

V.O.CHIDAMBARANAR PORT TRUST

General Administration Department

SAGARMALA



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Certified under ISO 9001:2008

Certified under ISO 14001 : 2004 & ISPS Compliant Port

No. S-4/1/2017-E.I/D. 1507.

Dated: 24 -4-2017

To

The Secretaries,
All Major Port Trusts/
All public Sector Undertakings
Under Govt. of India.

&

All Central Govt. Organisations/
Semi Government/Autonomous Bodies,
Chief Secretaries of all States.

Sub: Filling up of the post of Assistant Secretary Grade I (Class I) in the Scale of pay of Rs.20600-46500 in V.O.Chidambaranar Port Trust on deputation basis - reg.

Sir,

Applications are invited for filling up of the post of Assistant Secretary Grade I in V.O.Chidambaranar Port Trust in the Class I scale of pay of Rs.20600-46500 (Revised: Rs.2100-15100) on deputation basis, from eligible Officers 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 for the post of Assistant Secretary Grade I (Annexure I). It has been proposed to amend the Recruitment Rules for providing appointment by deputation.

2. The application format (Annexure - II) may be downloaded from the Port's Website. Application, as per the prescribed Proforma, received from the Officers, who satisfy the Recruitment Rules, may be forwarded along with the following documents, to the undersigned on or before 15-5-2017:-

- (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.

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- (c) No objection Certificates of respective Organization.
- (d) Undertaking of the applicant not to withdraw, if selected.
- (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-PEI, Dated 27.8.2010 (Annexure - III)
- (f) Certificate to be given by the Head of Office as prescribed in the Application along with Vigilance Clearance (Annexure IV & V).
- (g) Three copies of recent colour passport size photographs.

3. Normal period of deputation is three years. The Terms & Conditions of Deputation is enclosed (Annexure VI)

Yours faithfully


SECRETARY
21/4/13

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

Copy to:

- (1) Senior Deputy Director, EDP - for publishing in the Port's Web site.
- (2) Notice Board.

ANNEXURE - I

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

(1) Name of Post	(2) Class/Division	(3) Scale of Pay (Rs.)	(4) Whether selection by merit or Selection cum seniority or Non-selection post	(5) Age limit for direct recruits	(6) Whether benefit of added years of service is admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	(7) Educational and other qualifications required for direct recruits
stair clerk	Class I	9100-250-15100	Selection by merit	30	No	<p>Essential: A degree from a recognised University</p> <p>Desirable: (i) Post graduate degree/diploma in Personnel Management / Industrial Relations / Social Work / Labour Welfare or allied subjects or degree in Law from a recognised University/ Institution. (ii) Two years experience in Executive Cadre in the field of General Administration, Personnel, Industrial Relations etc., in an Industrial / Commercial / Government Undertaking.</p>
Whether age and educational qualifications prescribed for recruitment apply to the post concerned	Period of probation	Method of recruitment, whether by Direct Recruitment or by Promotion or by Deposition/Absorption, and percentage of the posts to be filled by the various methods	In case of recruitment by promotion/deposition/absorption grades from which promotion/deposition/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
		<p>Up to 21st December 2006</p> <p>33 1/3 percentage By Promotion - 66 2/3 percentage</p> <p>After 31st December 2006</p> <p>By Direct recruitment - 66 2/3 percentage</p>	<p>Promotion from Assistant Secretary in the Scale of Pay Rs. 8400-14000 and above - 100%</p>		<p>(i) Chairman - Chairman</p> <p>(ii) Deputy Chairman - Member</p> <p>(iii) Head of Department in which the post is vacant - Member</p> <p>(iv) Head of Department of the Personnel - Member</p> <p>(v) Representative of Scheduled Castes/Scheduled Tribes and Other Backward Classes nominated by the Chairman</p>	

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

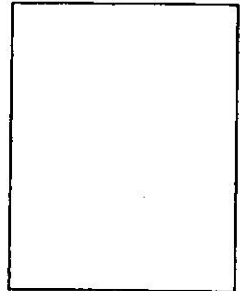
(1) Name of the Post	(2) Number of Post	(3) Classification	(4) Scale of Pay (Rs.)	(5) Whether selection by merit or Selection cum seniority or Non-selection post	(6) Age limit for direct recruits	(7) Whether benefit of added years of service is admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	(8) Educational and other qualifications required for direct recruits
Senior Assistant Secretary	1	Class I	10750-300-16750	Selection by merit	35	No	<p>Essential: (i) A degree from a recognised University. (ii) Five Years experience in Executive cadre in the field of General Administration / Personnel, Industrial Relations etc., in an Industrial/Commercial/Government Undertaking.</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 recognised University/ Institution.</p>

ANNEXURE-II

V.O.CHIDAMBARANAR PORT TRUST

TUTICORIN

PROFORMA



1. Name of the Officer :
2. Address for communication
with Telephone No. :
3. Present Designation :
4. Date of Birth :
5. Age as on :
6. Date of initial appointment :
7. Qualification possessed by the
Officer :
(If qualification has been treated as equivalent to one prescribed,
state the Authority for the same)
(Please indicate the qualifications from SSC/X class, Intermediate/+2 /
Degree/ PG clearly, with year of passing and percentage of marks)

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8. Present post held along with the
details of earlier posts held in :
chronological order
9. Whether belongs to SC/ST :
(State clearly yes or No)
10. Present pay and pay scales of the
post indicating detailed break up
of emoluments :
11. Service to which the officer
belongs :
12. Any other qualification :
13. Due date of Retirement :
14. Any other points required to be
mentioned :

Place:

Date:

(SIGNATURE OF THE APPLICANT)