

RECRUITMENT RULES FOR CLASS I POSTS OF FINANCE DEPARTMENT

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 / 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	Accounts Officer Gr.I	10	Class I	9100-250-15100	Selection	30	<p>Essential:- Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.</p> <p>Desirable :- Two years experience in Executive cadre in the field of Finance, Accounting in an Industrial / Commercial / Govt. Undertaking.</p>	(a) No (b) No, however a degree from a recognized university is essential. (c) No	2	<p>Upto 31st Dec.2006</p> <p>By direct recruitment- 33.1/3% By promotion – 66.2/3%</p> <p>After 31st Dec.2006</p> <p>By direct recruitment- 66.2/3% By promotion – 33.1/3%</p>	Promotion from Accounts Officer Gr.II in the scale of pay of Rs.8600-14600 with 3 years regular service in the grade OR from Class III employees in the scale of pay of Rs.6170-11975 in the respective discipline of Finance Department with 5 years regular service in the grade where there are no Class II posts in the pay scale of Rs.8600-14600 in that discipline.	Existing posts of Accounts Officer in the scale of pay of Rs.9100-15100 will be redesignated as Accounts Officer Gr.I in the scale of pay of Rs.9100-15100.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
2	Senior Accounts Officer	3	Class I	10750-300-16750	Selection	35	<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) Five years experience in Executive cadre in the field of Finance, Accounting in an Industrial / Commercial / Govt. Undertaking.</p>	<p>(a) No</p> <p>(b) No, however a degree from a recognized university is essential.</p> <p>(c) No</p>	2	By promotion failing which by absorption / deputation, failing both by direct recruitment.	Promotion from Accounts Officer Gr.I in the scale of pay of Rs.9100-15100 with 5 years regular service in the grade failing which Accounts Officer Gr.I in the scale of pay of Rs.9100-15100 with 2 years regular service in the grade and a combined regular service of 8 years in the scales of pay of Rs.9100-15100 and Rs.8600-14600 in respective discipline of Finance Dept. Absorption / deputation will be of Officers holding analogous posts or post of Accounts Officer Gr.I in the scale of pay of Rs.9100-15100 with 5 years regular service in the grade in a Major Port Trust.	The existing posts of Dy.CAO in the scale of pay of Rs.10750-16750 will be redesignated as Sr.Accounts Officer in the scale of pay of Rs.10750-16750

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
3	Deputy Chief Accounts Officer	2	Class I	13000-350-18250	Selection	40	<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) Nine years experience in Executive cadre in the field of Finance, Accounting in an Industrial / Commercial / Govt. Undertaking.</p>	<p>(a) No</p> <p>(b) No, however a degree from a recognized university is essential.</p> <p>(c) No</p>	2	By promotion failing which by absorption / deputation, failing both by direct recruitment.	Promotion from Sr.Accounts Officer in the scale of pay of Rs.10750-16750 with 4 years regular service in the grade failing which Sr. Accounts Officer in the scale of pay of Rs.10750-16750 with 2 years regular service in the grade and a combined regular service of 9 years in the scales of pay of Rs.10750-16750 and Rs.9100-15100 in the respective discipline of Finance Dept. Absorption / deputation will be of Officers holding analogous posts or post of Sr. Accounts Officer in the scale of pay of Rs.10750-16750 with 4 years regular service in the grade in a Major Port Trust.	The existing posts of Dy.CAO (Sr.) in the scale of pay of Rs.13000-18250 will be redesignated as Dy.CAO in the scale of pay of Rs.13000 - 18250

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
4	Sr.Deputy Chief Accounts Officer	2	Class I	16000-400-20800	Selection	42	<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) Twelve 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 posts of Dy. Chief Accounts Officer and equivalent posts in the respective discipline of Finance Dept in the scale of pay of Rs.13000-18250 with 3 years regular service in the grade Rs.13000-18250 in a Major port Trust or Dy.Chief Accounts Officer and equivalent posts in the respective discipline of Finance Dept with 2 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs.10750-16750 and Rs.13000-18250 in the respective	Out of the two posts of Sr.Dy.Chief Accounts Officer, the present incumbent of existing Addl.Chief Accounts Officer post in the scale of Rs.14500-18700 shall be upgraded and redesignated as Sr.Dy.CAO` and the second post shall be filled up as per the Recruitment Rules.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
											discipline of Finance Deptt in a Major Port Trust will be eligible. For deputation, officers holding analogous posts or holding posts of Dy.Chief Accounts Officer and equivalent posts in the respective discipline of Finance Deptt in the scale of pay of Rs.13000-18250 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".	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
5	Financial Adviser & Chief Accounts Officer (Category I Ports)	1	Class I (HOD)	20500-500-26500	Selection	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 with 4 years regular service in the grade or officers holding posts in the scale of pay of Rs.16000-20800 with 5 years regular service in the grade in the Finance Dept of a Major Port Trust will be eligible. For deputation, officers holding analogous posts or officers holding post of FA&CAO and equivalent posts in the Finance Dept in the scale of pay of Rs.18500-23900 with 2 years regular	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
											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 and above with 5 years regular service in the grade in Govt./ Semi Govt./PSUs or Autonomous bodies will be eligible.	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
											The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "Very good".	