

ADMINISTRATIVE OFFICE

COCHIN – 682 009.

Dated: 13.05.2024

No. A9/FA&CAO/CoPA/2023/S

To

The Chairperson,  
All Major Port Authorities.

Sir,

Sub:- Filling up the post of Financial Advisor & Chief Accounts Officer (FA & CAO) in CoPA by absorption through composite method from Major Port Authorities.

The post of Financial Advisor and Chief Accounts Officer (FA & CAO) in the scale of pay of Rs.1,00,000-2,60,000 in Cochin Port Authority is lying vacant w.e.f. 26.04.2024 consequent to the transfer of the incumbent. Accordingly, applications are invited for filling up the post of F A & CAO, in the scale of pay of Rs.1,00,000 - 2,60,000 in Cochin Port Authority by absorption through composite method from Officers holding posts in the scale of pay of Rs.80000 – 220000/- with three years regular service in the Finance Department of a Major Port. The copy of Recruitment Rule is enclosed as **Annexure-I**.

2. The requisite educational & other qualifications prescribed as per RR, are as under:-  
Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.
3. The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "Very Good".
4. The eligible and willing Officers from Major Ports who satisfy the provisions of Recruitment Rule for the post of FA & CAO shall apply through the "Online Application Portal (OAP)" of the Ministry of Ports, Shipping & Waterways (<https://onlinevacancy.shipmin.nic.in>). No application other than through OAP shall be accepted.
5. A hard copy of the application filed online must be sent through proper channel along with following documents in an envelope, superscribing 'Application for the post of FA & CAO in Cochin Port Authority' to the Secretary, Cochin Port Authority, Willingdon Island, Cochin-682 009 so as to reach on or before 27.06.2024.

कोचिन पत्तन प्राधिकरण | विल्लिंगडन आईलैण्ड | कोचिन - 682 009 | भारत  
Cochin Port Authority | Willingdon Island | Cochin - 682 009 | India



www.cochinport.gov.in | secretary@cochinport.gov.in | +91484 2666412 | +91484 2582100 | Fax: +91484

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i. Attested copies of Annual Performance Appraisal Reports (APARs/ACRs) of the applicant for the last 5 years (01.04.2018 to 31.03.2023) (Attested by an Officer not below the rank of Dy. HOD on each page).

ii. A statement showing year-wise availability of APARs/ ACRs and grading duly signed by the Competent Authority. If the APAR for a particular period during the last 5 years is not available, "No Report Certificate" may be furnished along with the APARs of preceding years.

iii. Attested copies of all Certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.

iv. Certificate from concerned port in the prescribed format **Annexure-II**.

v. An undertaking of the applicant not to withdraw his/her candidature, if selected. Officials, who withdraw his/her candidature for the Post after his/her selection by the Services Selection Committee, will be liable for debarment from future selection to HOD level posts in all Major Ports for a period of two years.

vi. The vigilance status of the candidates may be furnished in the prescribed Proforma duly signed by the CVO of the concerned Port along with the application (**Annexure-III**). If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application.

vii. Two recent passport size photographs in a sealed envelope.

viii. The Veracity of the University Certificates produced by the applicants and the recognition of the degree obtained by the applicant shall be ensured and certified by the concerned officer of the Port.

7. The crucial date for determining the qualification, experience and age shall be 27.06.2024.

8. In case of receipt of advance copy of application in respect of any applicant by the Port, his/her candidature will not be considered if the application is not received through proper channel within 15 days of last date of receipt of application.

9. Incomplete applications or applications not submitted as per the instructions of this vacancy circular will not be considered.

Yours faithfully,

SECRETARY

Phone:0484-2582113

| 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 Educational Qualifications (b) 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 |
|---------|---|--------------|----------------|--|------------------------------------|---|--|---|--------------------------------|---|---|---------|
|         | 2   | 3            | 4              | 5  | 6                                  | 7   | 8  | 9   | 10                             | 11  | 12  | 13      |
| 1       |   |              |                |  |                                    |   |  |   |                                |   |   |         |
| 5       | [Financial Advisor and Chief Accounts Officer.] | 1            | Class-I HOD    | 1 [100000-260000<br>Note: The pay scale shall be upgraded to the scale of pay of Rs.120000/- after completion of three years regular service with the approval of the Central Government.] | Selection                          | 45  | Essential:<br>(i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.<br>(ii) Fifteen years experience in Executive Cadre in the field of Finance, Accounting in an Industrial/ Commercial Govt Undertaking. | (a) No<br>(b) Yes<br>(c) No   | N/A                            | By Absorption through Composite method failing which by Deputation and Direct Recruitment.  | [Absorption through composite method.<br>(i) Officers holding posts in the scale of pay of Rs.80000 - 220000/- with three years regular service in the Finance Department of a Major Port Trust shall be eligible.<br>Deputation:<br>(ii) Officers holding posts of Financial Adviser and Chief Accounts Officer and equivalent posts in the Finance Department in the scale of pay of Rs.100000 - 260000/- with two years regular service in the grade or officers holding posts of Senior Deputy Chief Accounts Officer and equivalent posts in the Finance Department in the scale of pay of Rs.80000 - 220000/- and above with five years regular service in the grade in Central Government or State Governments or Union territory administration or Public Sector Undertakings or Autonomous Bodies (other than Major Port Trusts) shall be eligible.<br>The selection is by merit for which the bench mark in overall grading in the Annual Confidential Reports shall not be below "Very Good".] |         |

**ANNEXURE-II**

**Certificate to be given by the Head of Office of the applicant**

- 1) It is certified that the particulars furnished by the applicant Shri/Smt----- 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 she is clear from vigilance angle.
- 3) Her integrity is certified.
- 4) It is certified that 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 are enclosed.
- 6) The veracity of the qualification certificates submitted by the applicant are ensured and certified.

SIGNATURE OF THE  
DY. CHAIRPERSON/CHAIRPERSON  
ALONGWITH SEAL

## Annexure –III

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)(\*):
13. Whether the officer/official has submitted his/her annual :  
immovable property return of the previous year as required  
under Rule 18 of the CCS (Conduct) Rules, 1964 within  
the prescribed limit
14. Details of complaint pending against the official as on dated :

Date:

(Name & Signature)

(\*): If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter