



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



No.AD/RSC-I-21/2/2019(Pt.I)/2453

Dated, the 29<sup>th</sup> July, 2019

1. Applications are invited from well qualified and experienced officers of All Major Port Trusts for filling up the following **Class-I** post on **absorption/deputation basis** at Paradip Port Trust by fulfilling the eligibility criteria as per the Recruitment Rules enclosed as **Annexure-I**.

Sl. No	Name of the post	Class	Scale of pay	No. of vacancy
1	Dy.Chief Law Officer	I	Rs. 24900-50500/-	01

Last date of receipt of hard copy of application at the **Office of the Secretary, Paradip Port Trust, Dist-Jagatsinghpur, Odisha-754142** is **26.09.2019**.

3. **Documents to be submitted :**

- Attested Copies of ACRs of the applicant for the last five years.
  - Self attested copies of all certificates.
  - No-Objection Certificate.
  - An undertaking of the applicant not to withdraw, if selected.
  - Administrative Clearance of the concerned Port.
  - Vigilance clearance (Enclosed as **Annexure-II**).
4. Application should be submitted in the prescribed format as placed as **Annexure-III**.
5. Applications received through proper channel only will be entertained. Applications received after the last date or without ACRs or otherwise incomplete will not be considered.
6. The candidates should note that PPT will in no case be responsible for non-receipt of their applications by PPT or any delay in receipts of call letters for written test/skill test by the candidates or any reason whatsoever.
7. PPT reserves the right either to increase/ decrease the vacancies or to alter /modify /cancel the terms of advertisement at any time without any notice.
8. PPT also reserves the right to decide whether to conduct any **Test** for selection of candidates, depending upon the necessity.
9. Decision of the Appointing Authority would be final with regard to all matters connected with the recruitment.
10. Terms and Conditions of Deputation are enclosed as **Annexure-IV**.

Encl: As above.

Yours faithfully,

**Sd./-**

**Sr. Dy. Secretary,**  
Paradip Port Trust.

Copy to:-

1. EDP Cell, PPT requested to publish the advertisement on PPT Website.
2. The Managing Director, Indian Ports Association, 1st Floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodi Road, New Delhi-110 003 requested to publish in IPA Website.

**Recruitment Rules for post of Dy.CLO(Class-I)**

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
8	Deputy Chief Law Officer	01	Class-I	Rs.24900-50500/- (Pre-revised scale of pay Rs.13000-350-18250/-)	Selection	40	<p><b>Essential:</b></p> <p>(i) Degree in Law from a recognized University. (ii) Nine years executive experience in a Legal Establishment of an Industrial/ Commercial/ Govt. Undertaking.</p> <p><b>Desirable:</b></p> <p>Post Graduate Degree in Law from a recognized University.</p>	(a) No. (b) Yes (c) No	2	By promotion failing which by absorption/ deputation, failing both by direct recruitment	Promotion from Sr. Assistant Secretary/ Senior Welfare Officer/ Senior Asst. Estate Manager/ Senior Private Secretary to Chairman 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/ Senior Welfare Officer/ Senior Asst. Estate Manager/Sr. Private Secretary to Chairman 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 combined regular service of 9 years in the scale of pay of Rs.20600-46500/- (pre-revised scale of pay of Rs.10750-16750/-) and Rs.20600-46500/- (pre-revised scale of pay of Rs.9100-15100/-) in the discipline of legal division.  Absorption/deputation will be of Officers holding analogous posts or Sr. Asst. Secretary/ Senior Welfare Officer/ Senior Asst. Estate Manager/ Senior Private Secretary to Chairman or equivalent post 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.	The Officers having legal qualification in the Port staff and in the pay scale of Rs.20600-46500/- (pre-revised scale of pay of Rs.10750-16750/-) having legal qualification on the date of commencement of RSP regulation will preferred to be absorbed in the post as per CR Order(1.13) dated 06.02.2004 irrespective of years of experience.

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE/COMMENTS  
CLEARANCE IS BEING SOUGHT.**

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

- 01] Name (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 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.



**PARADIP PORT TRUST  
ADMINISTRATIVE DEPARTMENT  
APPLICATION FOR THE POST OF: DY.CHIEF LAW 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 01.07.2019 : \_\_\_\_\_
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**

## **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 allowances 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 Shipping 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 Trust accordingly to which he/she retains his/her scale of Pay under the parent Department/ Organization under the rules of Paradip Port Trust.

### **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 Trust and on reversion there-from to her/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)**

He/she is not entitled to HRA in case he/she is provided PPT 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 Trust 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 Trust 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 Trust.

10. RESIDENTIAL ACCOMMODATION

She/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, she/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 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.

12. LEAVE TRAVEL CONCESSION

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

13. INSURANCE SCHEME

The Paradip Port Trust 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

SD./-

**SR. DY. SECRETARY,**  
**PARADIP PORT TRUST**