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ISPS CODE Compliant

मुरगांव पत्तन न्यास

प्रशासनिक कार्यालय, हेडलैण्ड साडा, गोवा - ४०३ ८०४

MORMUGAO PORT TRUST

ADMINISTRATIVE OFFICE: HEADLAND SADA, GOA-403 804
Mail: mptgoa@mptgoa.com, Website: www.mptgoa.com

संदर्भ सं. Ref. No. GAD/PC-A/67/2014/202 दिनांक Date: 22.08.2014

To,
The Secretary,
All Major Ports Trusts/
All Public Sector Undertakings
Under Ministry of Shipping
Govt. of India.
All Government Organisations.

BY SPEED POST

Sir,

**Sub. :- Filling up of the post of Sr. Deputy Chief
Accounts Officer in Mormugao Port Trust - Reg**

The post of Sr. Deputy Chief Accounts Officer in Mormugao Port Trust has fallen vacant w.e.f. 16.05.2014. The post is in the scale of pay of Rs. 16000-20800 (Pre-revised) (Revised - Rs. 32900-58000) and is to be filled in by absorption/deputation basis, amongst Officers of Major Port Trusts and on deputation basis from other Govt. Organizations. Copy of the Recruitment Rules is at Annexure - I.

2. Applications are accordingly invited from eligible and willing Officers of all the Major Port Trusts and other Govt. Organizations possessing the prescribed qualifications, experience and other conditions as per the Recruitment Rules. However, the eligibility criteria in the feeder cadre as mentioned in the Recruitment Rules shall be relaxed in deserving cases as per the directions of the Ministry communicated vide their letter no. F-PR-12012/3/2009-PE.I dtd. 22.04.2013 & 12.03.2014.

3. Applications may be made in the form (Annexure - II) and should be submitted through proper channel, alongwith copies of all required documents. The crucial date for determining eligibility shall be 01.08.2014

4. Applications may be forwarded by the concerned Port Trust/Govt. Organizations to the undersigned alongwith the following :

(i) Certificate mentioned on the last page of the application form duly completed.

... 2/-

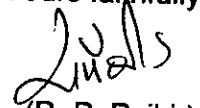
कृपया आपके सभी पत्राचार में हमारी फईल संदर्भ लिखें | Please quote our file reference in all your correspondence

Code: 0832	Chairman	Dy. Chairman	CVO	Secretary	CME	CE	FA & CAO	TM	DC	CMO	CISF
BSNL	2521100	2521110	2521820	2521120	2521170	2521160	2521130	2521140	2521150	2521377	2521210
EPABX	2594000	2594003	2594161	2594101	2594201	2594601	2594401	2594701	2594801	2594901	2594471
FAX	2521105	2521115	2521127	2521125	2521175	2521165	2521135	2521145	2521155	2521777	2521210

- (ii) Certified copies of ACRs for the last 5 years (2009-10 to 2013-14) (duly attested by an Officer not below the rank of Dy. HOD on each of the page).
- (iii) A statement showing year wise availability of ACRs and grading duly signed by the Dy. Chairman/ Chairman as per Ministry's letter no. A-12022/10/05-PE-I dtd. 1.2.2007. If ACR for a particular year/period is not available, the certificate to that effect may be attached.
- (iv) Attested photocopies of all certificates.
- (v) NOC of respective Port / Organisation.
- (vi) Vigilance / Administrative Clearance of the concerned Port / Organisation in the revised proforma prescribed by the Ministry vide letter no. I-26/18/2010-PE-1 dtd. 17.8.2010 (copy enclosed).
- (vii) The veracity of the professional certificates and caste certificate provided in terms of letter no. A-12022/10/2005-PE-I dtd. 27.8.2010 by the applicant may be ensured and certified.
- (viii) Two copies of recent passport size colour photograph.

The last date for receipt of applications duly completed, by the Port Trust is **19.09.2014**. Circular alongwith annexures is also available on our website www.mptgoa.com.

Yours faithfully,


(R. P. Paibir)
SECRETARY

- Encl. : 1) Annexure - I
2) Annexure - II
3) Revised Format for Vigilance Clearance.

