CH.PA.Item Code No.1000000122

SAGARMALA
PORT-LED PROSPERITY

चेन्नै पत्तन प्राधिकरण
CHENNAI PORT AUTHORITY

PM Gati Shakti
National Master Plan for Multi-Modal Connectivity

प्रशासनिक कार्यालय :
ADMINISTRATIVE OFFICE :
नं.1, राजाजी सालै चेन्नै - 600 001.
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No.RC2/2595/Sr.AO/2026/GA **Dated: 16.11.2026.**

To

The Chairperson, all Major Port Authorities (Except KPL).

Sir,

Sub: **ESTT. – Filling up of one post of Senior Accounts Officer (Class I)** in the scale of pay of Rs.50000-160000 (Revised) (Pre-revised scales: Rs.20600-46500 / Rs.10750-16750) in Finance Department, Chennai Port Authority on **Absorption / Deputation** Method – Regarding.

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Applications are invited for filling up of **one post of Senior Accounts Officer (Class I)** in Finance Department, Chennai Port Authority in the pay scale of Rs.50000-160000 (Revised) (Pre-revised scales: Rs.20600-46500 / Rs.10750-16750) **on Absorption / Deputation** basis from the eligible Officers of Major Port Authorities, who possess the prescribed qualifications, experience, as mentioned in the RR, enclosed at **Annexure-1.**

2. Eligible candidates have to apply through **'Online Application Portal (OAP) of the Ministry of Ports, Shipping & Waterways (http://onlinevacancy.shipmin.nic.in)** and a print-out of the online application should be sent through proper channel, along with the following documents within the stipulated time.

a) *Copies of educational qualifications and experience.*

b) *Undertaking of the applicant not to withdraw, if selected.*

c) *A self attested Passport Size Photo of the candidate to be affixed on* the application.

3. Ports have to forward the applications of suitable and willing Officers, who satisfy the requirements, along with the following documents, so as to reach **SECRETARY, CHENNAI PORT AUTHORITY, RAJAJI SALAI, CHENNAI – 600 001, on or before 30.12.2026: -**

a) *Photocopy of ACRs / APARs of the applicant for the last 5 years duly attested by an officer, not below the rank of Deputy Head of Department, on each of the page.*

b) ***Willingness of the candidate for joining the post in case of selection.***

c) *No Objection Certificate of respective Port Authority to relieve the candidate.*

..2/-

d) *Vigilance / Administrative Clearance of the Officer in the proforma prescribed at* ***Annexure-2.***

e) *The veracity of the University Certificates and the recognition of the Degree obtained by the applicant may be ensured and certified.*

f) *If ACR / APAR for a particular year / period is not available, a certificate to that effect should be enclosed.*

g) *If any major or minor penalty has been imposed on the applicant during the last 10 years, the details of the disciplinary case leading to such penalty, along with necessary documents, have to be sent.*

h) ***Complete service details of the applicant with posts held till date in the prescribed format at Annexure-4.***

4. The Officer selected for the above post will be appointed on **absorption / deputation** basis and will be governed by the terms and conditions, prescribed by the Central Government.

5. The crucial date for determining the eligibility is the last date of receipt of applications, **i.e. 30.12.2026.** Applications received through proper channel will only be considered. Applications received after the last date / without ACRs / APARs / without enclosures, etc. will not be considered.

6. The applications duly forwarded within the due date shall only be considered. Hence, the Port Authorities are requested to forward the applications with complete details, so as to reach the undersigned **on or before 30.12.2026.**

7. The Circular along with Annexures is also available on our Website www.chennaiport.gov.in.

Encl.:
1. Annexure-1 — Copy of the Recruitment Rules for the post
2. Annexure-2 — Proforma for Vigilance / Administrative Clearance
3. Annexure-3 — Certificate to be given by the Head of Office
4. Annexure-4 — Proforma for Service details of the applicants
5. Annexure-5 — Self Undertaking

