



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



No. S-4/7/2018-E.I/D

Dated: -6-2018

To
Chairman,
All Major Port Trusts.

Sub: Filling up of the post of Senior Deputy Secretary by absorption through Composite Method in V.O.Chidambaranar Port Trust - Applications called for - Reg.

Sir,

The post of Senior Deputy Secretary in the scale of pay of Rs. 32,900 - 58,000 in V.O.Chidambaranar Port Trust will fall vacant from 01.11.2018 due to superannuation of the serving officer on 31.10.2018.

2. The post of Senior Deputy Secretary in V. O. Chidambaranar Port Trust, Tuticorin in the pay scale of Rs. 32,900 - 58,000 (Class - I), is to be filled up by Absorption through Composite Method, from the officers of Major Port Trusts, fulfilling the eligibility criteria prescribed in the Recruitment Rules for the concerned post, as per the enclosed Schedule of the V.O. Chidambaranar Port Trust Employees (Recruitment, Seniority and Promotion) Regulations, 2008 (Annexure-I).

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

4. Applications are invited from suitable and willing officers, who satisfy the provisions of the Recruitment Rules for the post of Senior Deputy Secretary. The application may be sent in a prescribed proforma (Annexure II) alongwith the following documents in an envelope, superscribing "Application for the post of Senior Deputy Secretary in V. O. Chidambaranar Port Trust, so as to reach the undersigned on or before 31.07.2018. The crucial date for eligibility criteria will be determined as on the last date of receipt of application.

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- iv) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
- v) Vigilance and administrative clearance of the concerned Port, as per enclosed proforma (**Annexure-III**).
- vi) Two passport size photographs.

5. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty alongwith necessary documents may be sent by the forwarding authority alongwith the application. 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**.

6. Incomplete application or application received after the due date will not be considered.

Encl.: As stated.

Yours sincerely,


Secretary

Copy to: 1. Under Secretary to Govt. of India,
PHRD Division,
Ministry of Shipping,
Transport Bhawan,
1, Parliament Street,
New Delhi - 110 001

for information

2. The Managing Director
Indian Port Association,
New Delhi - 110 001.

for information

3. Sr. DD/EDP (To upload in the Port Website)

Annexure I

RECRUITMENT RULES FOR CLASS I POSTS OF GENERAL ADMINISTRATION DEPARTMENT (Main Administration), V.O.C PORT TRUST

Name of the post	No. of posts	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
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Senior Deputy Secretary	1	Class I	32900-58000	Selection by merit	42	No	<p><u>Essential:</u> (I) A degree from a recognized University. (II) Twelve years experience in Executive cadre in the field of General Administration, Personnel, Industrial Relations, etc., in an Industrial/ Commercial/ Government Undertakings.</p> <p><u>Desirable:</u> 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>

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 deputation/ absorption and percentage of the post 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
(9)	(10)	(11)	(12)	(13)	(14)
Age: No Qualifications : yes	Not applicable	By absorption through composite method failing which by deputation from other Government Organization and failing both by direct recruitment.	<p>For absorption through composite method, Officers holding the post of Senior Deputy Secretary or the post of Deputy Secretary and officers in the respective discipline of General Administration Department (such as Chief Public Relation Officer/Deputy Estate Manager/Deputy Chief Law Officer/ Personnel Officer) in the scale of Rs. 24900-50500 with 3 years regular service in the grade in a Major Port Trust or Deputy Secretary and Senior Deputy Secretary in the respective discipline of General Administration Department with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs. 20600-46500 and Rs. 24900-50500 in the respective discipline of General Administration Department in a Major Port Trust will be eligible.</p> <p>For deputation, officers holding the post of Senior Deputy Secretary or post of Deputy Secretary and officers in the respective discipline of General Administration Department in the scale of pay of Rs. 24900-50500 in Government/Semi Government/ Public Sector Undertakings or Autonomous Bodies with 3 years regular service in the grade will be eligible. The selection is by merit for which bench mark in overall grading in the Annual Confidential Reports will not be below "Very Good".</p>	<ul style="list-style-type: none"> (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 Tribes/Other Backward classes nominated by Chairman 	

Application for the post of SENIOR DEPUTY SECRETARY**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:

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		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. 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.
3. His / her integrity is certified.
4. It is certified that no Major/Minor penalty has been imposed on the Officer during the last 10 years.
5. Copies of APARs for the last 5 years from 2012-2013 to 2016-2017 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.

