



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



No.AD/RSC-22/233/2017/977

Dated, the 23rd March, 2020

1. Applications are invited from well qualified and experienced employees of all Major Port Trusts for filling up the following **Class-III** posts on **deputation basis** at Paradip Port Trust by fulfilling the eligibility criteria as per the Recruitment Rules enclosed.

Sl. No	Name of the post	Category	Scale of pay	No. of vacancies
1	EDP Assistant	Class-III	Rs. 27,400-70,500/- (Pre-revised scale of pay of Rs.17,700-44,600/-)	05

2. Detail eligibility criteria for respective posts are placed at **Annexure-I**.
3. Last date of receipt of hard copy of application at the **Office of the Secretary, Paradip Port Trust, Dist-Jagatsinghpur, Odisha-754142** is **24.04.2020** with specifying the post applied for on the envelope.
4. **Documents to be submitted :**
- Attested Copies of ACRs of the applicant for the last five years.
 - Self attested copies of all certificates & two passport size photo.
 - No-Objection Certificate.
 - An undertaking of the applicant not to withdraw, if selected.
 - Administrative Clearance of the concerned Port.
 - Vigilance clearance (Enclosed as **Annexure-III**).
5. Application should be submitted in the prescribed format as at **Annexure-II**.
6. Applications received through proper channel only will be entertained. Applications received after the last date or without ACRs or otherwise incomplete will not be considered.
7. The candidates should note that PPT will in no case be responsible for non-receipt of their applications by PPT or any delay in receipts of call letters for written test/skill test by the candidates or any reason whatsoever.
8. PPT reserves the right either to increase/ decrease the vacancies or to alter /modify /cancel the terms of advertisement at any time without any notice.

(Contd...P/2)

9. PPT also reserves the right to decide whether to conduct any test for selection of candidates, depending upon the necessity.
10. Decision of the Appointing Authority would be final, with regard to all matters connected with the recruitment.
11. Terms and Conditions of Deputation are enclosed at **Annexure-IV**.

Encl: As above.

Sd/-
Sr. Dy. Secretary
Paradip Port Trust

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 qualifications 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 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	EDP Assistant	7	Class-III	Rs.27,400-70,500/- (Pre-revised Scale 17,700-44,600/-)	Selection	32 Years	Essential : 1. Graduate in any discipline. 2. Post Graduate Diploma in Computer Application (PGDCA) from recognised university or DOE's 'A' level 3. Data Entry speed of 9000 key depression per hour through trade test to be conducted on computers. Experience : Must have minimum five years experience in data entry & knowledge of programming work in Public Sector/ Govt. / Autonomous Bodies/ Reputed Private Organization.	(a) No (b) Yes (c) No	Two years	Promotion failing which by deputation/ direct recruitment	Promotion from Junior Assistant with 4 years experience in the grade.	



**PARADIP PORT TRUST
ADMINISTRATIVE DEPARTMENT
APPLICATION FOR THE POST OF: EDP ASSISTANT**

Affix Passport
size
Photograph

1. Name of the Candidate (in Block letters) : _____
2. Father's/Husband's Name : _____
3. Date of Birth (dd/mm/yyyy) : _____
4. Age as on 01.03.2020 : _____
5. Permanent Address (with pin code) : _____

6. Address for correspondence (with pin code) : _____

7. E-mail address, phone numbers (office, residence & mobile) along with fax no. if any : E-mail: _____
: Mob: _____
: Ph (off): _____
: Ph (Res): _____
8. Nationality : _____
9. Religion : _____
10. Whether belong to Minority Community, if yes, please specify. : _____
11. Whether belonging to ST/SC/ OBC/GEN : _____
12. Gender : _____
13. If physically handicapped, sub Category of PH : _____
14. Marital Status : _____

15. Details of Educational Qualification from Matriculation onwards (Enclose a separate sheet, duly signed, if the space below is insufficient):

Sl. No.	(1)	(2)	(3)	(4)	(5)
a) Examination passed					
b) Year of passing					
c) Name of College/ Institute					
d) University/ Board					
e) Main subjects					
f) Total aggregate percentage of marks obtained/ division/ etc.					

16. Details of experience (in chronological : order). (Enclose a separate sheet, duly signed, if the space below is insufficient.

Sl. No.		(1)	(2)	(3)	(4)	(5)
a) Name of organization						
b) Post held with dates	Post					
	From					
	To					
c) Brief description of duties						
d) Details of experience						
e) Scale of pay						
f) Total Salary						

17. Details of computer knowledge Language(s) : _____
known and application Software used
18. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training, (iii) work experience over and above advertisement) [enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient]
19. Language known (Read, write, speak and understand) : _____

DECLARATION

I hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I also undertake that, if at any stage of selection, the information furnished is false or misleading, my candidature/appointment/services will stand cancelled/terminated without assigning any reasons there for.

Date: _____

Signature: _____

Place: _____

Name : _____

Note: Self attested copies of documents in support of educational qualification and experience must be enclosed. Application will not be considered without attested copies of all supporting documents.

CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE

- 1] The particulars furnished by the Applicant are correct and he/she fulfils the eligibility criteria.
- 2] No disciplinary/ vigilance case is pending or contemplated against the applicant and he/she is free from vigilance angle.
- 3] His/Her integrity is certified.
- 4] No major/minor penalties have been imposed on the applicant during the last 10 years.
- 5] Attested copies of ACRs for the last five years.

SIGNATURE OF THE HEAD OF OFFICE
WITH SEAL

PARTICULARS OF THE EMPLOYEES FOR WHOM VIGILANCE/COMMENTSCLEARANCE IS BEING SOUGHT.