Yours faithfully,

for SECRETARY 16/11/2026

Copy to:

1. **The Secretary to the Govt. of India,** Ministry of Ports, Shipping & Waterways, Ports Wing, New Delhi -110 001. (w.r.t. Ministry's letter No.I-26/2/2017-PE.I (Part (1)) dated 03.05.2017)

2. **All HoDs of ChPA** with a request **to circulate among the Officers of Chennai Port Authority**

Annexure_1

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)
2	Senior Accounts Officer	3	Class I	10750-300-16750	Selection	35	**Essential:-** i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. ii) Five years experience in Executive cadre in the field of Finance, Accounting in an Industrial / Commercial / Govt. Undertaking.	(a) No (b) No, however a degree from a recognized university is essential. (c) No	2	By promotion failing which by absorption / deputation, failing both by direct recruitment.	Promotion from Accounts Officer Gr.I in the scale of pay of Rs.9100-15100 with 5 years regular service in the grade failing which Accounts Officer Gr.I in the scale of pay of Rs.9100-15100 with 2 years regular service in the grade and a combined regular service of 8 years in the scales of pay of Rs.9100-15100 and Rs.8600-14600 in respective discipline of Finance Dept. Absorption / deputation will be of Officers holding analogous posts or post of Accounts Officer Gr.I in the scale of pay of Rs.9100-15100 with 5 years regular service in the grade in a Major Port Trust.	The existing posts of Dy.CAO in the scale of pay of Rs.10750-16750 will be redesignated as Sr.Accounts Officer in the scale of pay of Rs.10750-16750

Annexure – 2

PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS / CLEARANCE IS FURNISHED

Sl. No.	Particulars	
1.	Name of Officer (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 Officer belongs including batch / year cadre etc., wherever applicable	
7.	Positions held (during the ten preceding years)	
8.	Whether the Officer 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 Officer during the last 10 years and if so, with what result(*)	
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) (*)	
13	Whether the Officer /Official has submitted his / her annual immovable property return of the previous year as required under Rule 18 of CCS (Conduct) Rules, 1964 within the prescribed limit	
14	Details of complaint pending against the Officer as on date	

Sl. No.	Designation & Place of posting	From	To

Date

CHIEF VIGILANCE OFFICER
(Name, Signature, Seal)

(*) If Vigilance Clearance had been obtained from the Ministry/ CVC in the past, the information may be provided for the period thereafter

Annexure – 3

Certificate to be given by the Head of the Office

Certificate in respect of Shri / Smt _____
(Name & designation)

1. It is certified that the particulars furnished by the applicant are correct and he / she fulfil the eligibility criteria.

2. The veracity of the qualification certificates and caste certificates submitted by the applicant are ensured and certified

3. It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.

4. His / Her integrity is certified.

5. It is certified that no major / minor penalties have been imposed on the Officer during the last 10 years.

6. Attested copies of ACRs for the last five years are enclosed.

Dated:

Signature of the Head of the Office
Name along with official seal

Annexure – 4

SERVICE PARTICULARS OF THE APPLICANTS TO BE FURNISHED BY THE PORTS CONCERNED

Sl. No.	Name and Designation of the Officers D.O.B. / D.O.R. & Date of joining in the Port	Educational Qualification	Posts held in the Port Sector with name of the Department and Port / Method of Recruitment (Please mention whether Adhoc / Regular)	Scale of Pay	Period		Vigilance Status (Clear / Not clear)	Minor / Major penalty imposed for the last 10 years with date of order, if any	Whether APARs for the last five years, viz., 2021-22 to 2025-2026 are enclosed (If not, whether No Report certificate for that year / period is enclosed)
					From	To			

Dated:

Signature of the Head of the Department
along with official seal

Annexure – 5

SELF UNDERTAKING

I, _____ (Name & Designation) _____

hereby undertake that in the event of my selection to the post of _____,

_____ Authority, I shall not withdraw my candidature, if selected to the said post.

SIGNATURE OF THE APPLICANT