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Port  
Par - Excellence  
चेन्नै पोर्ट ट्रस्ट

Fax : +91-44-25361228

Phone : +91-44-25312000

: +91-44-25362201

प्रशासनिक कार्यालय  
ADMINISTRATIVE OFFICE  
राजाजी सालै, चेन्नै - 600 001.  
Rajaji Salai, Chennai - 600 001.  
Website : www.chennaiport.gov.in

## CHENNAI PORT TRUST

No.RC2/4252/2020/GA

Dated: 06 .5.2021.

To

The Chairmen of All Major Port Trusts.

Sir,

**Sub: ESTT. – Filling up of the post of Deputy Chief Accounts Officer (Class I)** in the scale of pay of Rs.60000 -180000 (Revised) (Pre-revised scales: Rs.24900-50500 / Rs.13000-18250) in Finance Department, Chennai Port Trust **on Absorption / Deputation** method – Reg.

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1. Applications are invited for filling up of the post of **Deputy Chief Accounts Officer (Class I)** in the pay scale of Rs.60000 – 180000 (Revised) (Pre-revised scales: Rs.24900-50500 / Rs.13000 – 18250) in Finance Department of Chennai Port Trust, through **absorption / deputation** basis, from the eligible Officers of Major Port Trusts, who possess the prescribed qualifications, experience, as mentioned in the RR, enclosed at Annexure – 1.
2. Eligible candidates have to apply through '**Online Application Portal**' (OAP) of **the Ministry of Shipping** and a print-out of the online application should be sent through proper channel, along with the following documents within the stipulated time.
  - (a) Copies of educational qualifications and experience
  - (b) Undertaking of the applicant not to withdraw if selected.
  - (c) A self attested Passport Size Photo of the candidate to be affixed on the application
3. Ports have to forward the applications of suitable and willing Officers who satisfy the requirements, along with the following documents, so as to reach **SECRETARY, CHENNAI PORT TRUST, RAJAJI SALAI, CHENNAI – 600001, on or before 04 .05.2021 :**
  - (a) Photocopy of ACRs of the applicant for the last 5 years duly attested by an officer, not below the rank of Deputy Head of Department, on each of the page
  - (b) No Objection Certificate of respective Port Trust.
  - (c) Vigilance / Administrative Clearance of the Officer in the proforma prescribed at Annexure – 2.
  - (d) The veracity of the University Certificates and the recognition of the Degree obtained by the applicant may be ensured and certified.
  - (e) If ACR for a particular year/period is not available, a certificate to that effect should be enclosed.

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(f) *If any major or minor penalty has been imposed on the applicant during the last 10 years, the details of the disciplinary case leading to such penalty, along with necessary documents, have to be sent.*

4. The Officer selected for the above post will be appointed on **absorption / deputation** basis and will be governed by the terms and conditions, prescribed by the Central Government.
5. The crucial date for determining the eligibility is the last date of receipt of applications, i.e. 04 . 05.2021. Applications received through proper channel will only be considered. Applications received after the last date / without ACRs / without enclosures, etc, will not be considered.
6. The applications duly forwarded within the due date shall only be considered. Hence the Port Trusts are requested to forward the applications with complete details, so as to reach the undersigned on or before 04 .05.2021.
7. The Circular along with Annexures is also available on our Website [www.chennaiport.gov.in](http://www.chennaiport.gov.in).

Encl.: 1. Annexure – 1. Copy of the Recruitment Rules for the post  
2. Annexure –2. Proforma for Vigilance / Administrative Clearance

Yours faithfully,

*e. shane*

SECRETARY *ke*

**Copy to:**

1. The Secretary to the Govt. of India,  
Ministry of Ports, Shipping & Highways,  
Ports Wing  
New Delhi 110 001.

Kind Attn: **Shri Sandeep Gupta,**  
**Director**

(w.r.t. Ministry letter No.I-26/2/2017-  
PE.I (Part (1)) dated 03.05.2017)

## RECRUITMENT RULES FOR POST OF DEPUTY CHIEF ACCOUNTS OFFICER [CLASS I] IN FINANCE DEPARTMENT

(1) Sl. No.	(2) Name of the Post	(3) No. of posts	(4) Classification	(5) Scale of Pay (Rs.)	(6) Whether Selection or Non-Selection	(7) Upper Age limit for direct recruitment (in years)	(8) Educational and other qualifications prescribed for direct recruitment	(9) Whether (a) age (b) Educational qualifications (c) experience for direct recruits will apply in the case of promotion / absorption / deputation	(10) Period of Probation (in years)	(11) Method of recruitment (whether by direct recruitment or by promotion / absorption / deputation)	(12) In case of promotion / absorption / deputation, grades from which it should be made	(13) Remarks
3	Deputy Chief Accounts Officer	2	Class I	13000-350-18250	Selection	40	<b>Essential:-</b> i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. ii) Nine years experience in Executive cadre in the field of Finance, Accounting in an Industrial / Commercial / Govt. Undertaking.	(a) No (b) No, however a degree from a recognized university is essential. (c) No	2	By promotion failing which by absorption / deputation, failing both by direct recruitment.	Promotion from Sr. Accounts Officer in the scale of pay of Rs. 10750-16750 with 4 years regular service in the grade failing which Sr. Accounts Officer in the scale of pay of Rs. 10750-16750 with 2 years regular service in the grade and a combined regular service of 9 years in the scales of pay of Rs. 10750-16750 and Rs. 9100-15100 in the respective discipline of Finance Dept. Absorption / deputation will be of Officers holding analogous posts or post of Sr. Accounts Officer in the scale of pay of Rs. 10750-16750 with 4 years regular service in the grade in a Major Port Trust.	The existing posts of Dy. CAO (Sr.) in the scale of pay of Rs. 13000-18250 will be redesignated as Dy. CAO in the scale of pay of Rs. 13000-18250