(To be furnished and signed by the CVO or HOD)

- 01] Name (in full) :
- 02] Father's Name/Husband's name :
- 03] Date of birth :
- 04] Date of retirement :
- 05] Date of entry in to service :
- 06] Service to which the Employees belongs :
including batch / year cadre etc
wherever applicable. :
- 07] Position held(during ten preceding years).

Sl. No	Designation & placing of posting	From	To
01			
02			
03			

- 08] Whether the office has been placed
On the "Agreed list" or
"list of employees of Doubtful Integrity" :
(If yes, details to be given)
- 09] Whether any allegation of misconduct :
involving vigilance angle was examined
against the employees during the last
10 years and if so, :
- 10] Whether any punishment was awarded :
to the employee 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
Employee as on date.(If so, details to be
Furnished- including reference no, if
Any, of the Commission). :
- 12] Is any action contemplated against the
Employee as on 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.

TERMS AND CONDITONS OF DEPUTATION

1. PERIOD OF DEPUTAION

The period of deputation will be 3(three) years from the date of joining in the post subject to curtailment /extension.

2. PAY & ALLOWANCES

During the period of deputation the employee will have the option either to get her/his pay fixed in the deputation post under the operation of the normal rules or to draw pay of the post held by him/her in his/her parent department plus a deputation allowances in accordance with and subject to be conditions as modified from time to time and such other general or special orders issued by the Ministry of Shipping in this regard.

3. DEARNESS ALLOWANCE

He/She will be entitled to dearness allowance under the rules of the parent Department/Organisation or under the rules of Paradip Port Trust accordingly to which he/she retains his/her scale of Pay under the parent Department/ Organization under the rules of Paradip Port Trust.

4. JOINING TIME PAY AND TRANSFER T.A.

He/She will be entitled to TA and joining time both on joining the post in the Paradip Port Trust and on reversion there-from to her/his parent Department/ Organisation under the rules of Paradip Port Trust . The Expenditure on this account will be borne by the Paradip Port Trust.

5. TA FOR JOURNEY ON DUTY DURING THE PERIOD OF DEPUTATION

To be regulated under the rules of Paradip Port Trust.

6. LOCAL ALLOWANCES LIKE COMPENSATORY (CITY ALLOWANCE & HRA)

He/she is not entitled to HRA in case he/she is provided PPT residential accommodation.

7. LEAVE AND PENSION

During the period of deputation he/she will continue to be governed by the leave and pension rules of the parent Department/Organisation applicable to him/her before such transfer on deputation. The Paradip Port Trust shall pay the leave salary and Pension contribution to his/her parent Department/Organisation in respect of his/her period of deputation in accordance with the orders issued by the Government within 15 days from the end of each financial year or the end of the deputation if the deputation expires before the end financial year. The leave salary and pension contribution shall be paid at the rates intimated by the parent Department/Organisation. The leave salary in respect of the leave availed during deputation period shall be borne by the parent Department/Organisation.

8. PROVIDENT FUND BENEFITS

During the period of deputation he/she will be governed by the rules of parent Department/Organisation. Paradip Port Trust will deduct the subscription by contribution on this account from his/her pay and allowances and remit it to the parent Department/Organisation.

9. MEDICAL ATTENDANCE & TREATMENT

The deputationist will be entitled to Medical & treatment facilities under the rules of Paradip Port Trust.

10. RESIDENTIAL ACCOMMODATION

She/he will be entitled to residential accommodation according to the rules of Paradip Port Trust, when residential accommodation is provided by the Paradip Port Trust, she/he will have to pay rent to the Paradip Port Trust as per the Regulations of PPT plus additional charges for water and Electricity etc., as per the rules of Paradip Port Trust.

11. CHILDREN'S EDUCATIONAL ALLOWANCE & REIMBURSEMENT OF TUITION FEE

The deputationist will be eligible to claim CEA & reimbursement of Tution fee in respect of his children under Paradip Port Trust Regulations subject to the fulfilment of the concession in respect of the same child.

12. LEAVE TRAVEL CONCESSION

The Paradip Port Trust shall allow and bear the expenditure on account of LTC as admissible to him under the Paradip Port Trust (LTC/Home Town) Regulations.

13. INSURANCE SCHEME

The Paradip Port Trust will deduct the contribution on this account from his/her pay and allowance and remit it to parent Department/Organisation.

14. RESIDUARY MATTER

All matters relating to the conditions of service not covered by the paras 1 to 12 above will be governed by the rules and orders applicable to her/him in parent Department/Organisation.

OTHER CONDITIONS:

1. The appointment will be on deputation as per the terms and conditions enclosed.
2. Applicants should furnish their bio-data as per the pro-forma enclosed through the competent Authority of their Organisation.
3. Applicants should furnish the duties and responsibilities held by them in their existing post duly attested by the Competent Authority of their Organisation including Pay and DA pattern.
4. Organization, which is forwarding the applications, should enclose ACRs for the last 5 years duly attested on each page of the ACR of the applicants along with the clearance from Disciplinary/Vigilance angle.
5. No advance copies of application from the applicant will be accepted. Competent Authority of the respective Organisation must forward every application. Those applications, which are forwarded but the Competent Authority of the respective Organisation, will only be considered.
6. Incomplete applications and applications received after due date and applications which are not forwarded by the Competent Authority of the respective Organisations will summarily be rejected. In such cases, no correspondence from the applicants shall be entertained.

SD/-

SR. DY. SECRETARY
PARADIP PORT TRUST