



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

No.AD/RSC -22/233/2017/2624

Dated, the 29th July, 2017

To

The Secretary,
All Major Port Trusts/
All Public sector undertakings,
under Ministry of Shipping, Govt. of India
&
All Central Govt. Organizations/
State Govt. Organizations/State Govt./
Autonomous Bodies/Govt. Companies.

Sub- Filling up of 4 nos. of EDP Assistants (Class-III) on deputation basis- Reg.

Sir,

04 (four) vacancies in the post of **EDP Assistant(Class-III)** will be filled up on **deputation basis** in Paradip Port Trust from amongst the employees working in the Major Port Trusts/PSUs under Ministry of Shipping/ Central Govt./State Govt./Autonomous Bodies & Govt. Companies.

Recruitment Rule: *“Promotion from Junior Assistant with 4 years experience in the grade”*.

The post carries Pay Scale of Rs.17,700-44,600/- along with IDA and other allowances as admissible.

It is requested to kindly circulate the vacancy amongst the employees of your organization. The applications in the prescribed format of the eligible employees, who are willing to work on deputation basis, may be forwarded along with the following documents to the undersigned on or before **31.08.2017**.

- 1] Attested Photo Copies of ACRs of the applicant for the last five years.
- 2] Attested copies of all certificates.
- 3] An undertaking of the applicant not to withdraw, if selected.
- 4] Vigilance clearance.

The selected candidates shall be appointed on deputation basis with terms and conditions attached to the post initially for a period of 03 years which can be extended up to 05 years maximum in case of necessity. The Port Trust would provide unfurnished residential accommodation and other facilities as applicable to Class-III employees of the Port Trust.

PPT reserves the right to cancel or modify this recruitment at any time.

Yours faithfully,

Encl: - 1. Proforma of the application.
2. Copy of the Recruitment Rules.

Sd/-
Secretary,
Paradip Port Trust.

PARADIP PORT TRUST
ADMINISTRATIVE DEPARTMENT
Emp. Notice No.AD/RSC-22/233/2017/2624 Dtd.29th July,2017

Name of the Post	EDP Assistant
No. of Posts	04 (four)
Classification	Class-III
Scale of pay	Rs.17,700-44,600/-
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.



PARADIP PORT TRUST
ADMINISTRATIVE DEPARTMENT

Affix Passport
size Photograph

APPLICATION FOR THE POST OF: EDP ASSISTANT(CLASS-III)

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 ST/SC/OBC/GEN : _____
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	Post					
	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: Self 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 EMPLOYEES FOR WHOM VIGILANCE/COMMENTS

CLEARANCE IS BEING SOUGHT.

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

- 01] Name of employee (in full) :
- 02] Father's Name/Husband's name :
- 03] Date of birth :
- 04] Date of retirement :
- 05] Date of entry in to service :
- 06] Service to which the Employees 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 Employees of Doubtful Integrity" :
(If yes, details to be given)
- 09] Whether any allegation of misconduct :
involving vigilance angle was examined
against the Employees during the last
10 years and if so, :
- 10] Whether any punishment was awarded :
to the Employee 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
Employee as on date.(If so, details to be
Furnished- including reference no, if
Any, of the Commission). :
- 12] Is any action contemplated against the
Employee 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 CONDITONS OF DEPUTATION OF THE POST OF EDP ASSISTANT

1. PERIOD OF DEPUTAION

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

2. PAY & ALLOWANCES

During the period of deputation Sri _____ will have the option either to get his pay in the scale of Rs.17,700-44,600/- attached to the post of EDP Assistant,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.

3. DEARNESS 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 under the rules of 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 the Paradip Port Trust and on reversion there-from to his parent Department/Organisation 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/Organisation 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/Organisation 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/Organisation. The leave salary in respect of the leave availed during deputation period shall be borne by the parent Department/Organisation.

8. PROVUDENT FUND BENEFITS

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

9. MEDICAL ATTENDANCE & TREATMENT

The deputationist will be entitled to Medical & 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 Tution fee in respect of his children under Paradip Port Trust Regulations subject to the fulfilment of the concession 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.

OTHER CONDITIONS:

1. The appointments 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. Organization, which are forwarding the applications, should enclose ACRs for the last 5 years duly attested on 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 but 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 the 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**.

Sd/-
SECRETARY,
PARADIP PORT TRUST

Recruitment Rule

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	EDP Assistant	7	Class-III	Rs10,200-25,700/-	Selection	32 years	Essential: 1. Graduate in any discipline. 2. Post Graduate Diploma in Computer Application (PGDCA) from recognised University or DOE's 'A' level. 3. Data entry speed of 9000 key depression per hour through trade test to be conducted on computers. Experience: Must have minimum five years experience in data entry & knowledge of programming work in public sector/Govt./Autonomous Bodies/Reputed Pvt. Organization.	(a) No (b) Yes (c) No	2 yrs	40%-By promotion failing which 60%-by deputation/direct Recruitment	Promotion from Junior Assistant with 4 years experience in the grade.	Data entry Operator is proposed to be redesignated as EDP Assistant.