



**PARADIP PORT AUTHORITY**  
PARADIP - 754 142, ODISHA (INDIA)  
**ADMINISTRATIVE DEPARTMENT**



No.AD/RSC-I-21/78/2012(Vol-II) / 1154

Dated, the 22-April, 2026

To

**The Chairmen,**  
All Major Port Authorities

**Sub- Filling up of the post of Sr. Assistant Secretary (Class-I) on scale of pay of Rs.50,000-1,60,000/- (Pre-revised scale of pay Rs.20,600-46,500/-, Pre pre revised scale of pay Rs. 10,750-16,750/-) on deputation basis-Reg.**

Sir,

Applications are invited for filling up of the Post of **Sr. Assistant Secretary (Class-I)** in the scale of pay of Rs.50,000-1,60,000/- by **deputation** from the eligible and willing officers of Major Port Authorities, fulfilling the eligibility criteria prescribed in the Recruitment Rule enclosed as **Annexure-I**.

2. The Applications through proper channel may be forwarded in the prescribed pro-forma enclosed as **Annexure-II**, along with the following documents duly superscribing on the envelop "Application for the post of Sr. Assistant Secretary in Paradip Port Authority" so as to reach the office of the Secretary, Paradip Port Authority, Jagatsinghpur, Odisha-754142 on or before 21/05/2026

- 1] Attested photocopies of Educational & Professional qualifications.
- 2] Attested photocopies of ACRs / APARs of the applicant for the last five years.
- 3] No-Objection Certificate of the respective Ports.
- 4] An undertaking of the applicant not to withdraw, if selected.
- 5] Administrative & Vigilance clearance of the concerned Port in the pro-forma prescribed by the Ministry (**Annexure-III**).
- 6] Certificate by Head of Office of the Applicant as per the format.
- 7] Two recent passport size photograph in a sealed envelope.

3. The Crucial date for determining the eligibility criteria would be the last date of closing of application, i.e. 21/05/2026.

4. Application received through proper channel within the due date along with above mentioned all requirements only be considered for the said post.

5. The officer withdrawing his candidature after he got selected shall be liable for debarment from future selection to any posts in this Port, for a period of two (02) years.

6. PPA reserves the right to make any changes if need arises, without assigning any reason thereof.

7. Decision of the Appointing Authority would be final, with regard to all matters connected with the recruitment.

8. Terms and Conditions of Deputation are enclosed at **Annexure-IV**.

Encl. : As above.

Yours faithfully,

  
**Secretary,**  
Paradip Port Authority.

1	2	3	4	5	6	7	8	9	10	11	12	13
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	Remarks
3	Senior Assistant Secretary	01	Class-I	Rs.50000-160000/-  (Pre-revised Scale of Pay of Rs.20600-46500/-)  (pre-pre-revised scale of pay of Rs. 10750-16750/-)	Selection	35	Essential :- (i) A degree from a recognized University. (ii) Five years experience in Executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an industrial/ Commercial/ Govt. undertaking.  Desirable :- 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.	a) No b) Yes c) No	2	By promotion failing which by absorption /deputation, failing both by direct recruitment.	Promotion from Assistant Secretary Gr.I/PS to Chairman /Hindi Officer in the scale of pay of Rs. 50000-160000/- (pre-revised scale of pay of Rs.20600-46500/-) (pre-pre-revised scale of pay of Rs.9100-15100/-) with 5 years regular service in the grade failing which Assistant Secretary Gr.I/PS to Chairman /Hindi Officer in the scale of pay of Rs.50000-160000/- (pre-revised scale of pay of Rs.20600-46500/-) (pre-pre-revised scale of pay of Rs.9100-15100/-) with 2 years regular service in the grade and a combined regular service of 8 years in the scales of pay of Rs.50000-160000/- (pre-revised scale of pay of Rs.20600-46500/-) (pre-pre-revised scale of pay of Rs.9100-15100/-) & Rs.40000-140000/- in the respective disciplines of General Admn.Deptt.  Absorption/ deputation will be of Officers holding analogous posts or post of Asst. Secretary (Gr.I)/PS to Chairman/Hindi Officer in the scale of pay of Rs.50000-160000/- (pre-revised scale of pay of Rs.20600-46500/-) (pre-pre-revised scale of pay of Rs.9100-15100/-) with 5 years regular service in the grade in a Major Port Authority.	



