



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



From:

**The Secretary,**  
Paradip Port Trust.

To

The Secretary,  
All Major Port Trust/  
All PSUs, MoS, GoI,  
All Central Govt/State Govt. Organisation.



No. AD/RSC-III-21/17/2017 / 3671

Dated, the 18 Oct., 2017

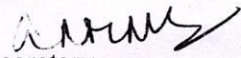
Sir,

Sub: Filling up of the post of **Hindi Assistant** (Class-III) on Scale of Rs.17,700-44,600/- and **Hindi Typist** (Class-III) on Scale of Rs.16,300-38,200/- on **deputation basis**-Reg.

Ref: Employment Notice Issue No. 3671 /2017 Dtd. 18 Oct., 2017.

Please find enclosed herewith a copy of the Employment Notice No 3671/2017 Dtd. 18 Oct., 2017, inviting applications for the post of Hindi Assistant and Hindi Typist, with a request to give wide publicity and send the application of the eligible and willing employees, who satisfy the Recruitment Rules for the post, along with their documents in the prescribed format (enclosed), to this Port Trust **on or before 30.11.2017**.

Yours faithfully,

  
Secretary,  
Paradip Port Trust

Encl: Recruitment Rule – Annexure-A & B  
Application Form – Annexure-C  
Vigilance clearance format – Annexure-D  
Terms & Conditions of deputation– Annexure-E

Copy to:- All HoDs for information and wide circulation among the employees.

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PARADIP PORT TRUST  
ADMINISTRATIVE DEPARTMENT  
Emp. Notice No. 3671 /2017 Dtd. 18 Oct..2017

Name of the Post	Hindi Assistant
No. of Post	1(one)
Classification	Class-III
Scale of pay	Rs.17,700-44,600/-
Whether Selection or Non-Selection	Non-Selection
Upper Age limit	NA
Educational and other qualifications	Recruitment Rule is enclosed at Annexure-A
Application format	Enclosed at Annexure-C
Vigilance Format	Enclosed at Annexure-D
Deputation Terms & Conditions	Enclosed at Annexure-E

Interested candidates may apply in the prescribed proforma through proper channel and for any more, refer our website [www.paradipport.gov.in](http://www.paradipport.gov.in).

PARADIP PORT TRUST  
ADMINISTRATIVE DEPARTMENT  
Emp. Notice No. 3671 /2017 Dtd. 18 Oct.,2017

Name of the Post	Hindi Typist
No. of Post	1(one)
Classification	Class-III
Scale of pay	Rs.16,300-38,200/-
Whether Selection or Non-Selection	Selection
Upper Age limit	NA
Educational and other qualifications	Recruitment Rule is enclosed at Annexure-B
Application format	Enclosed at Annexure-C
Vigilance Format	Enclosed at Annexure-D
Deputation Terms & Conditions	Enclosed at Annexure-E

Interested candidates may apply in the prescribed proforma through proper channel and for any more, refer our website [www.paradipport.gov.in](http://www.paradipport.gov.in).



PARADIP PORT TRUST  
**ADMINISTRATIVE DEPARTMENT**

**Annexure-C**

Affix Passport  
size  
Photograph

**APPLICATION FOR THE POST OF:** \_\_\_\_\_

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 **01.10.2017** : \_\_\_\_\_
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 belonging to ST/SC/OBC/GEN : \_\_\_\_\_
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	Post					
	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 attested copies of all supporting documents.

**CERTIFICATE TO BE GIVEN BY THE HEAD OF OFFICE**

- 1] The particulars furnished by the Applicant are correct and he/she fulfils the eligibility criteria.
- 2] No disciplinary/vigilance case is pending or contemplated against the applicant and he/she is free from vigilance angle.
- 3] His/her integrity is certified.
- 4] No major/minor penalties been imposed on the applicants during last 10 years.
- 5] Attested copies of ACRs for the last five years.

**SIGNATUERE OF THE HEAD OF OFFICE  
WITH SEAL**

PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE/COMMENTS

CLEARANCE IS BEING SOUGHT.

(To be furnished and signed by the CVO or HOD)

- 01] Name of employee (in full) :
- 02] Father's Name :
- 03] Date of birth :
- 04] Date of retirement :
- 05] Date of entry in to service :
- 06] Service to which the Employee belongs including batch / year cadre etc wherever applicable. :
- 07] Position held( during ten preceding years).

