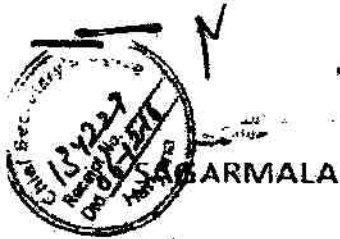


V.O.CHIDAMBARANAR PORT TRUST

General Administration Department



PHONE : 0461-2352232

FAX : 0461-2352301

E-Mail: info@vocport.gov.in

Web: www.vocport.gov.in

TUTICORIN - 628 004

Certified under ISO 9001:2008

Certified under ISO 14001 : 2004 & ISPS Compliant Port



सिद्धि सचिवालय

चण्डीगढ़

05 DEC 2016

134 229

परिचालन सचिवालय

हस्ताक्षर

CS (6 way)
ML
PS/CS
5-12-16

No: S-4/3/2016-E.I./D. 4226

Dated: 28-11-2016

SPS (6 way)
To: The Secretary,
All Major Port Trusts/Other PSUs /Central, State Governments and their Undertakings.
(As per list attached)
6/12/16

Sub: Filling up of the post of Senior Assistant Secretary in
V.O.Chidambaranar Port Trust by absorption/deputation basis -
Regarding.

SP
2329

Sir,
Applications are invited for filling up of the post of Senior Assistant Secretary in V.O.Chidambaranar Port Trust in the Class I scale of pay of Rs.20600-46500 by absorption/deputation basis, from eligible employees of Major Port Trusts, Central Government, Autonomous Bodies, State Government, Public Sector Undertakings, who possess the prescribed qualifications, experience and satisfy other conditions as mentioned in the Recruitment Rules proposed for the post of Senior Assistant Secretary (enclosed).

Pending Amendment and notification, the application of the eligible employees for the above post in the prescribed format (Annexure - I) may be sent to the undersigned on or before 23-12-2016, along with the following documents:-

- Photo copy of ACRs of the applicant for the last five years duly attested (not below the rank of Deputy HOD on each page);
- Photo copy of all educational qualification Certificates duly attested;
- Certificate to be given by the Head of office of the applicant;

सिद्धि सचिवालय

चण्डीगढ़

दिनांक

134 229

27-12-16

- (d) Three copies of recent colour passport size photographs;
- (e) Disciplinary/Vigilance Clearance.

Yours faithfully


~~SECRETARY~~
25/1/14

- Encl: (a) Proforma (Bio-Data)
(b) Copy of proposed Recruitment Rule
(c) Certificate to be issued by Head of Orgn.
(d) Terms and conditions of Deputation.

Copy to the Senior Deputy Director, EDP - for publishing in the Port's Web site.

RECRUITMENT RULES FOR CLASS - I POST OF GENERAL ADMINISTRATION DEPARTMENT
(Main Administration), TUTICORIN PORT TRUST

| Name of the post | No. of posts | Classification | Scale of pay | Whether Selection by Merit or Selection-Cum-Seniority or Non-selection post | Age limit for direct recruitment | Whether benefit of added years of service is admissible under Rule 30 of the Central Civil Services(Pension)Rules ,1972 | Educational and other qualifications prescribed for direct recruitment |
|----------------------------|--------------|----------------|--------------|---|----------------------------------|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| Senior Assistant Secretary | 1 | Class- I | 20600-46500 | Selection by merit | 35 | No | Essential: (i) A degree from a recognized University (ii) Five Years experience in Executive cadre in the field of General Administration, Personnel, Industrial Relations, etc., in an Industrial/Commercial/ Government Undertakings. Desirable: Post Graduate degree/diploma in Personnel Management/Industrial Relation/Social Work/Labour Welfare or allied subjects or degree in Law from a recognized University/Institution |

| 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 | If a Departmental Promotion Committee exists what is its composition |
|--|--------------------------------|---|---|---|
| 9 | 10 | 11 | 12 | 13 |
| Age : No Qualification: Yes | Two years | By promotion failing which by absorption/ deputation, failing both, by direct recruitment | Promotion from Assistant Secretary Grade I/Assistant Personnel Officer Grade I in the Scale of Pay Rs.9100-15100 with five years regular service in the grade failing which Assistant Secretary Grade I in the scale of Rs.9100-15100 with two years regular service in the grade and a combined regular service of 8 years in the scale of pay Rs.9100-15100 and Rs.8600-14600 in the respective discipline of General Administration Department. Absorption/deputation will be of officers holding the post of Senior Assistant Secretary or post of Assistant Secretary Grade I in the scale of Rs.9100-15100 with five years regular service in the grade in a Major Port Trust. | (i) Chairman - Chairman (ii) Dy. Chairman - Member (iii) Head of the Department incharge of the Department in which the vacancy occurs - Member (iv) HOD incharge of the Personnel - Member (v) Representative of SC/ST & OBCs nominated by the Chairman - Member |