**PARADIP PORT AUTHORITY  
ADMINISTRATIVE DEPARTMENT**

Affix recent  
passport size  
photo

**APPLICATION FOR THE POST OF: SR. ASSISTANT SECRETARY (CLASS-I)**

1. Full Name(in block letters) :
2. (a) Address for communication :  
(b) Telephone No./Mobile No. :  
(c) E-Mail address :
3. Present post with scale of pay :
4. Date of Birth :  
(attested copy of proof shall be enclosed)
5. Age as on 01.04.2026 :
6. Date of Superannuation/retirement :
7. Whether belongs to SC/ST/OBC :  
(copies of certificates shall be enclosed)
8. Date of initial appointment :  
(in the Port sector)
9. Educational & other qualification :  
(copies of certificates shall be enclosed)
10. Details of employment/ experience in Chronological order:

Name of the Major Port Authority	Post held	Scale of pay	From	To	Nature of duties
					(Regular/ Ad-hoc/ Officiating)

11. Any other relevant information :

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

(Signature of applicant)

**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 found false or misleading, my candidature/appointment/services will stand cancelled/terminated without assigning any reasons there for apart from the necessary legal actions, as may be deemed fit.

Date:

(Signature of the applicant)

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

Shri/Smt. \_\_\_\_\_

Designation \_\_\_\_\_

- 1] The particulars furnished by the Applicant are correct and he/she fulfils 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/APARs for the last five years from 2021-22 to 2025-26 duly attested by the officer not below the rank of Dy. HoD.
- 6] The veracity of the qualification certificates and caste certificate submitted by the applicant are ensured and certified.

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)

Sl. No.	Particulars					
1.	Name of officer (in full) & Employee No.					
2.	Father's Name					
3.	Date of birth					
4.	Date of retirement					
5.	Date of entry in to service					
6.	Service to which the Officers belongs including batch / year cadre etc. wherever applicable.					
7 (A)	Positions held during the ten preceding years:					
	<b>Sl. No</b>	<b>Organization (Name in full)</b>	<b>Designation &amp; placing of posting</b>	<b>Administrative/ nodal Ministry/ Deptt. Concerned (In case of officers of PSU etc.)</b>	<b>From</b>	<b>To</b>
	01					
	02					
	03					
	04					
7 (B)	Whether the Officer has functioned as a CVO in the Part-time or additional charges capacity.					
7 (C)	Specific declaration on whether the officer is currently under suspension.					
8.	Whether the officer has been placed on the "Agreed list" or "List of Officers of Doubtful Integrity" (If yes, details to be given)					
9.	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, with what result(*)					
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. (*))	
13.	Whether any complaint with vigilance angle is pending against the officer (If so, details to be furnished.)	
<p>Date: _____ (Name &amp; Signature of CVO)</p>		

(\* ) 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**

1. PERIOD OF DEPUTAION

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

2. PAY & ALLOWANCES

During the period of deputation, the officer will have the option either to get her/his pay fixed in the deputation post under the operation of the normal rules or to draw pay of the post held by him/her in his/her parent department plus a deputation allowance in accordance with and subject to be conditions as modified from time to time and such other general or special orders issued by the Ministry of Ports, Shipping & Waterways in this regard.

3. DEARNESS ALLOWANCE

He/She will be entitled to dearness allowance under the rules of the parent Department/Organisation or under the rules of Paradip Port Authority according to which he/she retains his/her scale of Pay under the parent Department/ Organization or under the rules of Paradip Port Authority.

4. JOINING TIME PAY AND TRANSFER T.A.

He/She will be entitled to TA and joining time both on joining the post in the Paradip Port Authority and on reversion there-from to her/his parent Department/ Organisation under the rules of Paradip Port Authority. The Expenditure on this account will be borne by the Paradip Port Authority.

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

To be regulated under the rules of Paradip Port Authority.

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

He/she is not entitled to HRA in case he/she is provided PPA residential accommodation.

7. LEAVE AND PENSION

During the period of deputation, he/she will continue to be governed by the leave and pension rules of the parent Department/Organisation applicable to him/her before such transfer on deputation. The Paradip Port Authority shall pay the leave salary and Pension contribution to his/her parent Department/Organisation in respect of his/her 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. PROVIDENT FUND BENEFITS

During the period of deputation he/she will be governed by the rules of parent Department/Organisation. Paradip Port Authority will deduct the subscription by contribution on this account from his/her 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 Authority.

10. RESIDENTIAL ACCOMMODATION

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

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

The deputationist is not eligible to claim CEA & reimbursement of Tuition fee in respect of his/her children, as the same is the part of CAFETERIA allowance in Major Port Authorities.

12. LEAVE TRAVEL CONCESSION

The deputationist is not entitled to LTC, as the said allowance is the part of CAFETERIA allowance in Major Port Authorities.

13. INSURANCE SCHEME

The Paradip Port Authority will deduct the contribution on this account from his/her 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 her/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. 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.
4. Organization, which is 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.
5. 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.
6. 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



**SECRETARY,**  
**PARADIP PORT AUTHORITY**