Sl.No	Designation & placing of posting	From	To

- 08] Whether the office has been placed on the "Agreed list" or "list of Employees of Doubtful Integrity" :  
(If yes, details to be given)
- 09] Whether any allegation of misconduct involving vigilance angle was examined against the Employees during the last 10 years and if so, :
- 10] Whether any punishment was awarded to the Employee during the last 10 years and if so, the date of imposition and Details of the penalty (\*) :
- 11] Is any disciplinary/ Criminal proceedings or charge sheet pending against the Employee as on date.(If so, details to be furnished- including reference no, if Any, of the Commission). :
- 12] Is any action contemplated against the Employee as on date( If so, details to be furnished.(\*)) :

Date:

(Name & Signature)

(\*) If vigilance clearance has been obtained from the Ministry/CVC in the past, the information may be provided for the period thereafter.

**TERMS AND CONDITONS OF DEPUTATION OF THE POST OF HINDI ASSISTANT & HINDI TYPIST.**

1. PERIOD OF DEPUTAION

The period of deputation will be 3(three) years from the date of joining in the post subject to curtailment /extension.

2. PAY & ALLOWANCES

During the period of deputation Smt./Sri. \_\_\_\_\_ will have the option either to get her/his pay in the scale attached to the post under the normal rules of the pay attached to the post hold by her/him in her/his parent department, viz., \_\_\_\_\_ plus deputation (duty allowances in accordance with and subject to the conditions as modified from time to time and such general or special orders issued by the Ministry of Shipping in this regard.

3. DEARNESS ALLOWANCE

Smt./Sri \_\_\_\_\_ will be entitled to dearness allowance under the rules of the parent Department/Organisation or under the rules of Paradip Port Trust according as she/he retains her/his scale of Pay under the parent Department/Organization under the rules of Paradip Port Trust.

4. JOINING TIME PAY AND TRANSFER T.A.

She/he will be entitled to TA and joining time both on joining the post in the Paradip Port Trust and on reversion there-from to his parent Department/Organisation under the rules of Paradip Port Trust. The Expenditure on this account will be borne by the Paradip Port Trust.

5. TA FOR JOURNEY ON DUTY DURING THE PERIOD OF DEPUTATION

To be regulated under the rules of Paradip Port Trust.

6. LOCAL ALLOWANCES LIKE COMPENSATORY(CITY ALLOWANCE & HRA)

To be regulated under the rules of Paradip Port Trust. She/he is not entitled to HRA in case she/he is provided PPT residential accommodation.

7. LEAVE AND PENSION

During the period of deputation she/he will continue to be governed by the leave, pension, rules of the parent Department/Organisation applicable to him before her/his deputation to Paradip Port Trust. The Paradip Port Trust shall pay the leave salary and Pension contribution to her/his parent Department/Organisation in respect of her/his period of deputation in accordance with the orders issued by the Government within 15 days from the end of each financial year or the end of the deputation if the deputation expires before the end financial year. The leave salary and pension contribution shall be paid at the rates intimated by the parent Department/Organisation. The leave salary in respect of the leave availed during deputation period shall be borne by the parent Department/Organisation.

8. PROVUDENT FUND BENEFITS

During the period of deputation she/he will be governed by the rules of parent Department/Organisation. Paradip Port Trust will deduct the subscription by contribution on this account from her/his pay and allowances and remit it to the parent Department/Organisation.

9. MEDICAL ATTENDANCE & TREATMENT

The deputationist will be entitled to Medical & treatment facilities under the rules of Paradip Port Trust.

10. RESIDENTIAL ACCOMMODATION

She/he will be entitled to residential accommodation according to the rules of Paradip Port Trust, when residential accommodation is provided by the Paradip Port Trust. she/he will have to pay rent to the Paradip Port Trust as per the Regulations of PPT plus additional charges for water and Electricity etc., as per the rules of Paradip Port Trust.

11. CHILDREN'S EDUCATIONAL ALLOWANCE & REIMBURSEMENT OF TUITION FEE

The deputationist will be eligible to claim CEA & reimbursement of Tuition fee in respect of her/his children under Paradip Port Trust Regulations subject to the fulfilment of the concession in respect of the same child.

