

COCHIN PORT AUTHORITY
Willington Island, Kerala State, India, Pin-682 009
Website: www.cochinport.gov.in
Email ID: copa.career@cochinport.gov.in
Tel. No.0484-2582113

No.A9/Fin/Sr.Dy.CAO/CoPA/2024/S

Dated : 13.03.2026

**Recruitment to the class I post of Sr. Deputy Chief Accounts Officer in Cochin Port
Authority by Direct Recruitment - Applications invited**

Cochin Port Authority (CoPA), an autonomous body under the Ministry of Ports, Shipping and Waterways invites applications from eligible candidates for appointment to the following Class-I post on regular basis by Direct Recruitment.

Prospective candidates have to apply online after carefully reading the detailed advertisement regarding the eligibility criteria, online registration processes, payment of prescribed application fee/intimation charges, selection process, issuance of call letters etc., and ensure that they fulfill the stipulated criteria and follow the prescribed processes.

Please note the Important Dates

Activity	Date
Online Registration & Fee Payment – Start date	13.03.2026
Online Registration & Fee Payment – Closing Date	16.04.2026

Note: The post of Sr. Deputy Chief Accounts Officer advertised earlier vide Notification No.A9/Fin/Sr.Dy.CAO/ CoPA/ 2024/S dated 21.05.2025 stands cancelled. The candidates who had applied against the earlier notification shall apply again as per this notification, if they wish to do so.

I. Eligibility Criteria

Post wise Vacancies, Reservation, Essential & other qualifications:

Name of the Post & Scale of pay	No. of vacancies	Upper age limit	Educational qualifications & experience
Senior Deputy Chief Accounts Officer Pay Scale : Rs.80000-220000/- Category : Class I (Dy.HoD of Finance Department)	1 (UR)	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.

In addition to Basic Pay, other allowances and benefits like VDA, accommodation /HRA, Cafeteria Allowance @ 35% of Basic Pay, Encashment of Earned Leave etc. would be admissible as per rules. **The crucial date for determining the eligibility shall 16.04.2026.**

II. Method of Selection

The method of selection shall be by the following means:

1. Written Examination, GD & presentation (as applicable) and Personal Interview.
2. The weightage given for examination (with or without GD and/or presentation) and interview for final selection shall be 85% & 15% respectively.

III. Accounting of Experience to ascertain eligibility

1. Experience in organisations involved in educational activities as well as CA firms including the period of executive training, management training, apprentice training, advanced training or any other training shall not be counted as work experience.
2. Applicants who are presently working in any company (Private/ Public sector/ Govt.), in the absence of an experience certificate, should submit copy of Appointment / Offer letter issued by the company, latest Pay Slip / copy of last Pay drawn and CTC Certificate during the current financial year/IT Form-16 of the previous financial year as proof of work experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. In case of applicants working in private sector or contract rolls, document for CTC breakup clearly indicating the monthly, annual components, benefits and payslip should be submitted.
3. The applicants should submit all certificates to establish the experience claimed in their online application, failing which their candidature shall be cancelled and they shall not be considered for further selection.
4. Applicants who are Ex-servicemen should submit Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces. Those ex-servicemen having Degree endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation of post qualification experience. Ex-servicemen claiming equivalency of Degree in discipline should produce the certificate of equivalency or endorsement in the Discharge certificate of the same with authority (refer order issued by the Govt. of India), should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
5. The experience certificate or any proof thereof shall clearly specify the nature of work performed and duties, responsibilities handled in the respective jobs. The candidature may be rejected if the period and nature of experience cannot be ascertained from the experience certificates/documents uploaded by the candidates.
6. CoPA reserves the right to call for any additional documentary evidence from applicants in support of educational qualification/ experience/ other notified eligibility requirements as indicated in their online application through the dedicated email ID of CoPA copa.career@cochinport.gov.in, and candidates shall provide the information/ replies to such queries only through the e-mail registered in the OAP. However, CoPA shall not be responsible for any delay/non-receipt of such e-mails within the stipulated date and time. Replies to any such queries received after the stipulated date and time shall not be considered, and no further correspondence shall be entertained in this regard.

