



**V.O.CHIDAMBARANAR PORT TRUST**  
General Administration Department



PHONE : 0461-2352232  
FAX : 0461 - 2352301

E-Mail: [info@vocport.gov.in](mailto:info@vocport.gov.in)  
Web: [www.vocport.gov.in](http://www.vocport.gov.in)  
TUTICORIN - 628 004

*Certified under ISO 9001:2008*  
*Certified under ISO 14001 : 2004 & ISPS Compliant Port*

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No. S-4/3/2017-E.I/D.

Date: 5.10-2017

To

The Secretary,  
All Major Port Trusts

Sub: Filling up of the post of Secretary in V.O.Chidambaranar Port Trust by absorption through Composite method  
- Applications called for - Regarding.

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Sir,

In continuation of this Port's letter of even number dated 01.09.2017, the vacancy notification for filling up of the post of Secretary in V.O.Chidambaranar Port Trust is further extended upto 15:00 Hrs of 16.10.2017. Delayed application will not be entertained.

This issues with the approval of Chairman, VOCPT

Yours faithfully

  
SECRETARY(STAT.)

**Application for the post of 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**

: 2 :

**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.**

:

**Place:**

**Date :**

**Signature.....**

**Name and Address of the applicant.....**

**CERTIFICATE TO BE GIVEN BY THE HEAD OF ORGANISATION**

1. The particulars furnished by ..... are correct.
2. It is certified that no disciplinary/Vigilance case is either pending or being contemplated against him and he is clear from vigilance angle.
3. His/Her integrity is certified.
4. It is certified that no major/minor penalties have been imposed on him during last 10 years.

Signature of the Head of Organization

Name: . . . . .

Organization. . . . .

Telephone/Mobile No .. . . .



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No. S-4/3/2017-E.I/D

Dated: 01 -9-2017

To  
The Secretary,  
All Major Port Trusts.

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

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Sir,

Applications are invited for filling up of one post of Secretary (Head of Department), in the Class I Scale of Pay of Rs. 43200-66000 in V.O.Chidambaranar Port Trust by absorption through Composite Method from the eligible officers of Major Port Trusts, who are in possession of the qualifications, experience and other conditions as mentioned in the Recruitment Rules (Copy enclosed as Annexure - I).

2. Applications in the Prescribed Proforma (Copy enclosed as Annexure - II) received from the Officers, who are satisfying the provisions of the approved Recruitment Rules for the post of Secretary may be forwarded along with the following documents, to the undersigned on or before 30 -9-2017:

- (a) Photo copy of ACRs of the applicant for the last five years duly attested (not below the rank of Deputy HOD on each page);
- (b) Photo copy of all educational qualification Certificates duly attested;
- (c) No Objection Certificate of respective Port Trust/Organization;

- (d) Undertaking of the applicant not to withdraw the application in the event of selection for said post;
- (e) To ensure the veracity of the University certificates, the recognition of the Degree certificates obtained by the candidates, Genuineness of Caste Certificates and Vigilance clearance in the prescribed form as per Ministry's letter No. A-12022/10/2005-PE-I, dated: 27.8.2010.  
(Copy enclosed as Annexure - III);
- (f) Certificate to be given by the Head of Office as prescribed in the Application;
- (g) Three copies of recent colour passport size photographs.

Yours faithfully,

Encl: as above.

**SECRETARY I/c**

**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)
Secretary	1	Class I (Head of Department)	43200-66000	Selection by merit	45	No	<p><b><u>Essential:</u></b></p> <p>(I) A degree from a recognized University.</p> <p>(II) Fifteen years experience in Executive cadre in the field of General Administration,Personnel,Industrial Relations,etc.,in an Industrial/Commercial/Government Undertakings.</p> <p><b><u>Desirable:</u></b></p> <p>Post graduate degree/diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare or allied subjects or degree in Low 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 failing both by direct recruitment.	<p>For absorption through composite method, officers holding the post of Secretary or Officers holding posts in the scale of Rs. 43200-66000 with 2 years regular service in the grade or officers holding posts in the scale of pay of Rs 32900-58000 with 3 years regular service in the grade the general Administration/ human resource department of a Major Port Trust will be eligible.</p> <p>For deputation, officers holding the post of Secretary or Senior Deputy Secretary and officers in the General Administration Department/ Human Resource department in the scale of pay of Rs. 32900-58000 and above with 3 years regular service in the grade in Government/Semi Government/ Public Sector Undertakings or Autonomous Bodies 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>	<p>(i)Joint Secretary of the Ministry of Shipping looking after the charge of PHRD - Chairman.</p> <p>(ii)Chairman/Deputy Chairman of the Port-Member.</p> <p>(iii)Any other Port Chairman or an officer having wide experience in the field to be nominated by the Ministry of Shipping.</p> <p>(iv)Representative of Scheduled caste/Scheduled Tribes/Other Backward classes nominated by Ministry of Shipping.</p>	

