

Kolkata Port Trust
15, Strand Road
Kolkata- 700001



Administration Department
Fax: 033-2230-4901
Phone: 2230-3451
E-mail: calport@vsnl.com
Website: www.kolkataporttrust.gov.in

No.Admn/7230/1/FA&CAO/VIII/E1

Dated 13th MAY, 2016

To
The Chairmen
All Major Port Trust

Sir,

Sub:- Filling up the post of Financial Advisor & Chief Accounts Officer by absorption through composite method at KoPT – applications invited.

The post of Financial Advisor & Chief Accounts Officer in the scale of pay of Rs. 51,300-73,000/- in the rank of Head of Department will fall vacant from 01.11.2016.

2. As per Recruitment Rule the post is to be filled up by absorption through composite method, Officers holding analogous posts or the post of FA&CAO in Category-II Ports with two years regular service in the grade or officers holding posts in the scale of pay of Rs.36,600-62,000/- with 4 years regular service in the grade or Officers holding posts in the scale of pay of Rs. 32,900-58,000/- with 5 years regular service in the grade in the Finance Deptt. of a Major Port Trust will be eligible.

3. The selection is by merit for which overall grading in the ACRs/APARs will not be below “Very Good”

4. Applications of suitable and willing officers, who satisfy the provisions of the Recruitment Rules (**Annexure-I**) for the post of Financial Advisor & Chief Accounts Officer, may please be furnished as per proforma enclosed (**Annexure-II**) along with the following documents so as to reach the undersigned on or before **15.06.2016**.

- i) Copies of APARs for the last 5 years, attested by officer not below the rank of Dy. HoD on each page.
- ii) Attested copies of all the certificates in proof of educational qualification, present and past work experience in the respective post and pay scale.
- iii) No objection certificate from the respective Ports.
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.

- v) Vigilance and administrative clearance by the concerned Port (**Annexure-III**)
- vi) Passport size photographs (two numbers).

5. 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 clearance may be furnished in the format prescribed vide Ministry of Shipping's letter no. A-12022/10/2005-PE.I dated 27th August, 2010, copy of which is attached as (**Annexure-IV**).

6. Incomplete application or application received after the due date will not be considered.

Yours faithfully,

Encl.:- As stated

(S. Pradhan)
Secretary-(I/C)

Copy to Shri Anurag Sharma, Under Secretary to the Govt. of India, Ministry of Shipping. A soft copy of the circular is also sent to Ministry at the address of anurag.sh@nic.in for necessary posting on Ministry of Shipping's website.

Copy to GM (M&S), HDC for information. He is requested to circulate the vacancy and forward applications an eligible candidates of HDC as per enclosure.

Encl.: As stated.

Copy to FA&CAO for information. He is requested to circulate the vacancy and forward applications of filling candidates of KDS as per enclosure.

Encl.: As stated.

Copy to Jt. Director (P&R) for information. She is requested to arrange for necessary posting of this circular on KPT's website.

Encl.: As stated.

Annexure-II

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 to	:	
7.	Educational qualifications	:	
8.	Other qualifications	:	
9.	Experience	:	
10.	Any other points required to be mentioned	:	

(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.

PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE/COMMENTS CLEARANCE IS BEING SOUGHT.

(TO BE FURNISHED AND SIGNED BY THE CVO OR HOD)

1. Name of officer (in full) :
2. Father's name :
3. Date of Birth :
4. Date of retirement :
5. Date of entry into service :
6. service to which the officer belongs including batch/year/cadre, etc. wherever applicable :
7. Position held (during 10 preceding years) :

Sl. No.	Designation and placing of posting	From	To

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 officers during the last 10 years and if so :
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. In any disciplinary/criminal proceeding or charge sheet pending against the officer as on date. (If so, details to be furnished including reference number, if any, of the Commission) :
12. Is any action contemplated against the officer as on that date (If so, details to be furnished) (*) :

Date :

(Name & Signature)

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

Recruitment Rules for the post of Financial Advisor & Chief Accounts Officer

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 qualification prescribed for direct recruitment	Whether (a) age (b) educational qualifications (c) experience for direct recruits will apply in the cases 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	Financial Adviser & Chief Accounts Officer	1	Class-I (HOD)	51,300-73,000/-	Selection	40	<u>Essential</u> i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants	(a) No (b) Yes (c) No	N.A	By absorption through composite method failing which by deputation and failing both by direct recruitment.	For <u>absorption</u> through composite method, Officers holding analogous posts or the post of FA & CAO in Category- II posts with two years regular service in the grade or officers holding posts in the scale of pay of Rs. 36,600-	

							of India. (ii) 13 years experience in Executive cadre in the field of Finance, Accounting in an Industrial/ Commercial/ Govt. Undertaking				62,000/- with 4 years regular service in the grade or Officers holding posts in the scale of pay of Rs. 32,900-58,000/- with 5 years regular service in the grade in the Finance Deptt. of a Major port Trust will be eligible. For deputation, Officers holding analogous posts or officers holding posts of FA & CAO and equivalent posts in the Finance Deptt. 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 Officers and equivalent posts in the Finance Deptt. 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 will be eligible. The selection is by merit for which the benchmark in overall grading in the APARs will not be below "very good".	
--	--	--	--	--	--	--	--	--	--	--	--	--	--