12. LEAVE TRAVEL CONCESSION

The Paradip Port Trust shall allow and bear the expenditure on account of LTC as admissible to him under the Paradip Port Trust (LTC/Home Town) Regulations.

13. INSURANCE SCHEME

The Paradip Port Trust will deduct the contribution on this account from her/his pay and allowance and remit it to parent Department/Organisation.

14. RESIDUARY MATTER

All matters relating to the conditions of service not covered by the paras 1 to 12 above will be governed by the rules and orders applicable to her/him in parent Department/Organisation.

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**OTHER CONDITIONS:**

1. The appointments will be on deputation as per the terms and conditions enclosed.
2. Applicants should furnish their bio-data as per the pro-forma enclosed through the competent Authority of their Organisation.
3. Age limit for deputationist is not prescribed, but maximum age limit for an appointment made on deputation does not exceed 55 years on the closing date of application.
4. Applicants should furnish the duties and responsibilities held by them in their existing post duly attested by the Competent Authority of their Organisation including Pay and DA pattern.
5. Organization, which are forwarding the applications, should enclose ACRs for the last 5 years duly attested on each page of the ACR of the applicants along with the clearance from Disciplinary/Vigilance angle.
6. No advance copies of application from the applicant will be accepted. Competent Authority of the respective Organisation must forward every application. Those applications, which are forwarded but the Competent Authority of the respective Organisation, will only be considered.
7. Incomplete applications and applications received after due date and applications which are not forwarded by the Competent Authority of the respective Organisations will summarily be rejected. In such cases, no correspondence from the applicants shall be entertained.
8. The envelope containing the application should be clearly super scribed in BOLD capital letters with the post applied as given below:-

“APPLICATION FOR THE POST OF .....

In view of the above, interested Candidates may furnish their applications with full Particulars of Name, Address, Date of Birth, Qualifications and Experience etc., as detailed in the pro-forma enclosed, with copies of Certificates duly attested should be sent through the Competent Authority of their Organisation to reach “THE SECRETARY, PARADIP PORT TRUST, At/Po: PARADIP, DIST: JAGATSINGHPUR, ODISHA-754142” on or before **30.11.2017**.

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**Annexure-A**

**Recruitment Rules for Class-III posts**

Name of the Post	No. of Posts	Classification	Scale of pay (Rs.)	Whether Selection of Non-Selection	Upper Age limit for direct recruitment (in years)	Educational and other qualifications prescribed by direct recruitment	Whether (a) age (b) educational qualifications (c) experience for direct recruits will apply in the case of promotion/absorption/deputation	Period of Probation (in years)	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 Hindi Assistant	3 2	4 Class-III	5 Rs.17700-44600/-	6 Non-Selection	7 32 years	8 Essential: 1] A Graduate with Hindi as an elective subject at Degree level. OR 2] Minimum speed of 30 words per minute in Hindi typing through Skill Test to be conducted only on computers with experience of 03 years as Hindi Typist. 3] Preference will be given to the candidates having higher qualification subject to passing the Skill Test. THE SKILL TEST NORMS Time allowed: 10 minutes. (30 w.p.m correspond to 9000 KDPH on an average of 5 key depression for each word)	9 Age-No Qual: No	10 02 years	11 By falling which by deputation/direct Recruitment	12 Promotion from Hindi Typist with 04 years regular service in the grade.	13

**ANNEXURE-B**

**Recruitment Rules for Class-III posts**

Name of the Post	No. of Posts	Classification	Scale of pay (Rs.)	Whether Selection of Non-Selection	Upper Age limit for direct recruitment (in years)	Educational and other qualifications prescribed by direct recruitment	Whether (a) age (b) educational qualifications (c) experience for direct recruits will apply in the case of promotion/absorption/deputation	Period of Probation (in years)	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 Hindi Typist	3 1	4 Class-III	5 Rs.16300-38200/-	6 Selection	7 32 years	8 Essential: 1] Degree from a recognized University 2] Passed Hindi or Parichaya or equivalent 3] Minimum speed of 25 words per minute in Hindi Typing through Skill Test to be conducted only on computers. 4]Desirable: Candidates having higher qualification subject to passing the Skill Test. THE SKILL TEST NORMS Time allowed: 10 minutes. (25 w.p.m correspond to 7500 KDPH on an average of 5 key depression for each word)	9 NA	10 02 years	11 By Deputation/ Direct Recruitment	12	13