

CHENNAI PORT TRUST

No.G1/8665/2015/GA

Dated: 15.10.2015.

From

The Deputy Chairman.

To

The Chairmen of All Major Port Trusts.

Sir,

Sub: ESTABLISHMENT – Filling up of the post of
Financial Advisor and Chief Accounts Officer in
Chennai Port Trust – Regarding.

The post of Financial Advisor and Chief Accounts Officer of this Port in the pay scale of Rs.51300-73000 and ranked as Head of Department, fell vacant w.e.f. 7.10.2015. As per the directions of Central Government, the said post is to be filled up under the Composite Method of Recruitment.

2. Applications are invited for filling up of the post of Financial Advisor and Chief Accounts Officer in the pay scale of Rs.51300-73000/- in Chennai Port Trust on Composite Method of Recruitment from the eligible Officers of Major Port Trusts, who possess the prescribed qualifications, experience and other conditions as mentioned in the enclosed Recruitment Rules for the post of Financial Advisor and Chief Accounts Officer.

3. Names of suitable and willing Officers, who satisfy the requirements as specified in the Recruitment Rules for the said post, may be furnished together with their applications as per the proforma enclosed along with the following documents to the undersigned **on or before 28.11.2015** :-

- (a) Photocopy of ACRs of the applicant for the last five years duly attested.
- (b) No Objection Certificate of respective Port Trust.

- (c) Undertaking of the applicant not to withdraw if selected.
- (d) Vigilance / Administrative Clearance of the candidate in the proforma prescribed.
- (e) The veracity of the University Certificates and the recognition of the Degree obtained by the applicant may be ensured and certified.

3. The relevant particulars of the applicant are to be duly certified and signed by the forwarding authorities in the proforma enclosed along with photocopies of the Confidential Reports of the applicants duly attested by an officer not below the rank of Deputy Head of Department on each of the pages, for the last five years. If ACR for a particular year/period is not available, a certificate to that effect should be enclosed. If any major or minor penalty has been imposed on the applicant during the last 10 years, the details of the disciplinary case leading to such penalty along with necessary documents have to be sent. The Officer selected for the above post will be appointed on transfer on absorption basis and will be governed by the terms and conditions, prescribed by the Central Government.

4. The applications duly forwarded by the Employer/Forwarding Authority within the due date, **viz. 28.11.2015**, shall only be considered.

5. Hence the Port Trusts are requested to forward the applications in full to reach the undersigned **on or before 28.11.2015**.

6. The Circular along with Annexures is also available on our Website www.chennaiport.gov.in.

Yours faithfully,

Sd/-
SECRETARY
for DEPUTY CHAIRMAN

- Encl.: 1. Proforma of the Application
2. Proforma of Certificate to be given by the HOD
3. Copy of the Recruitment Rules for the post of FA&CAO.

Proforma of the Application

1. Name of the Officer :
2. Date of Birth :
3. Present post held along with the details of earlier post held in chronological order :
4. Whether belongs to SC/ST :
5. Present pay and pay scales of the post indicating detailed break-up of emoluments :
6. Service to which the Officers belongs to :
7. Educational Qualification :
8. Date of Retirement :
9. Experience :
10. Any other points require to be mentioned. :

Place:
Date :

(Signature of the Applicant)

Address with Tel. No. if any

Proforma of the Certificate to be given by the Head of Office

Certificate in respect of Shri / Smt.----- (Name & Designation)

1. The particulars furnished by the applicant are correct and he / she fulfills the eligibility criteria.
2. It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. His / Her integrity is certified.
4. It is certified that no major / minor penalties have been imposed on the Officer during the last 10 years.
5. Attested copies of ACRs for the last five years are enclosed.

Signature of the head of the office
Name along with official seal

RECRUITMENT RULES FOR POST OF FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER (CATEGORY I PORT)

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 for 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 / transfer/absorption / deputation)	In case of promotion /transfer/ absorption / deputation, grades from which it should be made	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
5	Financial Adviser & Chief Accounts Officer (Category I Ports)	1	<u>Class I</u> (HOD)	51300 - 73000	<u>Selection</u>	45	<p>Essential:-</p> <p>i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.</p> <p>ii) Seventeen years experience in Executive cadre in the field of Finance, Accounting in an Industrial / Commercial / Govt. Undertaking.</p>	(a) No (b) Yes. (c) No	NA	By absorption through composite method of recruitment ie. through promotion / transfer / deputation on absorption basis failing which deputation and failing both by direct recruitment. The promotion / transfer / on absorption will be from the officers from Major Port Trusts.	For absorption through composite method, Officers holding analogous post or the post of FA&CAO in Category II ports with 2 years regular service in the grade or officers holding posts in the scale of pay of Rs.17500 – 22300 (pre-revised) with 4 years regular service in the grade or officers holding posts in the scale of pay of Rs.16000 – 20800 (pre-revised) with 5 years regular service in the grade in the Finance Dept of a Major Port Trust will be eligible.	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
											<p>Finance Dept in the scale of pay of Rs.18500 – 23900 (pre-revised) with 2 years regular service in the grade or officers holding posts of Sr.Dy.Chief Accounts Officer and equivalent posts in the Finance Department in the scale of pay of Rs.16000 – 20800 (pre-revised) and above with 5 years regular service in the grade in Govt. / Semi Govt. / PSUs or Autonomous bodies 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>	