



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



No.CMO/OE/A/GL-319/2018/1645

Dated, the 06-June, 2019

To

- (1) The Secretary,
All Major Port Trusts/
(2) All Public sector undertakings,
Under Ministry of Shipping, Govt. of India
&
(3) All Central Govt. Organizations/
(4) State Govt. Organizations/State Govt./
(5) Autonomous Bodies/Govt. Companies.



Sub- Filling up of the posts of one Receptionist (Class-III), on deputation basis.

Sir,

1. Applications are invited for filling up the following post at Paradip Port Trust on deputation basis from the interested employees fulfilling the eligibility criteria as per the Recruitment Rules enclosed.

Sl. No	Name of the post	Class	Scale of pay	No. of vacancies
1	Receptionist	III	Rs.27,400 - 70,500/-	01

2. Last date of receipt of hard copy of application at the Office of Chief Medical Officer, Paradip Port Trust, Dist-Jagatsinghpur, Odisha-754142 is 30 days from the date of issue of the letter, the envelope must be super scribed "Application for the post of Receptionist."
3. The details regarding the qualifications, experience and general terms and conditions of appointment on deputation basis are available at career column of PPT website i.e. <http://paradipport.gov.in>.
4. PPT reserves the right either to increase/ decrease the vacancies or to alter/ modify/ cancel the terms of advertisement at any time without any notice.

Yours faithfully,

[Signature]
Chief Medical Officer,
Paradip Port Trust.

Copy to:-

1. The Sr. PS to the Chairman for kind information of the Chairman, PPT.
2. The Secretary, PPT for kind information.

444/As(R)

20/6/2019.

Forwarded to DEI (IT) with request to upload the Advt of Paradip Port Trust in the website of port.

*→ Directed (IT)
→ E.D.P Officer.*

*Approved
20/6/19
As (R & T)*

[Signature]
18/6/19
As (R & T)



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



(P2/11)

No.CMO/OE/A/GL-319/2018/1048

Dated, the 06th June, 2019

1. Applications are invited from qualified employees of All Major Port Trusts/ All PSUs/ All central Govt Organisations/ State Govt. Organisations/State Govt./Autonomous Bodies/ Govt. Companies, for filling up the following post on **deputation basis** as per the Recruitment Rules enclosed at **Annexure-I**.

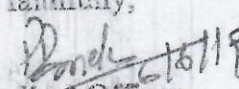
Sl. No	Name of the post	Class	Scale of pay	No. of vacancy
1	Receptionist	III	Rs.27,400 - 70,500/-	01

Last date of receipt of hard copy of application at the **Office of the Chief Medical Officer, Paradip Port Trust, Dist-Jagatsinghpur, Odisha-754142** is 30 days from the date of issue of the letter.

3. **Documents to be submitted :**

- Attested Copies of ACRs of the applicant for the last five years.
 - Self attested copies of all relevant certificates.
 - No-Objection Certificate from the employer.
 - An undertaking of the applicant not to withdraw, if selected.
 - Administrative Clearance of the concerned Port.
 - Vigilance clearance (Enclosed at **Annexure-III**).
- Application should be submitted in the prescribed format as placed at **Annexure-II**.
 - Applications received through proper channel only will be entertained. Applications received after the last date, without attested copies of NOC/ACRs or otherwise incomplete will not be considered.
 - 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/skill test by the candidates or any other reason whatsoever further to attend tests.
 - PPT reserves the right either to increase/ decrease the vacancies or to alter /modify /cancel the terms of advertisement at any point of time without any notice.
 - The method of selection criteria will be based on written test marks. In case of tie, candidate senior in age shall be preferred.
 - Decision of the Appointing Authority would be final, with regard to all matters connected with the recruitment.
 - Terms and Conditions of Deputation are enclosed at **Annexure-IV**.

Encl: As above.

