PARADIP PORT TRUST

PARADIP - 754 142, ODISHA (INDIA)

ADMINISTRATIVE DEPARTMENT

No.AD/RSC-I-21-60/2016(Vol.III)/620 Dated, the **17th** Feb., 2020

To

The Chairman,
All Major Port Trusts.

Sub: Filling up of the post of Secretary (HOD) in the scale of pay of Rs. 100000-260000/- (pre-revised Scale of Pay of Rs.43200-66000/-) in Paradip Port Trust by "Absorption through Composite Method".

Sir,

The post of Secretary (HOD) in Paradip Port Trust has fallen vacant with effect from 07.02.2020, in the scale of pay of Rs.100000-260000/-(pre-revised Rs43200-66000/-) and is to be filled in by absorption through composite method from among Officers of Major Port Trusts.

Accordingly, applications are invited from eligible and willing Officers from All Major Port Trusts possessing the prescribed qualifications, experience and satisfy other conditions as per the Recruitment Rules **(Annexure-I).**

The applications may be submitted through **'Online Application Portal'(OAP)** of the Ministry of Shipping. A printout of the Online filled up application should be sent through proper channel along with the following documents in an envelope superscribing Application for the post of Secretary (HOD) in Paradip Port Trust "**To the Secretary, Paradip Port Trust, Dist-Jagatsinghpur, Odisha- 754142**", on or before **"31st March, 2020"** and 1st February, 2020 shall be the crucial date for determining the qualification, experience and other eligibility criteria.

1] Attested photocopies of ACRs of the applicant for the last five years (2014-15 to 2018-19) duly attested by an Officer not below the rank of Dy.HOD on each page.

2] A statement showing year wise availability of ACRs and grading duly signed by Dy. Chairman/ Chairman as per Ministry's letter no- A-12022/10/05-PE-I dtd. 01.02.2007. If the ACR of a particular year/period is not available, "No report Certificate" may be furnished.

3] Attested copies of certificates of academic qualifications & experience to prove eligibility.

4] NOC of respective Port/Organization.

5] Certificate by the Head of the Office of the applicant **(Annexure-II).**

6] An undertaking of the applicant not to withdraw his/her candidature, if selected.

7] Vigilance/ Administrative clearance of the concerned Port/ Organization in the revised proforma prescribed by the Ministry, vide letter no. A-12022/10/2005-PE-I dtd. 27.08.2010 and letter no. I-26/25/2013-PE-I dtd. 04.12.2017.**(Annexure-III)**

8] The veracity of the professional certificates and caste certificate furnished, in terms of letter no. A-12022/10/2005-PE-I dtd.27.08.2010, by the applicant may be ensured and certified.

9] Two recent Passport size colour photographs in a sealed envelope (02 Nos.).

10] Port official who withdraws his/her candidature for the post after selection will be liable for debarment from future selection to HoD level posts in all Major Port Trusts for a period of three years.

11] The crucial date for determining the eligibility will be the last date of closing of applications.

How to apply

a) Eligible and willing Officers are requested to apply at the "**Online Application Portal"** of the Ministry of Shipping (http://onlinevacancy.shipping.nic.in). The applicant has to register in the online Application Portal.

b) A printout of the filled in application along with the requisite documents may be sent to the Secretary, Paradip Port Trust, Dist-Jagatsinghpur, Odisha- 754142, through proper channel before the due date of receipt of applications.

c) The applications which are received after the due date/ not received through proper channel will not be considered. The last date for receipt of applications is 31st **March, 2020.**

Yours faithfully,

Sd/-
Sr.Dy.Secretary,
Paradip Port Trust.

Copy to :

1. The Secretary to the Govt. of India, Ministry of Shipping for information. A soft copy of the detailed vacancy circular is also sent to Ministry at the email address of sope1@nic.in, rajiv.nayan@nic.in for necessary posting on Ministry of Shipping's website.

2. Managing Director, Indian Port Association, New Delhi-110003 for uploading vacancy on IPA's website.

3. The Sr. Dy. Director(EDP),Finance Dept., Paradip Port Trust, Paradip, 754142(Odisha) with a request to upload the detailed vacancy circular with all enclosures/annexure on the PPT website.

4. Notice Board

Annexure-I

Recruitment Rules for post of Secretary (HOD)

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**
1	Secretary	1	Class-I (HOD)	Rs.43200-66000/- (To be elevated to the Scale of Pay of Rs.51300-73000/- after 3 years of regular service subject to fulfillment of the conditions in Col.13)	Selection	45	Essential: (i) A Degree from a recognized university. ii) Fifteen years experience in the 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/ Labor Welfare or allied subjects or degree in Law from a recognized university/institution.	(a) No (b) Yes (c) No	N.A	By absorption through composite method failing which by deputation failing both by direct recruitment	For absorption through composite method, Officers holding analogous posts or officers holding posts in the scale of pay of Rs.32900-58000/- with 3 year's regular service in the grade in the General Administration/ Human Resources Development Deptt. of a Major Port Trust will be eligible. For Deputation, officers holding analogous posts or post of Sr.Dy. Secretary and equivalent posts in the GAD/HRD in the scale of pay of Rs.32900-58000/- and above with 03 year's regular service in the grade in Govt./ Semi Govt./ PSUs or Autonomous Bodies(other than Major Port Trusts) 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".	1. Recommendation of the Port Chairman for elevation of the Pay Scale of the officer. 2. The APARs of the concerned officer for the last five years should not be below benchmark of "Very Good". 3. The officer should be clear from vigilance angle. 4. The Scale of Pay of Rs.51300-73000/- shall be granted to HOD level officers in the scale of pay of Rs.43200-66000/- only after the approval of the Ministry.

Annexure-II

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

Annexure-III

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.