



Administrative Office,  
Cochin-682 009

No.A9/Fin/Sr.Dy.CAO/CoPA/2024/S

Dated: 08.11.2024

## VACANCY NOTIFICATION

Sub:-Filling up the post of Senior Deputy Chief Accounts Officer in Cochin Port Authority by Deputation method.

Applications are invited for filling up of one post of Senior Deputy Chief Accounts Officer, in the scale of pay of Rs. 80,000-2,20,000 in Cochin Port Authority by deputation method from Officers holding analogous posts or holding posts of Dy.Chief Accounts Officer and equivalent posts in respective discipline of Finance Dept. in the scale of pay of Rs.60000 – 180000/- in Govt./Semi Govt./PSUs or Autonomous Bodies with three years regular service in the grade. The selection is by merit for which the bench mark in overall grading in the Annual Confidential Reports will not be below “Very Good”. A copy of Recruitment Rule is enclosed at **Annexure 1**.

2. Applications of eligible and willing officers, who satisfy the provision of RR for the post of Sr. Dy. CAO, may please be forwarded as per Proforma enclosed (**Annexure II**) along with the following documents, duly superscribing the envelope as “Application for the post of Sr.Dy.CAO, Cochin Port Authority” through proper channel so as to reach on or before **24.01.2025**.

(a) Attested copies of Annual Performance Appraisal Reports (APARs/ACRs) of the applicant for the last 5 years (01.04.2018 to 31.03.2023).

(b) A statement showing year-wise availability of APAR/ACRs and grading duly signed by the Competent Authority. If APAR for a particular period during the last 5 years is not available, “No Report Certificate” may be furnished along with the APARs of preceding years.

(c) Attested copies of Certificates of academic qualification to prove eligibility.

(d) No-Objection certificate of the concerned Organisation.

(e) An undertaking of the applicant not to withdraw his/her candidature, if selected. Officials, who withdraw his/her candidature for the Post after his/her selection by the Services Selection Committee, will be liable for debarment from future selection to Dy. HOD level posts in all Major Ports for a period of two years.

कोचिन पत्तन प्राधिकरण | विल्लिंगडन आईलैण्ड | कोचिन - 682 009 | भारत  
Cochin Port Authority | Willingdon Island | Cochin - 682 009 | India

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(f) Certificate by Head of Office of the applicant as per the format (**Annexure III**).

(g) Vigilance status of the candidates in the prescribed Proforma (**Annexure- IV**) duly signed by the CVO of the concerned Organisation. 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 of determining eligibility will be the last date of receipt of application  
i.e **24.01.2025**

5. The applicants should have more than 3 years' service left for retirement on superannuation in the parent organization as the date on which the appointment is made

6. The Ports / Organizations /Departments are required to forward the application of the applicants with the requisite documents on or before the date of closing i.e. 24.01.2025. Incomplete application or application received after the due date will not be considered.

7. The applications received through proper channel only will be entertained. The applications received after the last date or without ACRs/APARs and other requisite documents or otherwise in complete will not be considered. In case of receipt of advance copy of application in respect of any applicant, his/her candidature will not be considered if the application is not received through proper channel within 15 days of last date of receipt of applications.

Encl: As stated.

Yours faithfully,

Sd/-  
SECRETARY.

Copy to:

The Managing Director, IPA,NBCC Place, Bhisham Pitamah Marg, Lodhi Road, NewDelhi-3  
Shri Sujeet Kumar, Under Secretary to the Govt. of India,MoP,S&W,NewDelhi-1  
The Chairperson,All Major Port Authorities.  
The FA & CAO, CoPA.