Yours faithfully,

Chief Medical Officer,
Paradip Port Trust

Recruitment Rule for Class- III posts: - Medical Department

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 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	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Receptionist	01	Class- III	Rs.27,400-70,500/-	Selection	32 years	1.Guraduate in any discipline. 2.Diploma in Computer Application. 3.Diploma in Hospital Management Course. 4.Atleast 3 years experience in reception and registration work in Govt./PSU/Govt. Recognised Hospital.		02	By Deputation/ Direct Recruitment		

SELECTION CRITERIA FOR DIRECT RECRUITMENT OF CLASS- II & CLASS- III POSTS OF MEDICAL DEPARTMENT												
Sl. No.	Name Of the Post	No. of Posts	Classification	Scale of the Pay (Rs.)	Whether Selection or Non-selection	Upper Age limit for direct recruitment (in year)	Educational and other qualifications prescribed by the direct recruitment	Selection - written test				Remarks
								written	Preferential qualification	Experience	interview	
13	Receptionist	1	Class III	Rs. 17700-44600/-	Selection	32years	1. Graduate in any Discipline. 2. Diploma in Computer Application. 3. Diploma in Hospital Management Course. 4. At least 3 years experience in reception and registration work in Govt./PSU/ Govt. recognised hospital	100	0	0	0	<p>Part-A (20 Marks) Medical related General Awareness, Aptitude, Reasoning and English</p> <p>Part-B (80 Marks) Responsibility and attitude of Receptionist, office communication, telephone and e-Mail communication, knowledge of office equipments, computer skills, element of book keeping and accounting, office vocabulary, procedure of check in and check out, friend desk responsibility, hostel security</p> <p>1. Selection will be based on written test marks. 2. In case of tie, candidate senior in age shall be preferred.</p>



**PARADIP PORT TRUST
MEDICAL DEPARTMENT
APPLICATION FOR THE POST OF:**

Affix Passport

size
Photograph

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 : _____
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.

CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE

- 1] The particulars furnished by the Applicant are correct and he/she fulfils 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 for the last five years.

SIGNATURE OF THE HEAD OF 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)

- 01] Name (in full) :
- 02] Father's Name/Husband's name :
- 03] Date of birth :
- 04] Date of retirement :
- 05] Date of entry in to service :
- 06] Service to which the Officers belongs :
including batch / year cadre etc
wherever applicable. :
- 07] Position held(during ten preceding years).

Sl. No	Designation & placing of posting	From	To
01			
02			
03			

- 08] Whether the office has been placed
On the "Agreed list" or
"list of Officers of Doubtful Integrity" :
(If yes, details to be given)
- 09] Whether any allegation of misconduct :
involving vigilance angle was examined
against the officers during the last
10 years and if so, :
- 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 charge sheet 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.(*)) :

Date:

(Name & Signature)

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

TERMS AND CONDITONS OF DEPUTATION**1. PERIOD OF DEPUTAION**

The period of deputation will be 3(three) years from the date of joining in the post subject to curtailment /extension.

2. PAY & ALLOWANCES

During the period of deputation Candidates will have the option either to get her/his pay in the scale of Rs. 27,400/- to 70,500/- attached to the post of Receptionist, Paradip Port Trust under the normal rules of the pay attached to the post hold by her/him in her/his parent department, viz., _____ plus deputation (duty allowances in accordance with and subject to the conditions as modified from time to time and such general or special orders issued by the Ministry of Shipping in this regard.

3. DEARNESS ALLOWANCE

Candidate will be entitled to dearness allowance under the rules of the parent Department/Organisation or under the rules of Paradip Port Trust according as she/he retains her/his scale of Pay under the parent Department/ Organization under the rules of Paradip Port Trust.

4. JOINING TIME PAY AND TRANSFER T.A.

She/he will be entitled to TA and joining time both on joining the post in the Paradip Port Trust and on reversion there-from to her/his parent Department/ Organisation under the rules of Paradip Port Trust . The Expenditure on this account will be borne by the Paradip Port Trust.

5. TA FOR JOURNEY ON DUTY DURING THE PERIOD OF DEPUTATION

To be regulated under the rules of Paradip Port Trust.

