



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



No.AD/RSC-I- 21-18/2004/ 2642

Dated, the 29<sup>th</sup> Oct., 2021

To

**The Chairmen,**  
All Major Port Trusts.

**Sub: Filling up of the post of Sr. Dy. Chief Accounts Officer (Class-I) (Dy. HoD) (scale of pay of Rs.80,000-2,20,000/-) in Paradip Port Trust by "Absorption through Composite Method"**

Sir/Madam,

One post of Sr. Deputy Chief Accounts Officer (Class-I) (Dy. HoD) in the scale of pay of Rs. 80,000-2,20,000/- (Pre-revised Rs.32,900-58,000/-) in Paradip Port Trust has fallen vacant w.e.f. 28.10.2021.

2. Accordingly, applications are invited for filling up the post of Sr. Deputy Chief Accounts Officer (Class-I) (Dy. HoD) in Paradip Port Trust, in the scale of pay of Rs. 80,000-2,20,000/- (Pre-revised Rs.32,900-58,000/-) by '**Absorption through Composite Method**' from the eligible and willing Officers of Major Port Trusts, fulfilling the eligible criteria prescribed in the Recruitment Rule for the said post. The copy of the Recruitment Rule is enclosed as **Annexure-I**.

3. Applications in the prescribed format (**Annexure-II**) from eligible and willing Officers, who satisfy the provisions of recruitment rules for the post of Sr. Deputy Chief Accounts Officer, may be forwarded with prior approval of the Competent Authority and with the following documents so as to reach this office **on or before 30.11.2021**. The crucial date for determining the eligibility criteria would be the last date of closing of application, i.e. **30.11.2021** in terms of Ministry of Ports, Shipping & Waterways letter No. A-29018/4/2018-PE-I dated 11.08.2021.

- 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 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.

Cont.... P/2

// 2 //

4. The candidate who withdraws his candidature for the post after his selection by the Services Selection Committee, will be liable for debarment from future selection to Dy. HoD level posts in all Major Port Trusts for a period of two years, as per the instructions issued by the MoPS&W vide letter No. A-29018/4/2018-PE-I dated 11.08.2021.

5. The applications received through proper channel only will be entertained. The applications received after the last date of without ACRs/APARS and other requisite documents or otherwise incomplete will not be considered. In case of receipt of advance copy of application in respect of any applicant by this Port, candidature of the applicant will not be considered, if his/her application is not received through proper channel within 15 days of the last date of receipt of applications.

Encl.: As above.

Yours sincerely,

*longa 129*  
*29/10/2021*  
**SECRETARY**  
PARADIP PORT TRUST

# Annexure-1

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 recruitm ent (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	Senior Deputy Chief Accounts Officer	01	Class-I	Rs.80,000-2,20,000/- (Pre-revised scale of pay Rs.32900-58000/-)	Selection	42	<p><b>Essential:</b></p> <p>(i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accounts of India.</p> <p>(ii) Twelve years experience in executive cadre in the field of finance, accounting in an industrial/ commercial/ govt. undertaking.</p>	<p>(a) No</p> <p>(b) Yes</p> <p>(c) No</p>	N.A.	By absorption through composite method falling by deputation from other organizations and falling both by direct recruitment.	<p><b>For absorption through composite method.</b> Officers holding analogous posts or Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Deptt. in the scale of pay of Rs.60,000-1,80,000/- (pre-revised scale of pay of Rs. 24,900-50,500/-) with 3 years regular service in the grade of pay of Rs. 24,900-50,500/-) 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.50,000-1,60,000/- (pre-revised scale of pay of Rs. 20,600-46,500/-) and Rs.60,000-1,80,000 (pre-revised scale of pay of Rs. 24,900-50,500/-) in the respective discipline of Finance Deptt. in a Major Port Trust will be eligible.</p> <p>For deputation, Officers holding analogous post or holding posts of Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Deptt. in the scale of pay of Rs.60,000-1,80,000/- (pre-revised scale of pay of Rs. 24,900-50,500/-) in Govt./Semi Govt./PSUs or Autonomous Bodies with 3 years regular service in the grade will be eligible.</p> <p>The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "Very Good".</p>	As the post has 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)



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

**APPLICATION FOR THE POST OF: SR. DY. CHIEF ACCOUNTS OFFICER (CLASS-I)**

1. Full Name(in block letters) :
2. (a) Address for communication :  
(b) Telephone No./Mobile No. :  
(c) Fax / E-Mail address :
3. Present post with scale of pay :
4. Date of Birth :
5. Age as on 01.10.2021 :
6. Date of Superannuation/retirement :
7. Whether belongs to SC/ST/OBC :
8. Date of initial appointment :  
(in the Port sector)
9. Educational & other qualification :
10. Details of employment/ experience in Chronological order

Affix  
Passport  
size  
Photograph

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

11. State clearly whether in the light of entries :  
made by you above, you meet the requirement  
of the post

12. Nature of present employment/ post held i.e. :  
whether ad-hoc/ temporary/ permanent/  
contract/ transfer/ deputation.
13. In case the present employment/ post held is  
on deputation/ contract basis, please state  
(a) Date of initial appointment :  
(b) Period of appointment on deputation/  
contract :  
(c) Name of the parent office/ :  
Organization to which you belong :
14. Training/ courses if any attended abroad :
15. Papers submitted if any :
16. Any other information, if any :

