



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



No. AD/RSC-I-21/60/2016(Vol.III)/3315

Dated, the 18<sup>th</sup> Sep., 2017

**ADVERTISEMENT**

Paradip Port Trust, an ISO-9001:2008 Certified Organisation invites applications from Indian Nationals for filling up of the following post through direct recruitment.

| Sl. No. | Name of Post                   | Scale of pay      | No. of post                | Age      | Essential qualification  |
|---------|--------------------------------|-------------------|----------------------------|----------|--|
| 01      | <b>Dy. Secretary (Class-I)</b> | Rs.24900 -50500/- | <b>01</b><br>(Un-reserved) | 40 years | <b>Essential:-</b><br>(i) A degree from a recognized university.<br><br>(ii) Nine years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/ Commercial/Govt. Undertaking.<br><br><b>Desirable:-</b><br>Post Graduate degree/diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare or allied subjects or degree in Law from a recognized university/institution. |

**GENERAL CONDITIONS**

- i) Applications, complete in all respects in the prescribed format given herein-after, addressed to **Secretary, Paradip Port Trust, Dist-Jagatsinghpur, Odisha- 754142** should reach the office of **Secretary, Paradip Port Trust** by REGISTERED POST WITH AD on or before **21.10.2017**.
- ii) The envelope containing the application should be clearly superscribed in **BOLD** capital letters with the post applied for and reservation category as given below:-  
**“APPLICATION FOR THE POST OF DY. SECRETARY (CLASS-I) & CATEGORY “\_\_\_”**
- iii) Applicant must attach two latest passport size photographs indicating his/her name on the back side.
- iv) Qualification & experience of the candidates should be strictly in accordance with the prescribed Recruitment Rules.
- v) The cutoff date for determining the age is **01.09.2017**.
- vi) Age limit prescribed for applying the above post will not apply in case of departmental candidates of PPT.
- vii) No request for change of any entries or part, originally indicated in the application form shall be entertained.
- viii) The candidates shall be held responsible for correctness of all information given by him/her and in case of any information/documents found to be incorrect at a later stage, action shall be taken against the candidates including dismissal from service as per rule.

- ix) Attested/Self attested true copies of proof of age/date of birth, academic/ professional qualification, caste certificate and experience etc. relating to the post advertised be attached with the applications and **any document found unattested may lead to rejection of the application.**
- x) No representation on any ground, for non-appearance for the test/interview etc. by the candidates will be entertained and his/her candidature will not be considered in such an eventuality.
- xi) Persons already employed should send their applications through proper channel and have to produce 'No Objection Certificate' from their present employer at the time of test/interview.
- xii) The candidate should not have been convicted by any Court of Law.
- xiii) Incomplete applications shall be summarily rejected.
- xiv) The candidates should note that PPT will in no case be responsible for non-receipt of their applications by PPT or any delay in receipts of call letters for written test/interview by the candidates or any reason whatsoever.
- xv) The candidates are advised to visit the website **[www.paradipport.gov.in](http://www.paradipport.gov.in)** for further instructions/directions/amendments etc. from time to time.
- xvi) PPT reserves the right to modify or cancel the recruitment at any time, without assigning any notice/reason thereof.
- xvii) PPT may conduct written test or interview or both, at the discretion of management.
- xviii) Any dispute with regard to this recruitment will be subject to jurisdiction within the **district of Jagatsinghpur.**
- xix) Decision of the Appointing Authority would be final, with regard to all matters connected with the recruitment.

Sd/-  
**Secretary,**  
**Paradip Port Trust**



**PARADIP PORT TRUST**  
**ADMINISTRATIVE DEPARTMENT**

Affix  
Passport  
size  
Photograph

**APPLICATION FOR THE POST OF: DEPUTY SECRETARY (CLASS-I)**

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 01.09.2017 : \_\_\_\_\_
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/<br>Institute                                      |     |     |     |     |     |
| d) University/ Board  |     |     |     |     |     |
| e) Main subjects  |     |     |     |     |     |
| f) Total aggregate<br>percentage of marks<br>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.