No. RC2/690/2020/GA  


To

The Chairmen of All Major Port Trusts.

Sir,

Sub: ESTT. – Filling up of one post of Senior Accounts Officer (Class I) in the scale of pay of Rs.50000-160000 (Revised) (Pre-revised scales: Rs.20600-46500 / Rs.10750-16750) in Finance Department, Chennai Port Trust on Absorption / Deputation method – Reg.

Ref: This office Circular No. RC2/690/2020/GA dated 21.05.2020.

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1. Applications are invited for filling up of one post of Senior Accounts Officer (Class I) in the pay scale of Rs.50000-160000 (Revised) (Pre-revised scales: Rs.20600-46500 / Rs.10750/16750) in Finance Department of Chennai Port Trust, through absorption / deputation basis, from the eligible Officers of Major Port Trusts, who possess the prescribed qualifications, experience, as mentioned in the RR, enclosed at Annexure – 1.

2. Eligible candidates have to apply through ‘Online Application Portal’ (OAP) of the Ministry of Shipping and a print-out of the online application should be sent through proper channel, along with the following documents within the stipulated time.

   a) Copies of educational qualifications and experience,

   b) Undertaking of the applicant not to withdraw if selected.

   c) A self attested Passport Size Photo of the candidate to be affixed on the application.
3. Ports have to forward the applications of suitable and willing Officers who satisfy the requirements, along with the following documents, so as to reach SECRETARY, CHENNAI PORT TRUST, RAJAJI SALAI, CHENNAI – 600001, on or before 31.08.2020:

(a) Photocopy of ACRs of the applicant for the last 5 years duly attested by an officer, not below the rank of Deputy Head of Department, on each of the page.
(b) No Objection Certificate of respective Port Trust.
(c) Vigilance / Administrative Clearance of the Officer in the proforma prescribed at Annexure – 2.
(d) The veracity of the University Certificates and the recognition of the Degree obtained by the applicant may be ensured and certified.
(e) If ACR for a particular year/period is not available, a certificate to that effect should be enclosed.
(f) 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.

4. The Officer selected for the above post will be appointed on absorption / deputation basis and will be governed by the terms and conditions, prescribed by the Central Government.

5. The crucial date for determining the eligibility is the last date of receipt of applications, i.e. 31.08.2020. Applications received through proper channel will only be considered. Applications received after the last date / without ACRs / without enclosures, etc, will not be considered.

6. The applications duly forwarded within the due date shall only be considered. Hence the Port Trusts are requested to forward the applications with complete details, so as to reach the undersigned on or before 31.08.2020.

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

Encl.: 1. Annexure – 1. Copy of the Recruitment Rules for the post
  2. Annexure –2. Proforma for Vigilance / Administrative Clearance

Yours faithfully,

[Signature]

SECRETARY

Copy to:
1. The Secretary to the Govt. of India,
   Ministry of Shipping, Ports Wing
   New Delhi 110 001.

2. Sr.Dy.Director (EDP)/ ChPT

3. All HODs of ChPT

Kind Attn: Shri Sandeep Gupta, Director
(w.r.t. Ministry letter No.1-26/2/2017-PE.1 (Part (1)) dated 03.05.2017)

with a request to post the Circular along with Annexures in the Website.

with a request to circulate among the Officers of Chennai Port Trust.
<table>
<thead>
<tr>
<th>Grade/Dec</th>
<th>Subject</th>
<th>Group</th>
<th>Category</th>
<th>Year</th>
<th>Date of Birth</th>
<th>Fathers/Mothers Name</th>
<th>Age/Gender</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10A/2018</td>
<td>English</td>
<td>Boys</td>
<td>General</td>
<td>2000</td>
<td>01/01/2000</td>
<td>John Doe</td>
<td>18</td>
<td>Male</td>
</tr>
</tbody>
</table>

Note: The table above represents the format of the document. Each row contains information about a student's grade, subject, group, category, year, date of birth, father/mother's name, age, gender, and any additional notes.
# PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS / CLEARANCE IS BEING SOUGHT

<table>
<thead>
<tr>
<th>Si. No.</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Officer (in full)</td>
</tr>
<tr>
<td>2.</td>
<td>Father’s Name</td>
</tr>
<tr>
<td>3.</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>4.</td>
<td>Date of Retirement</td>
</tr>
<tr>
<td>5.</td>
<td>Date of entry into service</td>
</tr>
<tr>
<td>6.</td>
<td>Service to which the Officer belongs including batch / year cadre etc., wherever applicable</td>
</tr>
<tr>
<td>7.</td>
<td>Positions held (during the ten preceding years)</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation &amp; Place of posting</th>
<th>From</th>
<th>To</th>
</tr>
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</tbody>
</table>

8. Whether the Officer has been placed on the “Agreed List” or “List of Officers of Doubtful Integrity”. (If yes, details to be given)

9. Whether any allegation of misconduct involving vigilance angle was examined against the Officer during the last 10 years and if so, with what result(*)

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

CHIEF VIGILANCE OFFICER
(Name, Signature, Seal)

(*) If Vigilance Clearance had been obtained from the Ministry/ CVC in the past, the information may be provided for the period thereafter.