V.O.CHIDAMBARANAR PORT TRUST
General Administration Department
Tuticorin- 628 004

File No:- S-4/3/2016-E.I

Dated: -11-2016

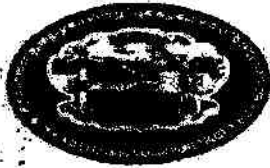
WANTED SENIOR ASSISTANT SECRETARY IN
V.O.CHIDAMBARANAR PORT TRUST

V.O.Chidambaranar Port Trust, an autonomous body under the Ministry of Shipping, invites applications for filling up the post of Senior Assistant Secretary (Class I) in the scale of pay of Rs.20600-46500 by absorption/deputation method from officers working in analogous/equivalent cadres in Major Port Trusts / Other PSUs /Central, State Governments and their Undertakings.

Further details regarding educational qualification, experience, mode of applying can be obtained by visiting this Port's Website at www.vocport.gov.in. Last date for the receipt of application in this Port is 23-12-2016.

Applications received after due date, incomplete applications, etc., will not be considered.

SECRETARY



V.O.CHIDAMBARANAR PORT TRUST

Administrative Office, Bharathi Nagar,
TUTICORIN - 628 004 (Tamil Nadu)

No. S-4/3/2016-E.I.

Dated: -11-2016

VACANCY NOTIFICATION

Subject: Filling up of the post of Senior Assistant Secretary in V.O.Chidambaranar Port Trust, Tuticorin on absorption/deputation basis.

V.O.Chidambaranar Port Trust, Tuticorin, an autonomous body under the Ministry of Shipping, Government of India, invites applications for the post of Senior Assistant Secretary in Class I scale of pay of Rs.20600-46500 on absorption/deputation basis.

1. Name of the Post : Senior Assistant Secretary

2. Classification : Class I

3. Number of Post : 1 (One)

4. Scale of Pay : Rs.20600 - 46500.

5. Qualifications:

Essential:

(i) A degree from a recognized University

(ii) Five Years experience in Executive cadre in the field of General Administration, Personnel, Industrial Relations, etc., in an Industrial/Commercial/ Government Undertakings.

Desirable:

Post Graduate degree/diploma in Personnel Management/Industrial Relation/Social Work/Labour Welfare or allied subjects or degree in Law from a recognized University/Institution

Note:

(i). The crucial date for determining the qualification, experience, etc. shall be the first day of the month in which the post is notified /advertised as per the provisions contained in Tuticorin Port Trust Employees (Recruitment, Seniority and Promotion) Regulations, 2008.

(ii) Competent authority reserves the right to reject applications without assigning any reason.

(iii) Any candidate who is found to have knowingly furnished any particulars which are false or have suppressed material information of a character, which if known would ordinarily have debarred him from getting an appointment to a grade or post, is liable to be disqualified, and if appointed, to be dismissed from service.

6. The selection will be made on the basis of recruitment rule for Class I post of Senior Assistant Secretary as per the Tuticorin Port Trust Employees (Recruitment, Seniority and Promotion) Regulations, 2008.

7. The details regarding the organisation and the post application forms and other conditions can be downloaded from web site www.vocport.gov.in.

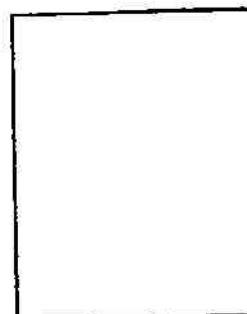
8. Application not in the prescribed format and incomplete applications will be summarily rejected. Applications without attested copies of certificates/ testimonials of proof of age, qualification and experience as enclosures, will also be treated as incomplete and summarily rejected. No correspondence will be entertained from the candidates in this regard. Applications received through e-mail, etc. will not be entertained.

