



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



No.AD/RSC-I-21-18/2004/4387

Dated, the 10th Dec., 2018

To

The Chairman,
All Major Port Trusts.

Sub: Filling up of the post of Senior Deputy Chief Accounts Officer (Class-I) (scale of pay of Rs.32900-58000/-) in Paradip Port Trust by "Absorption through Composite Method"

Sir,

One post of Senior Deputy Chief Accounts Officer (Class-I) on scale of pay of Rs. 32900-58000/- in Paradip Port Trust is going to be vacant from 01.06.2019.

Accordingly, applications are invited from eligible Officers of Major Port Trusts 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 through Composite Method**'.

The applications may be forwarded in the proforma enclosed along with the following documents so as to reach the undersigned on or before **15.01.2019**.

- 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/modify the advertisement if requires. If no. of application are more, PPT also may conduct a written test/interview for selection of suitable candidate.

- Encl.: 1. Proforma of the application.
2. Copy of the Recruitment Rule.
3. Vigilance format

Yours faithfully,

Sd/-
Sr. Dy. Secretary
for
SECRETARY
PARADIP PORT TRUST



PARADIP PORT TRUST
ADMINISTRATIVE DEPARTMENT

APPLICATION FOR THE POST OF: SR. DY. CHIEF ACCOUNTS OFFICER(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 01.12.2018 : _____
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 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

- 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-I

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 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	Senior Deputy Chief Accounts Officer	01	Class-I	Rs.32900-58000/- (Pre-revised scale of pay Rs.16000-400-20800/-)	Selection	42	Essential : (i)Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accounts of India. (ii)Twelve years experience in executive cadre in the field of finance, accounting in an industrial/commercial/Govt. Undertaking.	(a) No (b) Yes (c) No	N.A.	By absorption through composite method failing which by deputation from other Govt. organization and failing both by direct recruitment.	For absorption through composite method. Officers holding analogous posts or Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Deptt. In the scale of pay or Rs. 24900-50500/- with 3 years regular service in the grade Rs.24900-50500/- in a Major Port Trust or Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Deptt. With 2 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs. 20600-46500/-(Pre-revised scale of pay Rs.10750-16750/-) and Rs. 24900-50500/- in the respective discipline of Finance Deptt. In Major Port Trust will be eligible. For deputation, Officers holding analogous posts or holding posts of Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Deptt. In the scale of pay or Rs. 24900-50500/- in Govt./Semi Govt./PSUs or Autonomous Bodies with 3 years regular service in the grade 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".	As the post has been newly created for the first time, no composite method of recruitment may be adopted for filling in it as a one time measure. The recruitment to this post is made for the first by promotion subject to fulfillment of R.R. (Ref. 5(a) of the Report of the Anomaly Committee on Cadre-restructuring of Port & Dock Officers March,2005)