



Port  
Par-Excellence

चेन्नै पोर्ट ट्रस्ट

**CHENNAI PORT TRUST**

**FINANCE DEPARTMENT**

Fax : 044 - 25361228  
Phone: 044 - 25362201

प्रशासनिक कार्यालय  
ADMINISTRATIVE OFFICE  
राजाजी सालै, चेन्नै - ६०० ००२.  
Rajaji Salai, Chennai - 600 001.  
Website : [www.chennaiport.gov.in](http://www.chennaiport.gov.in)

Date :

सं /No.Estt/SRDYCAO/2019 /F

03.08.2019

The Chairman,  
All Major Port Trusts.

Sir,

Sub: ESTABLISHMENT - Filling up the post of **Senior Deputy Chief Accounts Officer** in Chennai Port Trust on composite method - Calling of Applications - Regarding.

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Applications are invited for filling up of one post of **Senior Deputy Chief Accounts Officer** in the pay scale of **Rs. 32900 - 58000** in the **Finance Department** on composite method of recruitment from the eligible officers of Major Ports, who possess the prescribed qualifications, experience and other conditions as mentioned in the enclosed Recruitment Rules for the post of Sr.Dy.CAO.

2. Names of suitable and willing officers who satisfy the requirements as specified in the Recruitment Rules for the said posts, may be furnished together with their applications as per the Proforma enclosed along with the following documents to the undersigned on or before 16.09.2019.

- Copies of ACRs of the applicant for the 5 years ending 31<sup>st</sup> March 2019, duly attested by an Officer not below the rank of Deputy HoD on each of the page. If ACR of a particular year/period is not available, a certificate to that effect should be enclosed.
- No Objection Certificate from the respective Port Trust.
- An undertaking of the applicant not to withdraw, if selected.
- Vigilance / Administrative clearance of the officer in the Proforma prescribed.  
If any major or minor penalty has been imposed on the applicant during last 10 years, the details of the disciplinary case leading to such penalty along with necessary documents have to be sent.
- The veracity of the University Certificates and the recognition of the Degree obtained by the applicant may be ensured and certified.

3. The crucial date for determining the eligibility shall be the last date for receipt of application.

4. The applications duly forwarded by the Employee/Forwarding Authority within the due date **viz. 16.09.2019** shall only be considered. Hence the Ports are requested to forward the applications in full to reach the undersigned **on or before 16.9.2019**.

5. The circular along with Annexures is also available on our Website [www.chennaiport.gov.in](http://www.chennaiport.gov.in).

Yours faithfully,

  
F.A. & C.A.O.  
For CHAIRMAN

Encl: 1. Proforma of the Application and Certificate to be given by the HOD.

2. Copy of the Recruitment Rules for the post of Sr.Dy.CAO

Copy to: Secretary, ChPT.

Copy to: Sr.Dy.Director (EDP) - to upload the above Circular in the Trust's Website.

Proforma of the application.

Affix passport  
size photo

1. Name of the Officer :
2. Date of Birth :
3. Present post held :
4. Whether belongs to SC/ST :
5. Present pay and pay scales of the post indicating detailed break-up of emoluments :
6. Service to which the officer belongs to :
7. Details of Educational Qualification from Matriculation onwards (Enclose a separate sheet, duly signed, if the space below is insufficient):

S.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.					

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

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

9. Date of Retirement :
10. Address for communication with Telephone No. :

11. Any other points to be mentioned

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 therefor.

Place :

(Signature of the Applicant)

Date :

**Certificate to be given by the Head of the 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 enclosed.

Signature of the head of the office  
along with official seal

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 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 years)	Method of recruitment (whether by direct recruitment or by promotion / transfer/absorption / deputation)	In case of promotion /transfer/ absorption / deputation, grades from which it should be made	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
4	Sr.Deputy Chief Accounts Officer	2	Class I	16000-400-20800	Selection	42	<p><b>Essential:-</b></p> <p>i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.</p> <p>ii) Twelve years experience in Executive cadre in the field of Finance, Accounting in an Industrial / Commercial / Govt. Undertaking.</p>	(a) No (b) Yes (c) No	NA	By absorption through composite method of recruitment ie. through promotion / transfer / deputation on absorption basis failing which deputation and failing both by direct recruitment. The promotion / transfer / on absorption will be from the officers from Major Port Trusts.	For absorption through composite method, officers holding analogous posts of Dy. Chief Accounts Officer and equivalent posts in the respective discipline of Finance Dept in the scale of pay of Rs.13000-18250 with 3 years regular service in the grade Rs.13000-18250 in a Major port Trust or Dy.Chief Accounts Officer and equivalent posts in the 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.10750-16750 and Rs.13000-18250 in the respective discipline of Finance Deptt in a Major Port Trust will be eligible. For deputation, officers holding analogous posts or holding posts of Dy.Chief Accounts Officer and equivalent posts in the respective discipline of Finance Deptt in the scale of	Out of the two posts of Sr.Dy.Chief Accounts Officer, the present incumbent of existing Addl.Chief Accounts Officer post in the scale of Rs.14500-18700 shall be upgraded and redesignated as Sr.Dy.CAO and the second post shall be filled up as per the Recruitment Rules.

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 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 years)	Method of recruitment (whether by direct recruitment or by promotion / transfer/absorption / deputation)	In case of promotion /transfer/ absorption / deputation, grades from which it should be made	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
											pay of Rs.13000-18250 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".	