9. Employees working in Central Government/State Government/PSUs/Autonomous bodies should forward through proper channel.

10. Application in the prescribed format (Annexure - I) along with attested copies of certificates relating to educational and technical qualifications, age proof, experience, etc., must reach the following address on or before 1700 Hours. of 23-12-2016:-

The Secretary,
V.O.Chidambaranar Port Trust,
Administrative Office,
Bharathi Nagar,
Tuticorin - 628 004."

SECRETARY
V.O.CHIDAMBARANAR PORT TRUST

Application for the post of Senior Assistant 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 Organisation

Name:

Organisation.

Telephone/Mobile No..

V.O.CHDAMBARANAR PORT TRUST

TERMS AND CONDITIONS OF DEPUTATION

1. The period of deputation is initially for a period of three years from the date of his/her relief from parent department.

2. Pay (i) (if the transfer is in the public interest)

During the period of deputation, he/she will have the option either to get his pay fixed in the deputation post under the operation of the normal rules or to draw pay of the post held by him/her in parent department plus deputation (duty) allowance in accordance with and, subject to the conditions, as modified from time to time and such other general or special orders issued by the Ministry of Finance.

3. **Dearness Allowance:** He/She will be entitled to dearness allowance under the rules of the Parent Organisation or under the rules of the borrowing Organisation according as he/she retains his/her scale of pay under the Parent Organisation or he/she draws pay in the scale attached to the post under the borrowing Organisation.

4. **Local allowance like Compensatory (City) Allowance and HRA:** To be regulated under the rules of the borrowing Organisation. In the case of deputation of a Central Government servant to a State Government, the State Government concerned may, however, if they so desire, apply the Central Government rules to such a deputationist.

(4-A) Children's Educational Allowance: During the period of deputation, he/she will be eligible to claim the Children's Educational Allowance from the borrowing Organisation as laid down in para 1(a) of Finance Ministry's O.M.No.8(2)-Ell(B)/63, dated the 12th August, 1964, subject to the fulfillment of the conditions prescribed in O.M.No.F10(1)-Estt(Spl)/60, dated 30th January, 1962 as amended/clarified from time to time.

Reimbursement of Tuition Fees: He/She will be entitled to Reimbursement of Tuition Fees in respect of his/her children, subject to the fulfillment of the terms and conditions laid down in Finance Ministry's O.M.No.F17(1)-Ell(B)/64, dated the 3rd June, 1964, as amended/clarified from time to time and liability in this regard will devolve on the borrowing Organisation.

Note: He/She cannot claim both the concessions in respect of the same child.

5. **Joining Time Pay and Transfer TA:** He/She will be entitled to T.A. and joining time both on joining the post on deputation and on reversion there from to the Parent Organisation under the rules of the Organisation to which he/she is deputed. The expenditure on this account will be borne by the borrowing Organisation.

6. **T.A. for journey on duty during the period of deputation:** To be regulated under the rules of the Organisation to which he/she proceeds on deputation.

7. **Leave and Pension:** During the period of deputation on temporary transfer, he/she will continue to be governed by the leave and pension rules of the parent employer applicable to him/her before such transfer.

(7-A) Provident Fund Benefits: During the period of deputation, he/she will continue to subscribe to the Provident Fund of his/her Parent Organisation to which he/she may be subscribing when he/she is placed on deputation, in accordance with rules of such Fund.

(7-B) Extraordinary Pension/Gratuity: This will be regulated in accordance with the Ministry of finance (Department of Expenditure), O.M. No.F.19(23)-EV(A)/64, dated the 2nd August 1965.

8. Leave Travel Concession: He/She will continue to be entitled to leave travel concession as applicable in the parent Organisation as amended from time to time and the cost thereof will be borne by the borrowing Organisation.

9. Medical Concessions: He/She will be entitled to these concessions under the rules of the borrowing Organisation.

10. Residential Accommodation: He/She will be entitled to residential accommodation according to the rules of the Organisation to which he/she is deputed.

No free house or free car will be allowed, nor any conveyance be provided at Organisation expense, unless such benefits are normally attached as condition of service to the post to which he/she is deputed.

11. The deputation will commence on the date on which he/she hands over charge of his/her post under the parent Organisation and end on the date on which he/she assumes charge of a post under that Organisation.
