



PARADIP PORT TRUST
PARADIP - 754 142, ODISHA (INDIA)
ADMINISTRATIVE DEPARTMENT



No. AD/RSC-I-21/71/2011/1125

Dated, the 02nd April, 2018

ADVERTISEMENT

Paradip Port Trust, an ISO-9001:2008 Certified Organisation invites applications from Indian Nationals for filling up of the following post through direct recruitment.

Sl. No.	Name of Post	Scale of pay	No. of post	Age	Essential qualification
01	Accounts Officer Gr.I (Class-I)	Rs.20600- 46500/-	02 (01-SC, 01-UR)	30 years	Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India <u>Desirable</u> Two years experience in Executive cadre in the field of Finance Accounting in an Industrial/Commercial/Govt. Undertaking.

GENERAL CONDITIONS

- i) Applications, complete in all respects in the prescribed format given herein-after, addressed to **Secretary, Paradip Port Trust, Dist-Jagatsinghpur, Odisha- 754142** should reach the office of Secretary, Paradip Port Trust by REGISTERED POST WITH AD on or before **30.04.2018**.
- ii) The envelope containing the application should be clearly superscribed in **BOLD** capital letters with the post applied for and reservation category as given below:-
“**APPLICATION FOR THE POST OF ACCOUNTS OFFICER GRI & CATEGORY**
“ _____ ”
- iii) Applicant must attach two latest passport size photographs indicating his/her name on the back side.
- iv) Qualification & experience of the candidates should be strictly in accordance with the prescribed Recruitment Rules.
- v) The cutoff date for determining the age is **01.04.2018**.
- vi) Relaxation, if any, will be as per Govt. Guidelines. Age limit prescribed for applying the post will not apply in case of departmental candidates of PPT.
- vii) No request for change of any entries or part, originally indicated in the application form shall be entertained.
- viii) The candidates shall be held responsible for correctness of all information given by him/her and in case of any information/documents found to be incorrect at a later stage, action shall be taken against the candidates including dismissal from service as per rule.
- ix) Attested/Self attested true copies of proof of age/date of birth, academic/ professional qualification, caste certificate and experience etc. relating to the post advertised be attached with the applications and **any document found unattested may lead to rejection of the application.**

- x) No representation on any ground, for non-appearance for the test/interview etc. by the candidates will be entertained and his/her candidature will not be considered in such an eventuality.
- xi) Persons already employed should send their applications through proper channel and have to produce 'No Objection Certificate' from their present employer at the time of test/interview.
- xii) The candidate should not have been convicted by any Court of Law.
- xiii) Incomplete applications shall be summarily rejected.
- xiv) TA will be admissible for attending test/interview as per rule in shortest route for SC candidates.
- xv) The candidates should note that PPT will in no case be responsible for non-receipt of their applications by PPT or any delay in receipts of call letters for written test/interview by the candidates or any reason whatsoever.
- xvi) The candidates are advised to visit the website www.paradipport.gov.in for further instructions/directions/amendments etc. from time to time.
- xvii) PPT reserves the right to modify/cancel the advertisement, if required at any time due to administrative reasons without assigning any notice/reason thereof.
- xviii) PPT may conduct written test or interview or both for selection of candidates if required.
- xix) Any dispute with regard to this recruitment will be subject to jurisdiction within the **district of Jagatsinghpur.**
- xx) Decision of the Appointing Authority would be final, with regard to all matters connected with the recruitment.

Sd/-
Secretary,
Paradip Port Trust

PARADIP PORT TRUST
ADMINISTRATIVE DEPARTMENT

APPLICATION FOR THE POST OF: ACCOUNTS OFFICER G.R.I

Affix
Passport
size
Photograph

1. Name of the Candidate (in Block letters) : _____
2. Father's/Husband's Name : _____
3. Date of Birth (dd/mm/yyyy) : _____
4. Age as on 01.04.2018 : _____
5. Permanent Address (with pin code) : _____

6. Address for correspondence (with pin code) : _____

7. E-mail address, phone numbers (office, residence & mobile) along with fax no. if any : E-mail: _____
: Mob: _____
: Ph (off): _____
: Ph (Res): _____
8. Nationality :
9. Religion :
10. Whether belong to Minority /Community, if yes, please specify. :
11. Whether belongs to SC :
12. Gender :
13. If physically handicapped, sub Category of PH :
14. Marital Status :

15. Details of Educational Qualification from Matriculation onwards (Enclose a separate sheet, duly signed, if the space below is insufficient):

Sl. 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.					

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

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

17. Details of computer knowledge Language(s) known and application Software used : _____

18. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training, (iii) work experience over and above advertisement) [enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient] : _____

19. Language known (Read, write, speak and understand) : _____

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 there for.

Date: _____

Signature: _____

Place: _____

Name : _____

Note: Self attested copies of documents in support of educational qualification and experience must be enclosed. Application will not be considered without self attested copies of all supporting documents.