IV. General Instructions

1. The number of posts mentioned above is provisional/indicative. CoPA reserves the right to increase / decrease the number of vacancies or not to fill up the vacancy or cancel the recruitment process, as per its requirement. Filling up of the notified vacancies shall be subject to the suitability of candidates and job requirements. CoPA reserves the right to restrict/ alter/cancel/modify the recruitment process, if required, without notice or assigning any reasons thereof.
2. All candidates must possess valid mark sheets, certificates, degrees, diplomas or membership documents proving their qualification and experience as on the closing date of this notification.
3. CoPA also reserves the right to fix qualifying cut-off marks and limit the number of candidates for shortlisting , modify methodology for selection as deemed necessary.
4. Employees of Major Port Authorities of India possessing prescribed qualification and experience may also apply; provided that the age limit in such cases shall not exceed fifty five years.
5. Orders issued by the Central Government in favour of ex-servicemen with respect to age relaxation as applicable, will apply for the posts identified suitable.
6. Candidates seeking age relaxation will be required to upload the copies of necessary certificate(s) and produce the original certificate(s) for verification at any stage of the recruitment as may be required by CoPA.
7. Eligible and willing candidates have to submit applications through the online application portal (OAP) in the link https://career.itilttd.in/careers_cochin_port/login_form.php?id=MjY= The online application facility is available from 13.03.2026. This online application process is the only valid method. No other application modes will be accepted. [Click Here to apply](#)
8. Candidates are advised to regularly check the career page of CoPA website www.cochinport.gov.in for any updates regarding the selection process. CoPA shall not be responsible for any omission on part of the candidates to keep themselves informed of the updates provided through the website.
9. The application processing fee shall be Rs.400/-. The candidates will have to bear any additional payment gateway/bank charges for making the application processing fee.
10. Candidates should fill the online application carefully. No changes/modifications are allowed after submission. A candidate shall submit only one application. Submission of multiple applications shall entail rejection of all such applications. Candidates are advised to ensure that they make the final submission of the application in the online portal after filling all the necessary details and making payment.
11. The candidates shall make accurate data entries in the required fields in the OAP.

12. The applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the online application submitted for the posts. Some Universities/Institutes /Examination Boards do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute/ Examination Board defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same shall be accepted. The candidate may also produce the percentage conversion certificate issued by the University. However, where the University/ Institute/Examination Board does not define criteria or provide percentage conversion certificate for conversion of Aggregate Grade Point into Class and/or percentage of marks, the Aggregate Grade Points may be multiplied by 10 to get the required percentage of marks.
13. While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above **as on the crucial date for determining the eligibility** indicated above. Original Certificates of the short-listed candidates shall be verified at the time of joining or at any other stage as decided by CoPA. Candidature is **purely provisional** subject to verification of original certificates in proof of age, qualification, experience, caste, medical fitness etc. and meeting the notified eligibility requirements. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and /or that he/she has furnished any incorrect/false information or has suppressed any material fact(s) or fail to produce certificates in original, his/her candidature will stand rejected. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without any notice.
14. No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
15. The mere fact that a candidate has submitted the application against the advertisement would not bestow upon him/her the right to be considered for the selection process. Submission of an application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
16. It is advised that the Employees working in Central or State Government/Semi-Govt. Autonomous Bodies/CPSEs shall get approval from their competent authority to apply. They shall be required to submit No Objection Certificate, if selected/shortlisted.
17. No communication regarding the recruitment shall be sent by post. The intimations regarding test/interview/shortlisting or any relevant communication to candidates shall only be through email registered by the candidate in the online recruitment portal. General information/notices to the candidates/announcements etc. shall be through the official website updates/OAP.
18. Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto and selection process thereafter can be instituted only in the competent Courts/ Forums at Cochin, which shall have the sole and exclusive jurisdiction.
19. In cases of any clarifications regarding the aspects not mentioned in this notification, the rules and regulations regarding recruitment as applicable to CoPA shall apply.

20. Any amendment, modification or addition to this advertisement shall be published in the official website of CoPA only. For any further clarification related to the advertisement and the recruitment, the candidates may contact us via e-mail copa.career@cochinport.gov.in or in the Landline Number 04842582113 during Monday to Friday (except holidays) from 10.00 a.m. to 5.00 p.m.
21. CANVASSING IN ANY FORM WILL ENTAIL DISQUALIFICATION OF CANDIDATURE.
22. Candidates are advised to complete their online application process well in advance to avoid any difficulties due to internet traffic surges towards the closing date. Those who apply on the last date of application may not get any troubleshooting assistance / technical support in the application portal by email/phone after 1600 hrs on the last date of application.

Sd/-

SR.DY. SECRETARY