

**COCHIN PORT TRUST**

Administrative Office,  
Cochin- 682 009.

No.A9/Dy. CAO/2018/S

Dated: 04.12.2019

To

The Secretary,  
All Major Port Trusts.

Sir,

Sub:- Filling up of one post of Dy. Chief Accounts Officer in Cochin Port Trust on  
absorption basis – reg.

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Applications are invited for filling up of 1 (one) post of Dy. Chief Accounts Officer in the scale of pay of Rs.24900-50500 (Pre-revised Rs.13000-18250) under Finance Department in Cochin Port Trust by **absorption method** from officers holding analogous posts or feeder posts of Sr. Accounts Officer in the scale of pay of Rs.20600-46500/- (Pre-revised Rs.10750-16750) with four years regular service in the grade in a Major Port Trust. Recruitment Rule attached as **Annexure-I**.

2. Applications in the prescribed format (**Annexure-II**) from eligible and willing officers, who satisfy the provisions of Recruitment Rules for the post of Dy.Chief Accounts Officer may be forwarded through proper channel along with the following documents so as to reach this office on or before **28.01.2020**

1. Attested copies of ACRs of the applicant for the last 5 years.
2. Attested copies of certificates of academic qualification to prove eligibility.
3. No-Objection Certificate of the respective Port Trust.
4. An undertaking of the applicant not to withdraw, if selected.
5. Vigilance and Administrative clearance of the concerned Port in the Proforma prescribed by the Ministry (**Annexure-III**).
6. Certificate to the effect that the veracity of the University Certificates and the recognition of the Degree obtained by the applicant have been confirmed.

3. The applications received through proper channel only will be considered. The applications received after the last date or without ACRs or otherwise incomplete will not be considered.

Yours faithfully,

Sd/-

SECRETARY

TELE.NO: 0484- 2582113

Encls: As Above

**Annexure-I**

Sl. No.	Name of Post	No. of Posts	Classification.	Scale of Pay. (Rs.)	Whether Selection or Non-Selection	Upper Age limit for Direct Recruitment (in yrs)	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 yrs.)	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
3	Deputy Chief Accounts Officer	1	Class-I	13000-350-18250	Selection	40	<u>Essential:</u> i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. ii) Nine years experience in Executive Cadre in the field of Finance, Accounting in an Industrial/ Commercial/ Govt. Undertaking.	(a) No (b) No. However, a Degree from a recognized University is essential. (c) No	Two Years	By Promotion failing which by Absorption/ Deputation, failing both by Direct Recruitment.	Promotion from Senior Accounts Officer in the scale of pay of Rs.10750-16750 with four years regular service in the grade, failing which Senior Accounts Officer in the scale of pay of Rs.10750-16750 with two years regular service in the grade and a combined regular service of nine 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 four years regular service in the grade in a Major Port Trust.	

**P R O F O R M A**

APPLICATION FOR THE POST OF DY.CHIEF ACCOUNTS OFFICER  
UNDER FINANCE DEPARTMENT, COCHIN PORT TRUST

Affix passport  
size Photograph

1. Name of the Officer :
2. Address for Communication :
3. Date of Birth :
4. Whether belongs to SC/ST :
5. Present post with basic pay and scale of pay :
6. Experience :
7. Educational and other qualifications :
8. Date of Retirement
9. Any other point required to be indicated :

In the event of selection to the above post, I will not withdraw and undertake to accept the appointment/posting.

Place:

Date:

(SIGNATURE OF THE APPLICANT)

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

1. It is certified that the particulars furnished by the officer, are correct and he/she fulfills the eligibility criteria.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is 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 5 years are attached.
6. The veracity of the academic qualification is certified.

**SIGNATURE OF THE FORWARDING AUTHORITY  
ALONG WITH OFFICE SEAL**

**Annexure-III**

For cases sent to the Ministry or other Ports  
Particulars of the officer for whom vigilance Comments/clearance is being sought  
(All relevant items, except 8 & 9, to be furnished by the HOD)

1. Name of the 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. Positions held (during the ten preceding years):

Sl No	Designation & Place 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 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 chargesheet 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.



