



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



No. AD/RSC-III-21-17/2017/1345

Dated, the 23 June, 2025

ADVERTISEMENT


Paradip Port Authority, an autonomous body under Ministry of Ports, Shipping & Waterways, invites applications from Indian Nationals for filling up following posts through **Direct Recruitment:-**

Sl. No.	Post/scale of pay	No. of Posts	Age limit	Essential qualification & experience
01	Hindi Assistant (Rs.38,600-99,700/-) (Pre- revised scale of pay of Rs.27,400 - 70,500/-) (Class-III)	02 (UR)	32 years	Essential: 1. A Graduate with Hindi as an elective subject at Degree level. OR Intermediate with Kovid. 2. Minimum speed of 30 words per minute in Hindi typing through Skill Test to be conducted only on computers with experience of 3 years as Hindi Typist. 3. Preference will be given to the candidates having higher qualification subject to passing the Skill Test. 4. <u>THE SKILL TEST NORMS</u> Time allowed: 10 minutes (30 w.p.m correspond to 9000 KDPH. on an average of 5 key depressions for each word)

GENERAL CONDITIONS

- 1) **SELECTION METHODOLOGY**: - Selection will be made as per the selection criteria (Copy attached).
- 2) Application complete in all in prescribed format and all the self-attested testimonials with two latest passport size photographs may be submitted to **Secretary, Paradip Port Authority, Dist-Jagatsinghpur, Odisha-754142** by 22-07-25 through Registered Post or Speed Post only. Incomplete applications shall be summarily rejected. The cutoff date for determining the age is **01.06.2025**.
- 3) The envelope containing the application should be clearly super-scribed in **BOLD** capital letters as **"APPLICATION FOR THE POST OF _____"**.
- 4) SC/ST/OBC candidates applying against Unreserved (UR) category posts will not be eligible for age relaxation benefits. Age relaxation for PwD/ Ex-Servicemen candidates will be decided as per Govt. Guidelines.
- 5) Upper age limit is 55 years for regular departmental candidates of PPA and other Major Port Authorities for which applications should be submitted through proper channel. The age limit of the candidates enlisted under compassionate appointment scheme, contract workers working under PPA will be decided as per office order No. AD/RR/II/18/2013/1914, dated 15.06.2019 for which they have to submit the application through proper channel.

- 6) Admissible TA/DA for SC/ST candidates would be decided as per the Govt. Guidelines.
- 7) Persons employed in Government Service (including Port Employees) should send their applications through proper channel and have to produce 'No Objection Certificate' from their present employer at the time of interview.
- 8) 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 / termination from service as per rule, without any notice.
- 9) Self-attested legible copies of proof of age/date of birth, academic/ professional qualifications, certificate for claiming age relaxation, experience, etc., relating to the post applied to be attached with the applications.
- 10) The candidate should not have been convicted by any Court of Law.
- 11) The candidates should note that PPA will in no case be responsible for non-receipt/ late receipt of their applications or any delay in receipts of call letters for written test/interview by the candidates or any reason whatsoever.
- 12) PPA reserves the right to modify/amend/cancel the advertisement, if required, at any time, due to administrative reasons without assigning any notice/reason thereof.
- 13) Any kind of dispute with regard to the recruitment will be subject to jurisdiction within the district of Jagatsinghpur, Odisha only.
- 14) Decision of the Appointing Authority would be final with regard to all matters connected with the recruitment.


Secretary,
Paradip Port Authority

Copy to:- All HoDs/All Heads of offices, PPA for information & wide circulation among the eligible candidates.



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(APPLICATION FOR THE POST OF: HINDI ASSISTANT)

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 01.06.2025 : _____
5. Permanent Address (with pin code) : _____

Affix
Passport
size
Photograph

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: _____
: Landline No: _____
8. Nationality : _____
9. Religion : _____
10. Gender : _____
11. Category (ST/SC/ OBC/GEN) : _____
12. Whether Ex-Servicemen (enclose self attested certificate) : _____
13. If physically handicapped, Sub-Category of PH (enclose self attested certificate) : _____
14. Marital Status : _____

15. Details of Educational Qualifications 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) Regular / Part Time / Distance Mode					
e) University/ Board					
f) Main subjects					

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					
	From				
	To				
c) Nature of duty (Regular /Ad-hoc /deputation/ Officiating/ Contractual)					
d) Details of experience					
e) Scale of pay					
f) Class (I, II, III IV) / In case of private service (Executive / Non-Executive)					
g) Total Salary					

17. Details of computer knowledge (ERP knowledge, Language(s) known, application : _____
Software used e.t.c.)

18. Language(s) known (Read, write, speak and : _____
understand)

19. Whether convicted by any Court of Law : _____
(Yes/No), If yes, please specify.

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 found to be false or misleading, my candidature/ appointment/ services will stand cancelled/ terminated, without assigning any reasons therefor.

Date: _____

Signature: _____

Place: _____

Name : _____