I also undertake that, if at any stage of selection, the information furnished is false or misleading, my candidature/appointment/services will stand cancelled/terminated without assigning any reasons there for.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name : \_\_\_\_\_

Note: Attested copies of documents in support of educational qualification and experience must be enclosed. Application will not be considered without attested copies of all supporting documents.

**CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE**

- 1] The particulars furnished by the Applicant are correct and he/she fulfills the eligibility criteria.
- 2] No disciplinary/ vigilance case is pending or contemplated against the applicant and he/she is free from vigilance angle.
- 3] His/Her integrity is certified.
- 4] No major/minor penalties have been imposed on the applicant during the last 10 years.
- 5] Attested copies of ACRs for the last five years.

**SIGNATURE OF THE HEAD OF OFFICE  
WITH SEAL**

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE/COMMENTS  
CLEARANCE IS BEING SOUGHT.**

(To be furnished and signed by the CVO or HOD)

- 01] Name of officer ( in full) :
- 02] Father's Name :
- 03] Date of birth :
- 04] Date of retirement :
- 05] Date of entry in to service :
- 06] Service to which the Officers belongs :  
including batch / year cadre etc  
wherever applicable. :
- 07] Position held( during ten preceding years).

Sl. No	Designation & placing of posting	From	To
01			
02			
03			

- 08] Whether the office has been placed  
On the “Agreed list” or  
“list of Officers of Doubtful Integrity” :  
(If yes, details to be given)
- 09] Whether any allegation of misconduct :  
involving vigilance angle was examined  
against the officers during the last  
10 years and if so, :
- 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.(\*)) :

Date:

(Name & Signature)

(\*) If vigilance clearance has been obtained from the Ministry/CVC in the past,  
the information may be provided for the period thereafter.



**TERMS AND CONDITIONS OF DEPUTATION FOR THE POST OF TUG  
MASTER(CLASS-II), MARINE DEPARTMENT OF PARADIP PORT TRUST**

01. PERIOD OF DEPUTATION

The period of deputation will be of 3 (three) years from the date of taking over charge of the post subject to curtailment/extension.

02. PAY & ALLOWANCES.

During the period of deputation Sri \_\_\_\_\_ will have the option either to get his pay fixed in the scale of Rs.16,400-40,500/- attached to the post of Tug Master(Class-II), Paradip Port Trust under the normal rules of the pay attached to the post hold by him in his parent department, viz., \_\_\_\_\_ plus deputation (duty allowances in accordance with and subject to the conditions as modified from time to time and such general or special orders issued by the Ministry of Shipping in this regard.

03. DEARANESS ALLOWANCE

Sri \_\_\_\_\_ will be entitled to dearness allowance under the rules of the parent Department/Organisation or under the rules of Paradip Port Trust according as he retains his scale of pay under the parent department/organization or he draws pay in the scale attached to the post under the Paradip Port Trust.

4. JOINING TIME PAY AND TRANSFER T.A.

He will be entitled to TA and joining time both on joining the post in Paradip Port Trust and on reversion there-from to his parent department/organization under the rules of Paradip Port Trust. The expenditure on this account will be borne by the Paradip Port Trust

5. TA FOR JOURNEY ON DUTY DURING THE PERIOD OF DEPUTATION.

To be regulated under the rules of Paradip Port Trust

6. LOCAL ALLOWANCES LIKE COMPENSATORY (CITY ALLOWANCE & HRA)

To be regulated under the rules of Paradip Port Trust . He is not entitled to HRA in case he is provided PPT residential accommodation.

7. LEAVE AND PENSION

During the period of deputation he will continue to be governed by the leave, pension, rules of the parent department/organization applicable to him before his deputation to Paradip Port Trust. The Paradip Port Trust shall pay the leave salary and Pension contribution to his parent department/organization in respect of his period of deputation in accordance with the orders issued by the Government within 15 days from the end of each financial year or the end of the deputation if the deputation expires before the end financial year. The leave salary and pension contribution shall be paid at the rates intimated by the parent department/organization. The leave salary in respect of the leave availed during deputation period shall be borne by the parent department/organization.

8. PROVIDENT FUND BENEFITS.

During the period of deputation he will be governed by the rules of parent department/organization. The Paradip Port Trust will deduct the subscription by contribution on this account from his pay and allowances and remit it to the parent department/organizations.

9. MEDICAL ATTENDANCE & TREATMENT.

The deputationist will be entitled to medical attendance & treatment facilities under the rules of Paradip Port Trust.

10. RESIDENTIAL ACCOMMODATION.

He will be entitled to residential accommodation according to the rules of Paradip Port Trust, when residential accommodation is provided by the Paradip Port Trust, he will have to pay rent to the Paradip Port Trust as per the Regulations of PPT plus additional charges for water and Electricity etc., as per the rules of Paradip Port Trust.

11. CHILDREN'S EDUCATIONAL ALLOWANCE & REIMBURSEMENT OF TUITION FEE.

The deputationist will be eligible to claim CEA & Reimbursement of Tuition fee in respect of his children under the Paradip Port Trust Regulations subject to the fulfillment of the conditions prescribed therefore from time to time. He can not claim both the concessions in respect of the same child. If the deputationist opts Ports scale, he is not entitled to the above allowance, as the same was the part of CAFETERIA allowance.

12. LEAVE TRAVEL CONCESSION.

The Paradip Port Trust shall allow and bear the expenditure on account of LTC as admissible to him under the Paradip Port Trust (LTC/Home Town) Regulations. If the deputationist opts Ports scale, he is not entitled to LTC, as the said allowance was the part of CAFETERIA allowance.

13. INSURANCE SCHEME.

The Paradip Port Trust will deduct the contribution on this account from his pay and Allowance and remit it to parent Department/Organisation.

14. RESIDUARY MATTER.

All matters relating to the conditions of service not covered by the paras 1 to 12 above will be governed by the rules and orders applicable to him in parent Department/Organisation.

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**ANNEXURE-I**

**Recruitment Rules for post of Class-II under Marine Department (Deck Side)**

Sl. No.	Name of the Post	No. of Posts	Classification	Scale of pay (Rs.)	Whether Selection or Non-Selection post	Upper Age limit for direct recruitment (in years)	Educational and 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	Tug Master	03	Class-II	Rs.16,400-40,500/-	Selection	35 years	<b>Essential</b> i. Must hold Certificate of competency of 2 <sup>nd</sup> Mate (FG)/COC Master (NCV)/1 <sup>st</sup> Class Master Certificate Under IV Act. ii. Must have 10 years Master's Experience on Tugs more than 200 GT.	(a) No. (b) Yes (c) No	2 years	By promotion failing which by deputation/Direct Recruitment	Promotion from Jr. Tug Master with 04 years of Regular service in the grade failing which combined Regular service of 07 years in the grades of Jr. Tug Master and Pilot Launch master out of which 02 years service in the grade of Jr. Tug Master.	Out of 04 posts of Tug Master, 01 post is proposed for the post of communication officer.