



ISO 9001:2008, ISO 14001:
2004 & ISPS COMPLIANT PORT

வ.உ.சிதம்பரனார் துறைமுக பொறுப்புக்
கழகம்

व.उ.चिदम्बरनार पत्तन न्यास

V.O.CHIDAMBARANAR PORT TRUST
(MINISTRY OF SHIPPING, GOVERNMENT OF INDIA)
ADMINISTRATIVE OFFICE, HARBOUR ESTATE, TUTICORIN 628 004,
TAMIL NADU



SAGARMALA
PORT-LED PROSPERITY

No.GAD-OGAG1-EST-DYSEC-V1-20(17992)/D. 288

Dated: 13.02.2020

To
Chairman,
All Major Port Trusts.

Sub: Filling up of the post of Deputy Secretary (GA-DSY-01) by
absorption/deputation method in V.O. Chidambaranar Port
Trust – Applications called for - Reg.

Sir,

Applications are invited for filling up of the post of Deputy Secretary (GA-DSY-01) in the Class I scale of pay of Rs.24900-50,500 (Rs.13000-18250 pre-revised) in V.O.Chidambaranar Port Trust by absorption /deputation method from the eligible and willing Officers of Major Port Trusts, fulfilling the eligibility criteria prescribed in the Recruitment Rules for the said post. The copy of the Recruitment Rule is enclosed as **Annexure-I**.

2. The selection is by merit for which overall grading in the ACRs / APARs will not be below "Very good".


3. The application through proper channel may be sent in a prescribed proforma enclosed as **Annexure II** along with the following documents in an envelope, super scribing "Application for the post of Deputy Secretary in V.O.Chidambaranar Port Trust " so as to reach to the Secretary, V.O.Chidambaranar Port Trust, Administrative Office, Harbour Estate, Tuticorin – 628 004, Tamil Nadu on or before 30.03.2020.

Contd...2/-

- i) Copies of APARs for the last 5 years, attested by Officer not below the rank of Dy.HOD on each page. If APAR for a particular year is not available, last available APAR may be furnished with a non-availability certificate.
 - ii) Attested photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.
 - iii) No objection certificate from the respective Port.
 - iv) Vigilance and Administrative clearance of the concerned Port, as per enclosed Proforma (**Annexure-III**)
 - v) Vigilance report is to be furnished in the format prescribed, vide Ministry of Shipping's letter No.A-12022/10/2005-PE.I dated 27th August 2010, copy of which is attached as **Annexure-IV**.
 - vi) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected
 - vii) The veracity of the qualification certificates and the recognition of the degree obtained by the applicant may be ensured and certified.
 - viii) Two passport size photographs.
4. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application.
5. The crucial date for determining the eligibility criteria as regards to the qualification, experience, age etc will be as on the last date prescribed for receipt of applications.
6. Incomplete application or application received after the due date will not be considered.

Encl.: As stated.

Yours sincerely,


13/2/2020
Secretary

Name of the post	Number of post	Classification	Scale of Pay (Rs.)	Whether selection by merit or selection-cum seniority or Non selection post	Age limit for direct recruits	Whether benefit of added years of service is admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Period of probation, if any	Method of Recruitment, Whether by Direct Recruitment or by Promotion or by Deputation/absorption and percentage of the posts to be filled by various methods.	In case of recruitment by promotion/deputation absorption grades from which promotion / deputation/absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
Deputy Secretary	1	Class I	Rs.24900-50500 (Rs. 13000-18250 pre-revised)	Selection by merit	40	No	<p>Essential:</p> <p>(i) A degree from a recognized university.</p> <p>(ii) Nine years experience in executive cadre in the field of General, Administration, Personnel, Industrial Relations etc., in an Industrial / Commercial/Government Undertakings.</p> <p>Desirable : 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</p>	Age : No Qualification: YES	2	By Promotion failing which by absorption/deputation failing both by direct recruitment	Promotion from Deputy Secretary/Senior Assistant Secretary in the Scale of pay Rs.20600-46500 (Rs.10750-16750 pre-revised) with 4 years regular service in the grade failing which Deputy Secretary / Senior Assistant Secretary in the Scale of pay of Rs.20600-46500 (Rs.10750-16750 pre-revised) with 2 years regular service in the grade and a combined regular service of 9 years in the scales of pay of Rs.20600-46500 (Rs.10750-16750pre-revised) and Rs.20600-46500 (Rs.9100-15100 pre-revised) in the respective discipline of General Administration Department. Absorption/deputation will be of Officers holding the post of Deputy Secretary or the post of Senior Assistant Secretary in the scale of pay of Rs.20600-46500 (Rs.10750-16750 pre-revised) with 4 years regular service in the grade in a Major Port Trust.	i) Chairman-Chairman ii) Deputy Chairman-Member iii) Head of Department in charge of the Department in which the vacancy occurs - Member iv) Head of Department in charge of the personnel - Member v) Representative of Scheduled Caste/Scheduled Tribe & Other Backward Class nominated by the Chairman-Member	

**Application for the post of Deputy Secretary in V.O.Chidambaranar Port Trust by
Absorption/Deputation Basis**

PROFORMA

1. Name :
2. Father's/Husband's Name :
3. Date of Birth & Present age :
4. Whether belongs to SC/ST/OBC/UR :
5. Address for communication
with Telephone/Mobile No. :
6. Academic and Professional Qualification:

Affix passport
size
photograph

Exam/Degree	Year of Passing	Name of Instt./ Board/ University	Marks Aggregated	Percentage

(Attach separate sheet, if required)

7. Employment History and Experience:

Name of the Ministry/ Dept./ Govt. organisation/ Autonomous Body/ company/ Corporation	Designation	Pay scale	Whether post is held on regular or ad- hoc basis	Period with date, month & year		Nature of work in brief
				From	To	

(Attach separate sheet, if required)

8. Please mention details of appreciation/
Outstanding work done, if any, which
was duly recognised by the higher authority

9. Enclosures (Please mention) :

10. Declaration:

I, hereby, solemnly declare that all the statements made in the above proforma are true and correct to the best of my knowledge and belief. If selected, the candidature will not be withdrawn:

Place:

Date :

Signature.....

Name and Address of the applicant.....

Certificate to be given by the Head of Office of

Shri / Smt

Designation

1. It is certified that the particulars furnished by the Officer are correct and he/she is fulfilling the eligibility criteria.
2. The veracity of the qualification certificates and caste certificate 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 that he/she is clear from the Vigilance and Administrative angle.
4. His / her integrity is certified.
5. It is certified that no Major/Minor penalty has been imposed on the Officer during the last 10 years.
6. Copies of APARs for the last 5 years from 2014-2015 to 2018-2019 are enclosed.

Dated:

Signature of the forwarding authority
along with office seal.

Particulars of the officer for whom vigilance Comments/clearance is being sought
(To be furnished and signed by the CVO or HOD)

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)

Sl. No.	Designation & Place of Posting	From	To

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) (*) :

Date:

(Name & Signature)

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