

दीनदयाल पत्तन प्राधिकरण  
**DEENDAYAL PORT AUTHORITY**

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ईमेल/e-mail : [secretary@deendayalport.gov.in](mailto:secretary@deendayalport.gov.in)

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सामान्य प्रशासन विभाग / General Administration Deptt.

प्रशासनिक कार्यालय भवन/ Administration Office Building,

पोस्ट बॉक्स संख्या / 50Post Box No.50,

गांधीधाम(कच्छ)/Gandhidham (Kutch),

गुजरात / Gujarat – 370201

No. GA/PS/Sr. Dy.CAO/2023/ 375

Dated, the 24, January, 2023

To

The Secretary,  
All Major Port Trusts

**Sub: Filling up of the post of Sr.Deputy Chief Accounts Officer (Class – I) in Deendayal Port Authority by Absorption through composite method – reg.**

Sir/Madam,

Applications are invited for filling up of the post of Sr.Deputy Chief Accounts Officer, in Deendayal Port Authority, in the Class I scale of pay of Rs.80,000-2,20,000 (pre-to-pre-revised Rs.16,000-20,800), by absorption through composite method from the eligible and willing Officers of Major Port, fulfilling the eligibility criteria prescribed in the Recruitment Rule for the said post. The copy of the Recruitment Rule is enclosed as **Annexure – I**.

2. The application through proper channel may be sent in the prescribed proforma enclosed as **Annexure-II**, along with the following documents in an envelope, super scribing 'Application for the post of Sr.Deputy Chief Accounts Officer in Deendayal Port Authority, so as to reach the office of Secretary, Deendayal Port Authority, A.O. Building, Post Box NO.50, Gandhidham, 370 201 on or before **20/02/2023** :-

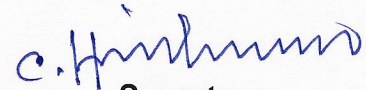
- i) Copies of ACRs / APARs for the last 5 years, attested by Officer not below the rank of Dy. HoD on each page. If ACRs/ APARs for a particular year is pending / not available, "No Report Certificate" alongwith APARs of preceding years may be forwarded.
- ii) Attested photocopies of all certificates of educational qualification and present & past work experience in the respective post and pay scale.
- iii) No Objection Certificate from the respective Port (**Annexure-III**).
- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.

Contd...

- v) Vigilance / Administrative clearance of the concerned Port, as per enclosed Proforma prescribed by the Ministry (**Annexure-IV**).
  - vi) The veracity of the qualification certificates and the recognition of the degree obtained by the applicant may be ensured and certified.
  - vii) Two recent passport size photographs.
3. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application.
4. The crucial date for determining the eligibility will be **01.07.2023**.
5. Incomplete application or application received after the due date or application received not through proper channel, will not be considered.

Encls: As stated above.

Yours sincerely,



**Secretary**

**Deendayal Port Authority**

**Copy to:** 1) Chief Manager(ICT)) - With a request to upload the Vacancy Circular on the DPA website and subsequently to remove the same after due date.

2) FA & CAO – For information.

Annexure – I

Sr. No.	Name of the Post	No. of Posts	Classification	Scale of pay (Rs.)	Whether Selection or Non-Selection	Upper Age limit for direct recruitment (in years)	Educational and other qualifications prescribed for 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
1	2	3	4	5	6	7	8	9	10	11	12
18	Sr. Deputy Chief Accounts Officer	1	Class-I	16000-400-20800	Selection	42	<p><b>Essential :-</b></p> <p>(i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.</p> <p>(ii) Twelve years experience in executive cadre in the field of Finance, accounting in an Industrial/ Commercial /Govt. Undertaking.</p>	<p>(a) No (b) Yes (c) No</p>	N.A.	<p>By absorption through composite method failing which by deputation from other Govt. organisations and failing both by direct recruitment.</p>	<p>For absorption through composite method: Officers holding analogous posts or Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Deptt. in the scale of pay of Rs.13000-18250 with 3 years service in the grade Rs.13000-18250 in a Major Port Trust or Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Department with 2 years service in the grade and a combined service of 7 years in the scale of pay of Rs.10750-16750 and Rs.13000-18250 in the respective discipline of Finance Deptt in a Major Port Trust will be eligible.</p> <p>For Deputation : Officers holding analogous posts or holding posts of Dy.Chief Accounts Officer and equivalent posts in respective discipline of Finance Deptt in the scale of pay of Rs.13000-18250 in Govt. / Semi Govt./ PSUs or Autonomous Bodies with 3 years regular service in the grade will be eligible. The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "very good".</p>

**PROFORMA**  
**BIO - DATA**

Affix recent passport size
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Post applied for : **Sr.Deputy Chief Accounts Officer** by absorption through composite method.

Advertisement No. GA/PS/Sr.Dy.CAO/2023/ dated \_\_\_\_/01/2023

1. Full name (in block letters) :
2. (a) Address for communication :  
(b) Telephone No./Mobile No. :  
(c) E-mail address :
3. Present post held, date of regular appointment to the present post  
Scale of pay & basic pay. :
4. Date of birth & age as on  
01/07/2023 :
5. Whether belongs to SC/ST/OBC:
6. Date of initial appointment  
(in the Port Sector) :
7. Educational and Professional  
qualifications :
8. Details of employment / experience in Chronological order as on /01/2023.

Name of the Major Port Trust	Post held	Scale of pay	From	To	Nature of Duties

9. Any other relevant information :

In the event of my selection to the above post, I shall not withdraw and undertake to accept the appointment/posting.

Date:

(Signature of the applicant)

Certificate to be given by Head of Office of the applicant :

Shri.....Designation .....

1. The particulars furnished by the applicant are correct and he/ she fulfills the eligibility criteria.
2. No disciplinary / vigilance case is pending or contemplated against the applicant and he /she is clear from vigilance angle.
3. His / Her integrity is certified.
4. No major / Minor penalties have been imposed on the applicant during the last 10 years.
5. Attested copies of ACRs for the last five years (from 01/04/2017 to 31/03/2022) are enclosed.

**Signature of the Head of Office  
with seal**

**Particulars of the officer for whom Vigilance Comments / Clearances is being sought.****(To be furnished and signed by the CVO or HOD)**

1. Name of Officer (in full) :
2. Father's Name :
3. Date of Birth :
4. Date of Retirement :
5. Date of entry into service :
6. Service to which the officer belongs  
Including batch / year cadre etc,  
wherever applicable. :
7. Position held (during the ten preceding years) :

Sr. No.	Organisation (Name in Full)	Designation & Place of posting	Administrative / nodal Ministry/ Deptt. concerned (in case of officers of PSU etc.)	From	To

8. Whether the officer has been Placed on the "Agreed List" or "List of Officers of Doubtful integrity".  
(if yes, details to be given) :
9. Whether any allegation of misconduct Involving vigilance angle was examined against the officer during the last 10 years And if so, with what result (\*) :
10. Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and details of the penalty (\*) :
11. Is any disciplinary/criminal proceedings OR chargesheet pending against the Officer as on date. (If so, details to be furnished – Including reference no., if any, of the Commission) :
12. Is any action contemplated against the officer as on date. (If so, details to be Furnished) (\*) :
13. Whether the officer/official has submitted his / her annual immovable property return of the previous year as required under Rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed limit. :
14. Details of complaint pending against the officer as on dated :

**Date:****(Name & Signature)**

(\*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.