



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



No. AD/RSC/0-I/06/2025/1387

Dated, the 30-JUNE., 2025

To

**The Chairmen,**  
All Major Port Authorities.

***Sub: Filling up of the post of SECRETARY in Paradip Port Authority by  
"Absorption through Composite Method"***

Sir/Madam,

1. The post of Secretary, Paradip Port Authority in the scale of pay of Rs.1,00,000-2,60,000 (Pre-Revised Rs. 43200 – 66000, Pre Pre-Revised Rs.18500-23900), will fall vacant on 01.08.2025 on superannuation of the existing incumbent.
  2. Applications are invited for filling up of the same by absorption through composite method from among the eligible officers of Major Port Authorities, fulfilling the eligibility criteria prescribed in the Recruitment Rule for the said posts. The copy of the Recruitment Rule is enclosed as **Annexure-I**.
  3. The last date of submission of online application at Online Application Portal of MoPSW website is 31.07.2025.
  4. The crucial date for determining the eligibility will be on 01.08.2025 (i.e the day of the arising of the vacancy) as per Ministry letter No. I-26/25/2013-PE-I dated 26.09.2019.
2. As directed by the Ministry vide letter dated 19.11.2019, the incumbent will be initially appointed to the HoD post in the scale of pay of Rs.1,00,000-2,60,000 (Pre-Revised Rs. 43200 – 66000, Pre Pre-Revised Rs.18500-23900) and after completion of three years' regular service in the post, he/she will be elevated to the scale of pay of Rs.1,20,000-2,80,000 (Pre-Revised Rs. 51300 – 73000, Pre Pre-Revised Rs.20500-26500), subject to fulfilling the relevant conditions as per Ministry's guideline, vide letter No. A-12023/15/2018-PE-I dated 19.11.2019. It may be noted that any changes as directed by the Ministry from time to time, will be made applicable.

3. The eligible and willing officers, who satisfy the provisions of recruitment rule for the above mentioned post, have to submit their application at the 'Online Application Portal' (OAP) of the Ministry of Ports, Shipping and Waterways on or before 31.07.2025 followed by submission of print out of application along with enclosures to the port as under:

**How to apply:**

- a) The applicants are requested to register and apply in the 'Online Application Portal' of the Ministry of Ports, Shipping and Waterways (<http://onlinevacancy.shipmin.nic.in>). No application other than OAP shall be accepted.
- b) A printout of the filled in application along with 02 (two) recent passport size photograph affixed on the right hand corner of the printout should be attached with self-attested copies of the education/ experience/ age certificate (s) and the documents as under:
  - i) Duly Attested copies of APARs/ACRs of the applicants for the last 5 years / ACRs (2019-2020, 2020-2021, 2021-2022, 2022-2023, 2023-2024) attested by officer not below the rank of Dy. HoD on each page. If APARs for a particular year during the last 5 years is not available, "No Report Certificate" may be furnished along with APARs / ACRs of the preceding years.
  - ii) Attested copies of certificates.
  - iii) No-objection certificates of respective port.
  - iv) An undertaking of the applicant not to withdraw, if selected.
  - v) Certificate to be given by Head of Office of the applicant (**Annexure-II**)
  - vi) Vigilance / Administrative clearance of the concerned port in the proforma prescribed by the Ministry (**Annexure - III**)
- c) The above shall be sent to the address mentioned as under so as to reach on or before 31.07.2025.

**The Secretary,  
Paradip Port Authority,  
Administrative Office Building,  
Paradip, Dist.- Jagatsinghpur,  
Odisha-754142**

4. 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.
5. The Administrative Port is required to forward the application of the candidate with requisite document, before the date of closing, to Paradip Port. In case of receipt of advance copy of the application in respect of any applicant by Paradip Port, the candidature of the candidate will not be considered, if his/her application is not received through proper channel within a period of 15 days from the last date of receipt of application.
6. Incomplete application or application received after the due date or otherwise application received not through proper channel, will not be considered.
7. The management reserves the right to make any changes if need arises without assigning any reason thereof.
8. The officer withdrawing his/her candidature after he/she got selected, shall be debarred from future selection to any posts in this Port Authority, for a period of two (2) years.