ANNEXURE - I

1	2	3	4	5	6	7	8	9	10	11	12	13	
2	Sr. Accounts Officer		Class I	10750-300-16750	Selection	35	Essential: (i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. (ii) Five years experience in Executive cadre in the field of Finance, Accounting in an Industrial/Commercial/ Govt. Undertaking.	(a) No (b) No, however on a degree from a recognized university is essential. (c) No.	2	By promotion falling within the scale of pay of Rs. 9100-18100 with 5 years regular service in the grade falling within the scale of pay of Rs. 9100-18100 with 2 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs. 9100-18100 and Rs. 8600-14950 in respective discipline of Finance Dept.	Promotion from Accounts Officer Gr. I in the scale of pay of Rs. 9100-18100 with 5 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs. 9100-18100 and Rs. 8600-14950 in respective discipline of Finance Dept.		
3	Deputy Chief Accounts Officer		Class I	13000-350-18250	Selection	40	Essential: (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, Degree of a recognized university is essential. (c) No.	2	By promotion falling within the scale of pay of Rs. 10750-18750 with four (4) years regular service in the grade falling within Sr. Accounts Officer in the scale of pay of Rs. 10750-18750 with two (2) years regular service in the grade and combined regular service of nine (9) years in the scales of Rs. 10750-18750 and Rs. 9100-15100 by the respective discipline of Finance Dept.	Promotion from Sr. Accounts Officer in the scale of pay of Rs. 10750-18750 with four (4) years regular service in the grade falling within Sr. Accounts Officer in the scale of pay of Rs. 10750-18750 with two (2) years regular service in the grade and combined regular service of nine (9) years in the scales of Rs. 10750-18750 and Rs. 9100-15100 by the respective discipline of Finance Dept.		
4	Sr. Deputy Chief Accounts Officer		Class I	16000-400-20800	Selection	42	Essential: (i) Member of Institute of Chartered Accountants of India or Institute of Cost and Works Accountants of India (ii) Twelve years experience in executive cadre in the field of Finance, Accounting in an Industrial/Commercial/ Govt. Undertaking	(a) No (b) Yes (c) No	N.A.	By absorption through composite method falling within the scale of pay of Rs. 10750-18750 with other Govt. organizations and falling both by direct recruitment.	For absorption through composite method, Officer holding analogous posts or the posts of Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Dept. in the scale of pay of Rs. 13000-18250 with three (3) years regular service in the grade in a Major Port Trust or Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Dept. with 2 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs. 10750-18750 and Rs. 13000-18250 in the respective discipline of Finance Dept. in a Major Port Trust will be eligible.		

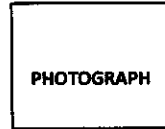
[Out side-II sub.]

Substage : Attach the data

P.T.O
for deputation R.R.s.

1	2	3	4	5	6	7	8	9	10	11	12	13
8	Financial Adviser & Chief Accounts Officer (Category II Posts)	1	Class-I (HOD)	18500-450-22900	Selection	45	(i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. (ii) Fifteen years experience in executive cadre in the field of Finance, Accounting in an Industrial/Commercial/ Govt. Undertaking.	(a) No (b) Yes (c) No	N.A.	By absorption through composite method falling which by deputation and falling both by direct recruitment.	For deputation, Officers holding analogous posts or holding posts of Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Deptt. in the scale of pay of Rs.15000-18250 in Govt./Semi Govt./PSUs or Autonomous Bodies with 3 years regular service in the grade will be eligible. The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "very good"	
											For absorption through composite method, Officers holding analogous posts or Officers holding posts in the scale of pay of Rs. 17600-22300 with 2 years regular service in the grade or officers holding posts in the scale of pay of Rs. 19000-20800 with 3 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 Sr. Dy. Chief Accounts Officer and equivalent posts in the scale of pay of Rs. 18000-20800 and above in Govt./ Semi Govt./ PSUs or Autonomous Bodies with 3 years regular service in the grade will be eligible. The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "very good"	

PROFORMA



APPLICATION FOR THE POST OF _____

- 1 Name of the Officer :
- 2 Present Designation :
- 3 Address for communication with telephone number :
- 4 Date of Birth :
- 5 Age as on (31.08.2014) :
- 6 Date of initial appointment :
- 7 Qualification possessed by the Officer (If any qualification has been treated as equivalent to one prescribed, state the authority for the same) :
- 8 Details of employment/experience in chronological order. Enclose a sheet duly authenticated by your signature if the space below is insufficient

Name of the organisation & Department	Post held	From	To	Total Period	Scale of pay and Basic Pay	Nature of basic duties
1.						
2.						

- 9 State clearly whether in the light of entries made by you above ,you meet the requirement of the post
- 10 Nature of present employment/post held i.e whether ad-hoc/Temporary/Permanent/ Contract/Transfer/Deputation :
- 11 In case the present employment post held is on deputation/ contract basis, please state
 - a) Date of initial appointment :
 - b) Period of appointment on Deputation/ Contract :
 - c) Name of the parent office/organization to which you belong :

- 12 Whether belongs to SC/ST :
13 Training/Courses if any attended :
abroad :
14 Papers submitted if any :
15 Experience in vigilance work :
16 Any other information

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

Signature of applicant

Date:

Certificate to be given by Head of Office of Shri/Smt. Kum.: _____
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 the ACRs for the last five years (1.4.2009 to 31.3.2014) are enclosed.
6. The veracity of the University certificates relating to educational qualification.

**Signature of the Head of the
Office alongwith official seal**

**Particulars of the officer 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. Positions held (during the ten preceding years)

Sl. No.	Designation and place of posting	From	To
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8. Whether the officer has been placed
on the " Agreed List" or "List of officer 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 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) (*) :

(Name & Signature)

Date:

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