6. LOCAL ALLOWANCES LIKE COMPENSATORY(CITY ALLOWANCE & HRA)

To be regulated for Class-III employee only under the rules of Paradip Port Trust. She/he is not entitled to HRA in case she/he is provided PPT residential accommodation.

7. LEAVE AND PENSION

During the period of deputation she/he will continue to be governed by the leave, pension, rules of the parent Department/Organisation applicable to him/her before her/he deputation to Paradip Port Trust. The Paradip Port Trust shall pay the leave salary and Pension contribution to her/his parent Department/Organisation in respect of her/his period of deputation in accordance with the orders issued by the Government within 15 days from the end of each financial year or the end of the deputation if the deputation expires before the end of financial year. The leave salary and pension contribution shall be paid at the rates intimated by the parent Department/Organisation. The leave salary in respect of the leave availed during deputation period shall be borne by the parent Department/Organisation.

8. PROVIDENT FUND BENEFITS

During the period of deputation she/he will be governed by the rules of parent Department/Organisation. Paradip Port Trust will deduct the subscription by contribution on this account from her/his pay and allowances and remit it to the parent Department/Organisation.

9. MEDICAL ATTENDANCE & TREATMENT

The deputationist will be entitled to Medical treatment facilities under the rules of Paradip Port Trust.

10. RESIDENTIAL ACCOMMODATION

She/he will be entitled to residential accommodation according to the rules of Paradip Port Trust, when residential accommodation is provided by the Paradip Port Trust, she/he will have to pay rent, plus additional charges for water and Electricity etc., as per the rules of Paradip Port Trust.

11. CHILDREN'S EDUCATIONAL ALLOWANCE & REIMBURSEMENT OF TUITION FEE

The deputationist will be eligible to claim CEA & reimbursement of Tuition fee in respect of her/his children under Paradip Port Trust Regulations subject to the fulfilment of the concession in respect of the same child.

12. LEAVE TRAVEL CONCESSION

The Paradip Port Trust shall allow and bear the expenditure on account of LTC as admissible to her/him under the Paradip Port Trust (LTC/Home Town) Regulations.

13. INSURANCE SCHEME

On this account the Paradip Port Trust will deduct the contribution on this account from her/his pay and allowance and remit it to parent Department/Organisation.


14. RESIDUARY MATTER

All matters relating to the conditions of service not covered by the paras 1 to 12 above will be governed by the rules and orders applicable to her/him in parent Department/Organisation.

OTHER CONDITIONS:

1. The appointments will be on deputation as per the terms and conditions enclosed.
2. Applicants should furnish their bio-data as per the pro-forma enclosed through the competent Authority of their Organisation.
3. Upper Age limit for deputationist in 32 years on the closing date of application.
4. Applicants should furnish the duties and responsibilities held by them in their existing post duly attested by the Competent Authority of their Organisation including Pay and DA pattern.
5. Organization, which are forwarding the applications, should enclose ACRs for the last 5 years duly attested on each page of the ACR of the applicants along with the clearance from Disciplinary/Vigilance angle.
6. No advance copies of application from the applicant will be accepted. Competent Authority of the respective Organisation must forward every application. Those applications, which are forwarded but the Competent Authority of the respective Organisation, will only be considered.
7. Incomplete applications and applications received after due date and applications which are not forwarded by the Competent Authority of the respective Organisations will summarily be rejected. In such cases, no correspondence from the applicants shall be entertained.

N.B. In view of the above, interested Candidates may furnish their applications with full Particulars of Name, Address, Date of Birth, Qualifications and Experience etc., as detailed in the pro-forma enclosed, with copies of Certificates duly attested should be sent through the Competent Authority of their Organisation to reach "THE CHIEF MEDICAL OFFICER, PARADIP PORT TRUST HOSPITAL, At/Po: PARADIP, DIST: JAGATSINGHPUR, ODISHA-754142" 30 days time will be given from the date of issue of the letter.


CHIEF MEDICAL OFFICER,
PARADIP PORT TRUST