Yours Sincerely,

Encls: As stated above.

  
**Secretary**  
Paradip Port Authority

Sl. 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 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
1	2	3	4	5	6	7	8	9	10	11	12	13
11	Secretary	1	Class-I (HOD)	Rs.100000-260000/- (Pre-revised Scale of pay of Rs. 43200-66000/-  (pre-pre-revised scale of pay of Rs. 18500-23900/-)  (The pay scale shall be upgraded to the Scale of pay of Rs. 120000-280000/- after completion of 3 years regular service with the approval of the Central Government)	Selection	45	Essential :- (i) A degree from a recognized University. (ii) Fifteen years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/Commercial /Govt. undertaking.  Desirable:- Post Graduate degree/ diploma in Personnel Management/Industrial Relations/ Work/ Labour Welfare or allied subjects or degree in Law from a Recognized University/Institution.	a) No b) Yes c) No	N.A	By absorption through composite method failing which by deputation and failing both by direct recruitment.	For Absorption through composite method, Officers holding posts in the scale of pay Rs.80000 - 220000/- (pre-revised scale of pay of Rs. 32900-58000/-) (pre-pre-revised scale of pay of Rs. 16000-20800/-) with three years regular service in the grade in the General Administration or Human Resources Development Department of a Major Port Authority shall be eligible.  For Deputation, Officers holding the post of Secretary and equivalent posts in the scale of pay Rs. 100000 - 260000/- (pre-revised scale of pay of Rs. 43200-66000/-) (pre-pre-revised scale of pay of Rs.18500-23900/-) with two years regular service in the grade or officers holding post of Senior Dy. Secretary and equivalent posts in the General Administration Department or Human Resources Department in the scale of pay of Rs. 80000 - 220000/- (pre-revised scale of pay of Rs.32900-58000/-) (pre-pre-revised scale of pay of Rs. 16000-20800/-) and above, with five years regular service in the grade in Central Government or State Governments or Union Territory Administration/ Public Sector Undertakings or Autonomous Bodies (other than Major Port Authorities) shall be eligible.  The selection is by merit for which the bench mark in overall grading in the Annual Confidential Reports will not be below "Very Good"	

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

Shri/Smt. \_\_\_\_\_

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 free 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/APARs for the last five years duly attested by the officer not below the rank of Dy. HoD.
- 6] The veracity of the qualification certificates and caste certificate submitted by the applicant are ensured and certified.

**SIGNATURE OF THE HEAD OF THE  
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)

Sl. No.	Particulars																															
1.	Name of officer (in full)																															
2.	Employee No.																															
3.	Father's Name																															
4.	Date of birth																															
5.	Date of retirement																															
6.	Date of entry in to service																															
7.	Service to which the Officers belongs including batch / year cadre etc wherever applicable.																															
8.	Positions held including whether the officer has functioned as a CVO in part time or additional charges capacity (during the ten preceding years):																															
	<table border="1"> <thead> <tr> <th>Sl. No</th><th>Organization (Name in full)</th><th>Designation &amp; placing of posting</th><th>Administrative/ nodal Ministry/ Deptt. Concerned (In case of officers of PSU etc.)</th><th>From</th><th>To</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Sl. No	Organization (Name in full)	Designation & placing of posting	Administrative/ nodal Ministry/ Deptt. Concerned (In case of officers of PSU etc.)	From	To																									
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9.	Whether the officer has been placed on the "Agreed list" or "List of Officers of Doubtful Integrity" (If yes, details to be given)																															
10.	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, with what result(*)																															
11.	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 (*)																															
12.	Is any disciplinary/ Criminal proceedings or charge sheet pending against the Officer as on date.(If so, details to be furnished- including reference no., if any, of the Commission)																															

13.	Is any action contemplated against the Officer as on date( If so, details to be furnished. (*))	
14.	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."	
15.	Details of complaint pending against the officer as on dated.	
<p>Date: _____ (Name &amp; Signature of CVO)</p>		

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