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

(Signature of applicant)

**CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE**

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

Designation \_\_\_\_\_

- 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/APARs for the last five years from 2015-16 to 2019-20 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 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



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



No.AD/RSC- 21-38/2007/ 2643

Dated, the 29<sup>th</sup> Oct., 2021

To

**The Chairmen,**  
All Major Port Trusts.

**Sub: Filling up of the post of Harbour Master (Class-I) (Dy. HoD) (scale of pay of Rs.90,000-2,40,000/-) in Paradip Port Trust by "Absorption through Composite Method"**

Sir/Madam,

One post of Harbour Master (Class-I) (Dy. HoD) in the scale of pay of Rs. 90,000-2,40,000/- (Pre-revised Rs.36,600-62,000/-) in Paradip Port Trust has fallen vacant w.e.f. 27.10.2021.

2. Accordingly, applications are invited for filling up the post of Harbour Master (Class-I) (Dy. HoD) in Paradip Port Trust, in the scale of pay of Rs. 90,000-2,40,000/- (Pre-revised Rs.36,600-62,000/-) by '**Absorption through Composite Method**' from the eligible and willing Officers of Major Port Trusts, fulfilling the eligible criteria prescribed in the Recruitment Rule for the said post. The copy of the Recruitment Rule is enclosed as **Annexure-I**.

3. Applications in the prescribed format (**Annexure-II**) from eligible and willing Officers, who satisfy the provisions of recruitment rules for the post of Harbour Master, may be forwarded with prior approval of the Competent Authority and with the following documents so as to reach this office **on or before 30.11.2021**. The crucial date for determining the eligibility criteria would be the last date of closing of application, i.e. **30.11.2021**, in terms of Ministry of Ports, Shipping & Waterways letter No. A-29018/4/2018-PE-I dated 11.08.2021.

- 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 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.

Cont.... P/2



// 2 //

4. The candidate who withdraws his candidature for the post after his selection by the Services Selection Committee, will be liable for debarment from future selection to Dy. HoD level posts in all Major Port Trusts for a period of two years, as per the instructions issued by the MoPS&W vide letter No. A-29018/4/2018-PE-I dated 11.08.2021.

5. The applications received through proper channel only will be entertained. The applications received after the last date of without ACRs/APARS and other requisite documents or otherwise incomplete will not be considered. In case of receipt of advance copy of application in respect of any applicant by this Port, candidature of the applicant will not be considered, if his/her application is not received through proper channel within 15 days of the last date of receipt of applications.

Encl.: As above.

Yours sincerely,

*long, k. k. k.*  
*29/10/2021*

**SECRETARY**  
**PARADIP PORT TRUST**

# Annexure-I

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
1	2 Harbour Master	3 01	4 Class-I	5 Rs.90,000-2,40,000/- (Pre-revised scale of pay Rs.36,600-62,000/-)	6 Selection	7 45	8 <b>Essential:</b> (i) Must hold a certificate of competency as Master of Foreign Going Ship issued by the Ministry of Shipping, Govt. of India or an equivalent qualification recognized by the Ministry of Shipping, Govt. of India.  (ii) Must hold pilot license and have 06 years experience either as Master of Foreign Going Ship or in Plotting or cumulative.	9 (a) No (b) Yes (c) No	10 N.A.	11 By absorption through composite method, failing which by deputation and failing by direct recruitment.	12 <b>For absorption by composite method,</b> Officers holding analogous posts or Pilots in the scale of pay of Rs.80,000-2,20,000/- (pre-revised scale of pay of Rs. 32,900-58,000/-) and above with 5 years regular service in the grade in a Major Port are eligible.  For deputation, Officers holding analogous posts or holding Pilot posts and its equivalent deck side post with experience as mentioned above in Govt./PSUs/ Autonomous Bodies 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".	13

**Annexure-II**



**PARADIP PORT TRUST  
ADMINISTRATIVE DEPARTMENT**

**APPLICATION FOR THE POST OF: HARBOUR MASTER (CLASS-I)**

Affix  
Passport  
size  
Photograph

1. Full Name(in block letters) :
2. (a) Address for communication :  
(b) Telephone No./Mobile No. :  
(c) Fax / E-Mail address :
3. Present post with scale of pay :
4. Date of Birth :
5. Age as on 01.10.2021 :
6. Date of Superannuation/retirement :
7. Whether belongs to SC/ST/OBC :
8. Date of initial appointment :  
(in the Port sector)
9. Educational & other qualification :
10. Details of employment/ experience in Chronological order

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

11. State clearly whether in the light of entries :  
made by you above, you meet the requirement  
of the post

12. Nature of present employment/ post held i.e. :  
whether ad-hoc/ temporary/ permanent/  
contract/ transfer/ deputation.
  
13. In case the present employment/ post held is  
on deputation/ contract basis, please state  
(a) Date of initial appointment :  
(b) Period of appointment on deputation/  
contract :  
(c) Name of the parent office/ :  
Organization to which you belong :  
:
  
- 14 Training/ courses if any attended abroad :
  
15. Papers submitted if any :
  
16. Any other information, if any :

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

(Signature of applicant)

**CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE**

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

**Designation** \_\_\_\_\_

- 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/APARs for the last five years from 2015-16 to 2019-20 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 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