



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

No.AD/RSC-I-21-60/2016/(Vol-III)/2692

Dated, the 2<sup>nd</sup> Aug., 2017

To

**The Chairmen,**  
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 the post of Deputy Secretary (Class-I) (scale of pay of Rs.24900-50500/-) in Paradip Port Trust by "Absorption/deputation"***

Sir,

One post of Dy. Secretary (Class-I) on scale of pay of Rs. 24900-50500/- (pre-revised Rs. 13000-350-18250/-), in Paradip Port Trust is vacant.

Accordingly, applications are invited from eligible Officers of 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 who possess the prescribed qualifications, experience and satisfy other conditions as mentioned in the Recruitment Rule (Enclosed as **Annexure-I**) for filling up of the same by '**Absorption/deputation**'.

The applications may be forwarded in the proforma enclosed along with the following documents so as to reach the undersigned on or before **31.08.2017**

- 1] Attested photocopies of Educational & Professional qualifications.
- 2] Attested photocopies of ACRs of the applicant for the last five years.
- 3] An undertaking of the applicant not to withdraw, if selected.
- 4] Administrative & Vigilance clearance in prescribed Format.
- 5] Passport size photograph (02 Nos.).

The incomplete applications or the applications received after the due date will not be considered.

PPT reserves the right to cancel the recruitment at any time and this advertisement is also subject to the approval of revised Recruitment Rule forwarded to Ministry.

- Encl.: 1. Proforma of the application.  
2. Copy of the Recruitment Rule.  
3. Vigilance format  
4. Terms & Conditions of Deputation

Yours faithfully,

**SECRETARY,  
PARADIP PORT TRUST**



**PARADIP PORT TRUST**  
**ADMINISTRATIVE DEPARTMENT**

**APPLICATION FOR THE POST OF: DEPUTY SECRETARY (CLASS-I)**

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 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/<br>Institute                                      |     |     |     |     |     |
| d) University/ Board  |     |     |     |     |     |
| e) Main subjects  |     |     |     |     |     |
| f) Total aggregate<br>percentage of marks<br>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 DY.CHAIRMAN/CHAIRMAN  
WITH SEAL**

PARADIP PORT TRUST  
ADMINISTRATIVE DEPARTMENT

Emp. Notice No.AD/RSC-I-21/60/2016 (Vol-III)/2692      Dtd.2<sup>nd</sup> Aug.,2017

|                                      |  |
|--------------------------------------|--|
| Name of the Post                     | Deputy Secretary(Class-I)                  |
| No. of Posts                         | 1 (one)                                    |
| Classification                       | Class-I                                    |
| Scale of pay                         | Rs.24,900-50,500/-                         |
| 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).

**TERMS AND CONDITIONS OF DEPUTATION FOR THE POST OF DEPUTY  
SECRETARY (CLASS-I) 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.24,900-50,500/- attached to the post of Deputy Secretary (Class-I), 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. 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 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.

\*\*\*\*\*

## **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**.

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



**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 |
|-------|----------------------------------|------|----|
|       |                                  |      |    |
|       |                                  |      |    |
|       |                                  |      |    |

- 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.

**Annexure-A**

| 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 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   |
|--------|------------------|--------------|----------------|--|------------------------------------|---|--|--|--------------------------------|---|---|
| 1      | 2                | 3            | 4              | 5  | 6                                  | 7   | 8  | 9  | 10                             | 11  | 12  |
| 01     | Deputy Secretary | 01           | Class-I        | Rs.24900-50500/-<br><br>(Pre-revised scale of pay of Rs.13000-350-18250/-) | Selection                          | 40  | <p><b>Essential:-</b><br/>(i) A degree from a recognized university.<br/><br/>(ii) Nine years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/Commercial/Govt. Undertaking.</p> <p><b>Desirable:-</b><br/>Post Graduate degree/diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare or allied subjects or degree in Law from a recognized university/institution.</p> | (a) No.<br><br>(b) Yes<br><br>(c) No   | 2                              | By promotion failing which by absorption/deputation, failing both by direct recruitment.    | <p>Promotion from Sr. Assistant Secretary/Sr. PS to Chairman/Sr. Welfare Officer in the scale of pay of Rs.20600-46500/- (pre-revised scale of pay of Rs.10750-16750/-) with 4 years regular service in the grade failing which Sr. Assistant Secretary/Sr. PS to Chairman/Sr. Welfare Officer) in the scale of pay of Rs.20600-46500/- (pre-revised scale of pay of Rs.10750-16750/-) with 2 years regular service in the grade and a combined regular service of 9 years in the scales of pay of Rs.20600-46500/- (pre-revised scale of pay of Rs.10750-16750/-) &amp; Rs.20600-46500/- (pre-revised scale of pay of Rs.9100-15100/-) in the respective discipline of General Admn. Deptt.</p> <p>Absorption/deputation will be of Officers holding analogous posts or post of Sr. Assistant Secretary/Sr. PS to Chairman/Sr. Welfare Officer in the scale of pay of Rs.20600-46500/- (pre-revised scale of pay of Rs.10750-16750/-) with 4 years regular service in the grade in a Major Port Trust.</p> |