

Application for the post of Financial Advisor & Chief Accounts Officer.

Applications are invited for filling up of the post of Financial Adviser & Chief Accounts Officer (FA&CAO) in the scale of Rs. 51,300 – 73,000/- by deputation. The post of FA&CAO is that of a Head of Department and the incumbent is responsible for overall control of financial matters of Kolkata Port Trust, including finalization of accounts, investment management, drawing up tariff proposals, management of pension and provident fund, etc. Officers holding analogous posts or holding posts of FA&CAO and equivalent posts in the Finance Department in the scale of pay of Rs. 43,200 – 66,000/-with 2 years regular service in the grade or officers holding post of Addl. Chief Accounts Officer and equivalent posts in the Finance Dept. in the scale of pay of Rs. 32,900-58,000/- and above with 5 years regular service in the grade in Govt. / PSUs or Autonomous Bodies are eligible. The selection is by merit for which the Benchmark in overall grading in the APARs will not be below “Very Good”.

Educational and other qualifications required:-

Essential:

- (i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.

2. Eligible candidates who satisfy the provisions of the Recruitment Rules for the post of Financial Adviser & Chief Accounts Officer (HOD), may apply through proper channel as per Proforma enclosed (Annexure I) along with the following documents so as to reach the undersigned on or before 30th September, 2016.

- i) Photo copy of APARs of the applicant for the last 5 years duly attested by a senior officer of the parent organisation on each page.
- ii) Self-attested photo copy of all certificates (qualification, experience, caste, etc.).
- iii) No objection certificate of employer (Annexure – II).

- iv) Undertaking of the applicant not to withdraw, if selected.
- v) Vigilance / Administrative Clearance.
- vi) Two passport size photographs.

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 may be sent for forwarding to Government along with application.

(S. Pradhan)
Secretary (I/C)

PROFORMA

1.	Name of the applicant	:	
2.	a) Date of birth b) Date of appointment c) Date of retirement	: : :	
3.	Present post held along with the details of earlier post/s (with pay scale) held in chronological order	:	
4.	Whether belongs to SC / ST / OBC	:	
5.	Present pay and pay scale of the post indicating detailed break-up of emoluments.	:	
6.	Service to which the officer belongs	:	
7.	Educational qualifications	:	
8.	Other qualifications	:	
9.	Experience	:	

10.	Any other points required to be mentioned	:	
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(Signature of the Applicant)

Address with Tel. No./Mobile No. if any

Place :

Date :

Certificate to be given by Head of Office of

Shri / Smt.....

Designation.....

1. It is certified that the particulars furnished by Officer are correct.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the Applicant and he / she is clear from the Vigilance and Administrative 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. Copies of APARs for the last 5 years from 2010-2011 to 2014-1015 are enclosed.

Dated,

Signature of the forwarding authority along with office seal.