



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



No.AD/RSC-I-21-72/2011/ 1460

Dated, the 22<sup>nd</sup> June, 2021

To

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

***Sub: Filling up of the post of Deputy Conservator(HOD) in the scale of pay of Rs. 1,00,000-2,60,000/- (pre-revised Scale of Pay of Rs.43,200-66,000/-) in Paradip Port Trust by "Absorption through Composite Method"-Reg.***

Sir,

The post of Deputy Conservator(HOD) in Paradip Port Trust has fallen vacant with effect from 01.06.2021. The post is in the scale of pay of Rs.1,00,000-2,60,000/- (Revised) (Pre-revised Rs.43,200-66,000/-) and to be filled by absorption through composite method from Officers of Major Port Trusts, fulfilling the eligibility criteria as per **Annexure-I**.

2. The selection is by merit for which overall grading in the APARs should not be below "Very Good".
3. As directed by the Ministry vide letter dated 19.11.2019, the incumbent will be initially appointed to the HOD post in the scale of pay of Rs.1,00,000-2,60,000/- (Revised) (Pre-revised Rs.43,200-66,000/-) and after completion of three years' regular service in the post, he/she will be elevated to the scale of pay of Rs. 1,20,000-2,80,000/- (Revised) (Pre-revised Rs.51,300-73,000/-) subject to fulfilling the relevant conditions as per the Ministry's guidelines vide letter No. A-12023/15/2018-PE-I dated 19.11.2019. It may be noted that any changes as directed by the Ministry from time to time, will be made applicable.
- 4.1 Applications are invited from eligible and willing officers of all the Major Port Trusts possessing the prescribed qualifications, experience and other conditions, for the post of Deputy Conservator (HOD) in the pay scale of Rs.1,00,000-2,60,000/- as per **Annexure-I**. The application may be submitted through "Online Application Portal (OAP)" of the ministry of Shipping website <https://onlinevacancy.shipmin.nic.in> from **22.06.2021** to **22.07.2021**. No application other than OAP shall be accepted.
- 4.2 The candidate will have to submit the printout of application form already uploaded in OAP to his administrative Port for onward forwarding. The administrative Ports are required to forward the applications of the candidates along with the following documents before **06.08.2021** super-scribing "**Application for the post of Deputy Conservator, Paradip Port Trust**" to the Secretary, Paradip Port Trust.

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- (i) Certified copies of APARs for the last 5 years (2015-16 to 2019-20), duly attested by an officer not below the rank of Dy. HOD on each of the pages.
  - (ii) A statement showing year-wise availability of APARs and grading duly signed by the Dy. Chairman/Chairman as per the Ministry's letter dated 01.02.2007. If APAR for a particular year during the last 5 years is not available, "No Report Certificate" may be furnished along with APARs of the preceding years.
  - (iii) Attested photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.
  - (iv) No objection certificate from the respective Port.
  - (v) An undertaking of the applicant to the effect that candidature will not be withdrawn, if selected by Services Selection Committee.
  - (vi) Vigilance and Administrative clearance of the concerned Port, as per enclosed proforma (**Annexure-II**).
  - (vii) The veracity of the professional certificates and caste certificate provided in terms of letter no. A-12022/10/2005-PE-I dtd. 27.08.2010 by the applicant may be ensured and certified.
  - (viii) Two recent passport size colour photographs in a sealed envelope.
- 4.3 As per the Ministry's guidelines dated 26.09.2019, in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate will not be considered by the Ministry if his/her application is not received through proper channel by the Port within 15 days of the last date of receipt of applications, i.e. on or before **06.08.2021**.
5. The crucial date for eligibility criteria will be the last date of closing of applications, i.e. **22.07.2021**, in terms of Ministry of Shipping's circular No.I-26/25/2013-PE-I dated 26.09.2019.
6. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application. Vigilance report is to be furnished in the format prescribed, vide Ministry of Shipping's letter No. A-12022/10/2005-PE-I dated 27.08.2010, copy of which is attached as **Annexure-III**.

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7. As per the Ministry's guidelines dated 26.09.2019 regarding filling up the HOD level posts in Major Port Trusts, Port Official, who withdraws his candidature for the post after his selection by the Services Selection Committee, will be liable for debarment from future selection to HOD level posts in all Major Port Trusts for a period of two years.
8. Incomplete applications or applications not made following the stated procedure or received after due date will not be considered.

Yours faithfully,

*Cache*  
22/09/2021  
**Secretary (I/C),**  
Paradip Port Trust.

- Encl. :** 1) Annexure-I  
2) Annexure-II  
3) Annexure-III

**Copy to :**

1. The Secretary to the Govt. of India, Ministry of Ports, Shipping & Waterways for information. A soft copy of the detailed vacancy circular is also sent to Ministry at the email address of [sopel@nic.in](mailto:sopel@nic.in), [rajiv.nayan@nic.in](mailto:rajiv.nayan@nic.in) for necessary posting on Ministry of Ports, Shipping & Waterways 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

## Recruitment Rules for post of Deputy Conservator (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	Deputy Conservator or	1	Class-I (HOD)	Rs.100000-260000/-	Selection	48	Essential: 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. Must hold pilot license and have experience of 08 years either as Master of foreign going ship or in Piloting or cumulative.	(a) No (b) Yes (c) No	N.A	By absorption through composite method, failing which by deputation and failing both by direct recruitment	For absorption through composite method, officers holding posts of Harbour Master in the scale of pay of Rs. 1,00,000-2,60,000/- with 01 year regular service or officers holding posts of Harbour Master with scale of pay of Rs. 90,000-2,40,000/- with 02 years regular service in the Marine Department in a Major Port Trusts will be eligible.	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.1,20,000-2,80,000/- shall be granted to HOD level officers in the scale of pay of Rs.1,00,000-2,60,000/- only after the approval of the Ministry. Vide Ministry's letter No A-12023/152018-PE-I dated 19.11.2019

The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "Very Good".

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

**SHRI/SMT. :** \_\_\_\_\_

**DESIGNATION :** \_\_\_\_\_

- 1] It is certified that the particulars furnished by the Officer are correct.
- 2] It is certified that no Disciplinary/Vigilance case is pending or contemplated against the applicant and he/she 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 (2015-2016 to 2019-2020) are enclosed.
- 6] It is certified that the incumbent meets the requisite eligibility criteria w.r.t. educational qualification and experience as specified in the Annexure-I of the circular for absorption through composite method.

Signature of the Dy. Chairman/  
Chairman along with official seal

**PARTICULARS OF THE OFFICER 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	Organization (Name in full)	Designation & place of posting	Administrative/Nodal Ministry/Department concerned (in case of officers of PSUs etc.)	From	To

- 08] Whether the officer 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 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:

(Name & Signature)

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