



CHENNAI PORT TRUST

FINANCE DEPARTMENT

Applications are invited from the eligible candidates for filling up of the post of Accounts Officer Gr.I (1 No.) in the category of Class-I, in the Scale of Pay of Rs.20600-46500, under Direct Recruitment.

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|--------------------------------------|---|--|
| Name of the post | - | Accounts Officer Gr.I |
| Scale of Pay | - | Rs. 20600-46500 |
| No. of vacancies | - | 1 |
| Qualification / Experience | - | |
| | - | <u>Essential</u> - 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. Under taking. |
| Upper age limit | - | 30 (Relaxable upto 5 years for SCs / STs) |
| Community | - | SC |
| Method of Selection | - | Direct Recruitment |
| Last Date for receipt of Application | - | 31.08.2017 |
| Address to whom | - | Shri C.S. Vemanna,
Financial Adviser & Chief Accounts Officer,
Chennai Port Trust,
No.1, Rajaji Salai, Chennai – 600 001. |
| Contact No. | - | 044-25367029 / Fax : 044-25368717
e-mail : facao@chennaiport.gov.in |

FA&CAO
Chennai Port Trust

Note : Candidates who had already applied for the post of Accounts Officer Gr.I, during the year 2015, may also apply, since the present vacancy arose subsequently.

CHENNAI PORT TRUST

Proforma of the Application

Photo

Name of the post applied for :

1. Name of the candidate :
2. Sex :
3. Married / Single :
4. Date of Birth (proof to be enclosed) :
(In the case of matriculates and persons possessing higher academic qualifications, only the matriculation certificate or a certificate equivalent thereto, is considered.)
5. Age (as on 01.07.2017) :
6. Father's Name :
7. Place of birth / Nationality :
8. Community :
9. Qualification & Experience :
 - i. Academic qualification in detail with the name of institution and year of qualifying with evidence thereof (give separately) marks in each subject and mention optional group.
 - ii. Whether you have the qualifications prescribed for the post and possess the necessary experience etc., as required in the notification (attach attested copy of proof thereof).
 - iii. Practical experience, particularly pertaining to the posts applied for (attach copy of proof thereof).
 - iv. Present and past employment with full particulars including pay.
 - v. If left any employment, give reason.

10. Have you ever been medically disqualified for any employment, if so, give particulars.
11. If employed at present, what notice is required to be given to the present employer.
12. Have you been convicted previously for any offence ?, if so, give full particulars of the conviction and the sentences.
13. Have you been dismissed, suspended, fined or punished by any of your previous employer.
14. Languages known : to speak :
: to write :
15. Residential Address :
16. Aadhar No. :
17. PAN No. :
18. Contact No. :
19. e-mail address :
20. Give two references
Viz., Name, occupation, and addresses of two responsible persons (not relatives), who can testify to your character, etc., a reference is made. In addition, true copies of two recent certificates of characters from two responsible persons of your locality, other than the names given as references and who are not relatives to be furnished.
21. Particulars of documents attached to this application. :

I do here by declare that all the information furnished by me in this application is true to the best of my knowledge and belief and no information has been suppressed

Date.....

Signature of the Applicant

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. The position advertised is subject to approval by the Ministry of Shipping.
2. The Trust reserves the right to withdraw any advertised post (s) at anytime without giving any reason.
3. The Trust may draw a panel of candidates for filling up of the vacancies.
4. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference.
5. Relaxation in Age Limit: 5 years for SCs / STs, 3 years for OBCs and for Physically Challenged, upper age limit for persons with disabilities shall be relaxed by ten years (15 years for SCs/STs and 13 years for OBCs).
6. (i) Application after the last date, (ii) incomplete in any respect and (iii) any fresh paper / enclosures after closing date, shall not be considered.
7. Certificate in support of experience should be in proper format i.e. it should be on the Organisation's letter head, bear the date of issue, specific period of work, name, designation, scale of pay and signature of the Administrative Authority / Owner of the organization along with his / her seal, if already employed.
8. The Trust shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service rendered. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents / background and has suppressed the said information, then his / her service shall be liable to be terminated.
9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Trust reserves the right to modify / withdraw / cancel any communication made to the candidates.
10. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Trust will be final.
11. Applicants who are already in employment should route their applications through proper channel only.
12. Employees already in Chennai Port service may also apply, provided they possess the prescribed qualification and experience. Age limit in such cases will not apply.

13. Candidates should send **self attested** copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. **Originals should not be sent along with the application** but these must be produced at the time of interview.
14. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the notification.
15. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
16. Canvassing in any form will be a disqualification.
17. No interim correspondence will be entertained.
18. The posts carry retirement / terminal benefits as per GOI rules. Applicability of New Pension Scheme will be as per GOI rules.
19. SC / ST / OBC candidates are required to attach the copy of the Caste Certificate as per format prescribed by the GOI. In case an OBC candidate applies for reserved post under OBC category, he / she must produce a certificate issued from the Competent Authority that he / she does not belong to anyone of the Creamy Layers. The Trust follows the Central Govt. list in the cases of SC / ST and OBCs.
20. The Trust reserves its right to place a reasonable limit on the total number of candidates to be called for test / interview for each category of post.
21. The information regarding written test / oral interview will be sent to the eligible candidates.
22. Incomplete application or without relevant supporting documents will be outrightly rejected.
23. Applications sent by RPAD along with the relevant enclosures should reach the concerned, mentioned in the format latest by 31.08.2017 and the envelope should be superscribed with the name of the post applied for. The Organization will not accept any responsibility for postal delay.
24. Candidates called for interview will not be paid any traveling allowance, except in the case of candidates belonging to SC / ST, who will be paid single II-Class rail fares by the shortest route, if the distance traveled by rail exceeds 80 kms each or way actual bus fares or distance by road at the lowest rate as for Government servants which ever is less for road journeys from stations not connected by rail if the distance exceeds 32 kms each way.