## Annexure 1

Sl. No.	Name of Post	No. of Posts	Classification.	Scale of Pay. (Rs.)	Whether Selection or Non-Selection	Upper Age limit for Direct Recruitment (In yrs)	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 yrs.)	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
1	2	3	4	5	6	7	8	9	10	11	12	13
4	Senior Deputy Chief Accounts Officer	1	Class-I	16000-400-20800	Selection	42	<u>Essential:</u> (I) Member of Institute of Chartered Accountants of India or Institute of Cost and Works Accountants of India. (II) Twelve years experience in Executive Cadre in the field of Finance, Accounting in an Industrial/ Commercial/ Govt. Undertaking.	(a) No (b) Yes (c) No	N.A.	By Absorption through Composite method failing which by Deputation from other Govt. organizations and failing both by Direct Recruitment.	For absorption through Composite Method, Officers holding analogous posts OR Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Dept. In the scale of pay of Rs.13000-18250, with 3 years regular service in the grade of Rs.13000-18250 in a Major Port Trust or Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Dept. with two years regular service in the grade and a combined regular service of seven years in the scale of pay of Rs.10750-16750 and Rs.13000-18250 in the respective discipline of the Finance Dept. In a Major Port Trust will be eligible. For deputation, Officers holding analogous posts or holding posts of Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Dept in the scale of pay of Rs.13000-18250 in Govt. /Semi Govt/ PSU's or Autonomous Bodies with three years regular service in the grade will be eligible. The selection is by merit for which the benchmark in overall grading in the ACR's will not be below "Very Good".	

## APPLICATION FORM

Post applied for :

1. Full Name (in block letters) :
2. (a)Address for Communication  
(b)Telephone no/Mobile no.  
(c)E-mail address :
3. Date of Birth
4. Dated of Retirement :
5. Whether belongs to SC/ST/OBC/UR :
6. Present post with scale of pay
7. Date of continuous regular appointment :  
in the present post
8. Educational and other qualifications:-

Affix passport  
size  
Photograph

Educational Qualification with Member ship No for CA/ICWAI	Name of University	Year of passing	Class and percentage obtained	Subjects

9. Details of fulfilling qualifying service in the feeder grade :

Name of posts & organization	Post held & scale of pay	From	To	Nature of duties

Note: (1) The above columns shall be clearly filled in

(2) pay scale granted as financial upgradation under Modified Assured Career Progression Scheme (MACPS) should not be indicated as it is not a regular service in the grade.

10. Details of Employment/Experience in chronological order

Name of the Organization	Posts held	Scale of Pay	From	To	Nature of Duties

11. Languages knows (Read, Write and Speak)
12. Any other information desired to be furnished :

I do hereby, declare that the particulars furnished above by me are true to the best of my knowledge and belief. In the even of any information being found to be false or incorrect, my candidature/appointment may be cancelled/terminated without any notice. In the event of my selection to the above post, I will not withdraw my candidature and undertake to accept the appointment/posting.

Place:

Date:

(SIGNATURE OF THE APPLICANT)

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

Certificate in respect of Shri/Smt. -----

(Name and Designation)

1. It is certified that the particulars furnished by the officer, are correct and he/she fulfills the eligibility criteria.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. His/her integrity is certified.
4. It is certified that no major/minor penalties have been imposed on the Officer during the last 10 years.
5. Attested copies of ACRs for the last 5 years are attached.
6. The veracity of the academic qualification is certified.

Dated:

SIGNATURE OF THE FORWARDING AUTHORITY  
NAME ALONG WITH OFFICE SEAL

Particulars of the official for whom vigilance Comments/clearance is being sought  
(To be furnished and Signed by the CVO or HOD)

1. Name of the Official (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 official belongs :  
Including batch/year cadre etc,  
wherever applicable
7. Positions held (during the ten preceding years) :

Sl No	Organization (Name in full)	Designation & Place of Posting	Administrative/nodal Ministry/Deptt. Concerned (in case of officers of PSU etc.)	From	To

8. Whether the official 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 official during the last 10 years and if so, with what result.(\*):
10. Whether any punishment was awarded to the official 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 Official as on date. (If so, details to be furnished – Including reference no., if any, of the Commission) :
12. Is any action contemplated against the official 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 official as on dated :

Date:

(Name &amp; Signature)

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