

From:

The Secretary,
Paradip Port Trust-754142.

To

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

No. AD/RSC-I-21/13/2014/

Dated, the 12th Dec.,2016

Sir,

Sub: Filling up of the post of Traffic Manager (HoD) on scale Rs.43200-66000/- on deputation basis-Reg.

Ref: Employment Notice Issue No._____/2016 Dtd.____Dec., 2016

Please find enclosed herewith a copy of the Employment Notice No.____/2016 Dtd.____ Dec., 2016, inviting applications for the post mentioned therein, with a request to give wide publicity and send the names of the eligible and willing officers, who satisfy the Recruitment Rules for the post of Traffic Manager along with their applications in the prescribed format (enclosed), to this Port Trust **on or before 31.01.2017**.

Yours faithfully,

Secretary,
Paradip Port Trust

Encl: Recruitment Rule – Annexure-I
Application Form – Annexure-II
Vigilance clearance format – Annexure-III
Terms & Conditions of deputation– Annexure-IV

Copy to: Secretary to Govt. of India, Ministry of Shipping, New Delhi for information.
(Kind Attention of Sri Rajiv Kumar Nigam, Under Secretary)

PARADIP PORT TRUST
ADMINISTRATIVE DEPARTMENT
Emp. Notice No.5564/2016 Dtd.8th Dec.,2016

Sl. No.		
1	Name of the Post	Traffic Manager (HOD) (CL-I)
2	No. of Posts	1 (one)
3	Classification	Class-I
4	Scale of pay	Rs.43200-66000/-
5	Whether Selection or Non-Selection	Selection
6	Upper Age limit	45 years
7	Educational and other qualifications	Recruitment rule is enclosed at Annexure-I
8	Deputation Terms & Conditions	Enclosed at Annexure-II
9	Application format	Enclosed at Annexure-III
10	Vigilance Format	Enclosed at Annexure-IV

Interested candidates may apply in the prescribed proforma through proper channel and for any more, refer our website 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.
8. As per Ministry letter No.A-12022/10/2005-P.E-I, Dt.06.10.2016, an officer applied for a post, withdrawn his candidature after selection, should be debarred for future selection for a period of 3 years from the date of receipt of the request for withdrawal.
9. Eligibility criteria may be determined as on the last date of receipt of applications.
10. The details of the applicant may clearly be mentioned along with length of service in the feeder grade posts and details of pay scales.
11. It may clearly be mentioned whether the candidate has experience in the feeder grade posts on regular or ad-hoc or deputation basis.
12. It may be indicated whether the candidate possess essential qualification as prescribed in their RRs.
13. The applications of non-eligible candidate (i.e, who are not in the feeder grade post) may not be sent.
14. ACRs for the last 5 years may accompany with the proposal.

15. If the ACRs of a particular year during the last five year is not available. “No Report Certificate” may be furnished alongwith ACRs of the preceding years.
16. A statement showing ACRs grading should also be furnished.
17. The veracity of educational certificate may also be ensured.
18. The vigilance status of the candidate may be furnished in the prescribed proforma duly signed by the CVO of the concerned Port.
19. The CVO of the concerned Port (where candidate is posted at the time of submitting application) may ensure that vigilance clearance of the applicant is obtained from the CVO of the concerned Ports where the applicant has worked in the last ten years.
20. At times HOD from a particular Port applies for HOD level vacancy in another Port of the same category which is basically in the nature of a transfer as there is no difference in pay scales. While forwarding such applications, Chairman of the concerned Ports should keep in view the Transfer Policy formulated by the Ministry which provides for rendering minimum 2 years of service in any Port before seeking transfer to another Port. The Chairman of Port Trust may also take into consideration the administrative inconvenience caused to Port Administration and the Ministry in the event of such unanticipated vacancies that arise if the officer is selected to other Ports and should eschew forwarding such applications to the Ministry.

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 31.01.2017.

The above information is available in Paradip Web site:
www.paradipport.gov.in

Secretary,
Paradip Port Trust

APPLICATION FOR THE POST OF TRAFFIC MANAGER

Affix Passport size
Photograph

- 1] Name of the Officer ::
- 2] Address for Communication ::
- 3] Date of Birth ::
- 4] Whether belongs to SC/ST ::
- 5] Present post with basic pay and scale of pay ::
- 6] Date of continuous appointment in the present post ::
- 7] Date of first appointment in Port ::
- 8] Educational and other qualifications ::

Sl.No	Examination	University	Year of Passing	Class & %age of Marks

- 9] Details of employment/ experience in chronological order :

Name of the organization	Post held	Scale of pay	From	To	Nature of duties.

- 9] Language known
(Read, Write and Speak) ::
- 10] Any other information ::

In the event of my selection to the above post, I will not withdraw and undertake the accept the appointment/ posting.

Place:

Date:

Signature of the Applicant

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 DY.CHAIRMAN/CHAIRMAN
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 OF THE POST OF TRAFFIC
MANAGER, DRAFFIC DEPARTMENT OF PARADP 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.43200-66000/- attached to the post of Traffic Manager (HOD), 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 Paradp Port Trust

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

To be regulated under the rules of Paradp Port Trust

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

To be regulated under the rules of Paradp 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 Paradp Port Trust. The Paradp 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 Paradp 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 Paradp Port Trust.

10. RESIDENTIAL ACCOMMODATION.

He will be entitled to residential accommodation according to the rules of Paradp Port Trust, when residential accommodation is provided by the Paradp Port Trust, he will have to pay rent to the Paradp Port Trust as per the Regulations of PPT plus additional charges for water and Electricity etc., as per the rules of Paradp 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 Paradp 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 Paradp Port Trust shall allow and bear the expenditure on account of LTC as admissible to him under the Paradp 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 Paradp 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.

ANNEXURE-I

Recruitment Rules for Class-I posts under Traffic Department, PPT

Sl. No.	Name of the Post	No. of Posts	Classification	Scale of pay (Rs.)	Whether Selection of Non-Selection	Upper Age limit for direct recruitment (in years)	Educational and other qualifications prescribed by 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	Traffic Manager	01	Class-I (HOD)	Rs.43200-66000/- Pre-revised scale of pay of Rs.18500-450-23900/-)	Selection	45	Essential 1. A degree from a recognized university. 15 years experience in the shipping/ cargo operation/ railway transportation in executive cadre in an industrial/ commercial/ Govt. undertakings	(a) No. (b) Yes (c) No	NA	By absorption through composite method failing which by deputation and failing both by direct recruitment.	For absorption through composite method, officer holding analogous posts or officer holding posts in the scale of pay of Rs.36600-62000/- with 2 years regular service in the grade or officers holding posts in the scale of pay Rs.32900-58000/- with 3 years regular service in the grade in Traffic Deptt. of a major Port Trust will be eligible. For deputation officers holding analogous posts or holding post of Sr. Dy. Traffic Manager and equivalent post in the Traffic Department in the scale of pay Rs.32900-58000/- and above with 3 years regular service in the grade in a Govt./Semi-Govt./PSUs or autonomous bodies will be eligible. The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "very good".	