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

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.l dtd. 22.04.2013 & 12.03.2014.

3. Applications may 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.

Please quote our file reference in all your correspondence

Krupaya Aapke samai pranav var me janaari kariye sambhav likhe
(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 

(vii) The veracity of the professional certificates and caste certificate 
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 

Yours faithfully,

(R. P. Paibir) 
SECRETARY

Encl.: 1) Annexure - I 
2) Annexure - II 
3) Revised Format for Vigilance Clearance.
<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Item A</td>
<td>10</td>
<td>$10</td>
<td>$100</td>
</tr>
<tr>
<td>2</td>
<td>Item B</td>
<td>5</td>
<td>$20</td>
<td>$100</td>
</tr>
<tr>
<td>3</td>
<td>Item C</td>
<td>2</td>
<td>$30</td>
<td>$60</td>
</tr>
<tr>
<td>4</td>
<td>Item D</td>
<td>1</td>
<td>$50</td>
<td>$50</td>
</tr>
</tbody>
</table>

**Total**: $310
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:

<table>
<thead>
<tr>
<th>Name of the organisation &amp; Department</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Total Period</th>
<th>Scale of pay and Basic Pay</th>
<th>Nature of basic duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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</tbody>
</table>

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 along with 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)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation and place of posting</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

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.