



வ.உ.சிதம்பரனார் துறைமுக ஆணையம்
वी.ओ. चिदम्बरनार पत्तन प्राधिकरण
V.O.Chidambaranar Port Authority
(Ministry of Ports, Shipping & Waterways, Government of India)
Administrative Office, Harbour Estate, Tuticorin -628 004
Tamilnadu

Certificate under:
IMS - ISO 9001:2015; ISO 14001:2015 &
ISO 45001:2018 and ISPS compliant Port

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No.GAD-EST10ESTC(EST)/20/2023-GADSRDS(4599)/D. 1398

Date: 01.11.2023

To
The Secretaries,
All Major Port Authorities.

Sub: Filling up of the post of Senior Assistant Secretary (GA-SAS-01) by absorption/deputation method in V.O. Chidambaranar Port Authority- Applications called for - Reg.

Sir,

Applications are invited for filling up of the post of Senior Assistant Secretary (GA-SAS-01) in the Class I scale of pay of Rs.50000-160000 (Rs.20600-46500 pre-revised /Rs. 10750-16750 pre-pre-revised) in V.O.Chidambaranar Port Authority by Absorption /Deputation method from the eligible and willing Officers of Major Port Authorities, 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 application through proper channel may be sent in a prescribed proforma enclosed as **Annexure II** along with the following documents in an envelope, superscribing "Application for the post of Senior Assistant Secretary in V.O.Chidambaranar Port Authority" so as to reach the office of the Secretary, V.O.Chidambaranar Port Authority, Administrative Building, Harbour Estate, Tuticorin - 628 004, Tamil Nadu on or before 01.01.2024.

- i) Photocopy of APARs of the applicant for the last 5 years (2017-18 to 2021-2022), attested by an 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 "No Report 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) Certificate by the Head of the Office of the applicant **Annexure- III**.
- v) An Undertaking of the applicant not to withdraw his/her candidature, if selected.

- vi) Vigilance and Administrative clearance of the applicant is to be furnished in the format in **Annexure-IV** prescribed by the Ministry of Ports, Shipping & Waterways letter concerned Port, letter No.A-12022/10/2005-PE.I dated 27th August 2010, copy of which is attached.
 - vii) The veracity of the qualification certificates and the recognition of the degree obtained by the applicant may be ensured and certified.
 - viii) If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to the penalty along with necessary documents may be sent by the forwarding authority along with the application.
 - ix) 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.
 - x) Complete Service details of the applicants with posts held till date, in the prescribed format at **Annexure -V**
 - xi) Port has the right to withdraw the advertisement without assigning any reason(s).
3. Incomplete application or application received after the due date will not be considered.
4. The Circular along with Annexures is also available on Website, www.vocport.gov.in

Encl: As stated.

Yours sincerely,


Secretary

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

| Name of the Post | Number of Post | Classification | Scale of Pay (Rs.) | Whether selection by merit or Selection-com, seniority or Non-selection post | Age limit for direct recruits | Whether benefit of added years of service is admissible under Rule 38 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 Assistant Secretary | 1 | Class I | 10750-300-16750 | Selection by merit | 35 | No | <p>Essentials:</p> <p>(i) A degree from a recognised University</p> <p>(ii) Five Years experience in Executive cadre in the field of General Administration, Personnel, Industrial Relations, etc., in an Industrial/Commercial/Government Undertakings.</p> <p>Desirable:</p> <p>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> |

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THE GAZETTS OF INDIA : EXTRAORDINARY

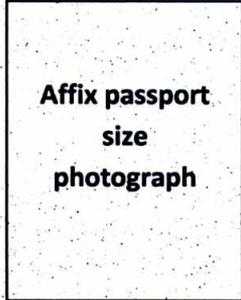
[Part II—Sec. 3(1)]

| 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 Cell exists what is its constitution | Circumstances in which Union Public Service Commission is to be consulted in making recruitment. |
|---|-----------------------------|---|--|--|--|
| (9) | (10) | (11) | (12) | (13) | (14) |
| Age : No Qualification : Yes | 2 | By promotion filling which by absorption / deputation filling both by direct recruitment. | <p>Promotion from Assistant Secretary Grade II/Assistant Personnel Officer Grade I in the Scale of Pay Rs. 9100-15100 with five years regular service in the grade filling 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 scales of pay Rs. 9100-15100 and Rs. 8600-14600 in the respective discipline of General Administration Department.</p> <p>(Absorption/deputation will be of officers holding the post of Senior Assistant Secretary or post of Assistant Secretary Grade I in the scale of pay of Rs. 9100-15100 with five years regular service in the grade in a Major Port Trust.)</p> | <p>(i) Chairman - Chairman</p> <p>(ii) Deputy Chairman - Member</p> <p>(iii) Head of Department in charge of the Department in which the vacancy occurs - Member</p> <p>(iv) Head of Department in charge of the Personnel - Member</p> <p>(v) Representative of Scheduled Caste/Scheduled Tribes and Other Backward Classes nominated by the Chairman</p> | |

Application for the post of Senior Assistant Secretary in V.O.Chidambaranar Port Authority 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:



| 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 recognized 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 2017-2018 to 2021-2022 are enclosed.

Dated:

Signature of the forwarding authority
along with office seal.

ANNEXURE - IV

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.

SERVICE PARTICULARS OF THE APPLICANTS TO BE FURNISHED BY THE PORT CONCERNED

| Sl. No. | Name and Designation of the Officers D.O.B/D.O.R & Date of Joining in the Port | Educational Qualification | Posts held in the Port sector with name of the Port/Method of Recruitment (Please mention whether Ad-hoc/ Regular) | Scale of pay | Period | | Vigilance Status Clear/ Clear Not | Minor/Major Penalty imposed for the last 10 years with date if order, if any | Whether APARs for the last five years viz., 2017-18 to 2021-2022 are enclosed (If not, whether No Report Certificate for that year / period is enclosed) |
|---------|--|---------------------------|--|--------------|--------|----|---|--|--|
| | | | | | From | To | | | |
| | | | | | | | | | |

Date:

Signature of the Head of the Department
along with official seal