



**PARADIP PORT TRUST
ADMINISTRATIVE DEPARTMENT
AT/PO: PARADIP PORT,
ODISHA – 754 142**

No. AD/RSC-I-21/70/2017/2400

Dated, the 12th July, 2017

ADVERTISEMENT

Paradip Port Trust, an ISO-9001:2008 certified organization, intends to recruit 01 no. post of Assistant Secretary Gr.I (Class-I) in the scale of pay of Rs.20600-46500/-(Un-reserved).

Essential:

A Degree from a recognized University.

Desirable:

- (i) Post Graduate degree/diploma in Personal Management/Industrial Relations/Social Work/Labour Welfare or allied subjects or Degree in Law from a recognized University/Institution.
- (ii) Two years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/Commercial/Govt. Undertaking.

Age: 30 years as on **01.07.2017**. Age limit prescribed for applying post will not apply in case of departmental candidates of PPT.

Pay: Initial Basic pay + IDA **120.10%** of the Basic Pay as on 01.03.2017, which is quarterly revised as per Consumer Price Index, Cafeteria @ 47% of the basic pay. The total emolument will be **Rs.55,023/-**.

Pension:

The contributory pension scheme is applicable.

Application giving name, date of birth, permanent and present address, religion, caste, qualifications (starting from HSC with percentage of mark secured) and work experience with copies of all self attested certificates along-with two self attested pass-port size photographs should reach the **Secretary, Paradip Port Trust, At/Po: Paradip Port, Dist: Jagatsinghpur, Odisha, Pin: 754142** latest by **10.08.2017**.

Persons in the employment of Government/ Semi-Government/ PSU and autonomous body should apply through proper channel or produce a “No Objection Certificate” from the employer at the time of interview.

The application should be type written. Incomplete or late application will summarily be rejected.

PPT may conduct a written test or interview or both for selection of candidates.

PPT reserves the right to cancel/modify the advertisement, at any time without any notice. Recruitment of the post is subject to the approval of the Ministry.

**Sd/-
SECRETARY,
PARADIP PORT TRUST**



PARADIP PORT TRUST
ADMINISTRATIVE DEPARTMENT

Affix Passport
size Photograph

APPLICATION FOR THE POST OF: ASST. SECRETARY GRI

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 01.07.2017 : _____
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.

