



**APPLICATION FOR THE POST OF SENIOR DEPUTY CHIEF ACCOUNTS OFFICER,  
COCHIN PORT TRUST ON DEPUTATION BASIS**

Applications are invited for filling up the post of Sr. Deputy Chief Accounts Officer in the scale of pay of Rs.32900-58000 (Pre-revised Rs. 16000-400-20800) in Cochin Port Trust on deputation basis from officers holding analogous posts or holding posts of Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Department in the scale of pay of Rs. 24900-50500 (Pre-revised Rs.13000-18250) in Govt./Semi Govt./PSUs or Autonomous bodies with three years' regular service in the grade. Recruitment Rules attached as (**Annexure-I**). Normally the period of deputation will be for three years.

Applications in the prescribed format (**Annexure-II**) from eligible and willing officers, who satisfy the provisions of recruitment rules for the post of Sr. Deputy Chief Accounts Officer, may be forwarded through the employer along with the following documents so as to reach this office on or before **24.10.2016**.

1. Attested copies of ACRs of the applicant for the last 5 years.
2. Attested copies of certificates of academic qualification & experience to prove eligibility.
3. No-Objection Certificate of the respective organization.
4. An undertaking of the applicant not to withdraw, if selected.
5. Vigilance and Administrative clearance of the concerned organization in the Proforma prescribed by the Ministry (**Annexure-III**).

The applicant from Non-Port Sector should substantiate the equivalence of his/her pay scale to the requisite pay scale to prove the eligibility. The Veracity of the Certificates produced by the applicants may be certified by the concerned organization.

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.

Encls: As above.

Date: 22.08.2016

Sd/-  
SECRETARY  
Phone: 0484-2582113

**COCHIN PORT TRUST**

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
4	Senior Deputy Chief Accounts Officer	1	Class-I	16000-400-20800	Selection	42	<p><b>Essential:-</b></p> <p>(i) Member of Institute of Chartered Accountants of India or 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	N.A	By absorption through composite method failing which by deputation from other Govt. organizations and failing both by direct recruitment.	For absorption through Composite Method, Officers holding analogous posts OR Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Dept. in the scale of pay of Rs.13000-18250, with 3 years regular service in the grade of Rs.13000-18250 in a Major Port Trust or Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Dept. with two years regular service in the grade and a combined regular service of seven years in the scale of pay of Rs.10750-16750 and Rs.13000-18250 in the respective discipline of the Finance Dept. 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 respective discipline of Finance Dept in the scale of pay of Rs.13000-18250 in Govt. /Semi Govt/ PSU's or Autonomous Bodies with three years regular service in the grade will be eligible. The selection is by merit for which the benchmark in overall grading in the ACR's will not be below "Very Good".	

**PROFORMA**

Affix  
passport  
size  
Photograph

- 1. Name :
- 2. Date of birth :
- 3. Present post held alongwith the details of earlier post held in chronological order :
- 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 belong :
- 7. Educational Qualifications :
- 8. Other Qualifications :
- 9. Experience :
- 10. Date of retirement :
- 11. Address for communication with Telephone number :
- 12. Any other points required to be mentioned :

Place:

Date :

(SIGNATURE OF THE APPLICANT)

CERTIFICATE BY HEAD OF OFFICE OF THE APPLICANT

- 1. It is certified that the particulars furnished by the applicant Shri/Smt.....are correct.
- 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.

SIGNATURE OF THE HEAD OF OFFICE  
ALONGWITH OFFICE SEAL

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 &amp; Signature)

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