



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



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V.O.C Port Authority

Certificate Under :

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

Telephone : 0461 - 2352232  
Email Id : secretary@vocport.gov.in  
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No. GAD-EST10ESTC/4/2025-GAD/D.

Dated:03 /07/2025

### Recruitment Notice

To  
The Chairperson,  
All Major Port Authorities.

Sub: Filling up of the post of FA & CAO(HOD) in the scale of pay of Rs. 100000  
– 260000 by absorption through composite method in VOC Port Authority -reg.

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Sir,

Applications are invited for filling up of one post of Financial Adviser and Chief Accounts Officer in the Class I (HoD) Scale of Pay of Rs. 100000-260000 in V.O.Chidambaranar Port Authority by absorption through composite method from the Officers of Major Port Authority fulfilling the eligibility criteria prescribed in the Recruitment Rules. The copy of Recruitment Rules is enclosed as **Annexure-I**.

2. The selection is by merit for which the bench mark in overall grading in the APARs will not be below "Very Good".

3. The incumbent will be initially appointed to the HoD post in the scale of Pay of Rs. 100000-260000 and after completion of three years regular service in the post, he/she will be elevated to the scale of pay of Rs. 120000-280000 subject to fulfilling the relevant conditions as per the Ministry's guidelines vide letter dated 19.11.2019. It may be noted that any changes as directed by the Ministry from time to time, will automatically be made applicable.

4.1 Application are invited from eligible and willing officers of all the Major Port Authorities possessing the prescribed qualification, experience and other conditions for the post of FA & CAO (HoD) (Class-I) in the pay scale of Rs. 100000-260000/- as per Recruitment Rules (**Annexure-I**). The application may be submitted through "**Online Applications Portal (OAP)**" of the Ministry website <http://onlinevacancy.shipmin.nic.in> from **04/07/2025 to 04/08/2025**. No application other than OAP shall be accepted.

4.2 The candidates will have to submit the printout of application already uploaded in OAP to his administrative Port for onward forwarding. The administrative Ports are required to forward the application of the candidates in the prescribed performa enclosed as **Annexure-II** along with the following documents **on or before 04/08/2025** superscribing " **Application for the post of FA & CAO in V.O. Chidambaranar Port Authority**", addressed to The Secretary, V.O.Chidambaranar Port Authority, Tuticorin - 628004. Certified copies of APARs for the last 5 years from

2019-20 to 2023-24, duly attested by an Officer not below the rank of Dy.HOD on each page.

- i. A statement showing year wise availability of ACRs/APAR and grading duly signed by Dy. Chairperson/Chairperson as per Ministry's letter No. A-12022/10/05-PE-I dated.01.02.2007. If the ACR/APAR of a particular year/period is not available, "No report certificate" may be furnished.
- 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 in **Annexure – III**.
- v. An undertaking of the applicant not to withdraw his/her candidature, if selected.
- vi. Vigilance/ Administrative Clearance of the applicant is to be furnished in the format in **Annexure – IV** prescribed by the Ministry of Shipping vide letter No.A-120232/2021-PE-I dated 20.01.2021 copy enclosed.
- vii. The veracity of the qualification certificates and the recognition of the degree obtained by the applicant may be ensured and certified.
- viii. Two (02 Nos) recent passport size colour photographs in a sealed envelope.
- ix. Port Official who withdraws his/her candidature for the post after selection will be liable for debarment from future selection to HoD level posts in all Major Port Authority for a period of two years.
- x. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application.

5. As per the Ministry's guidelines dated 26.09.2019, in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate will not be considered by the Ministry if his application is not received through proper channel by the Port within 15 days of the last date of receipt of applications.

6. Further, the Ministry vide letter dated 20.09.2022 has issued the advisory in continuation to its earlier guidelines dated 26.09.2019 regarding filling up the HoD level pots in Major Port Authorities wherein it is inter-alia stated that:-

*"In this connection, it is clarified that certain documents viz. obtaining vigilance clearance, APARs of the candidate may take some time due to administrative formalities. In such scenario, the Ports need to forward the application of the officer with the approval of the competent authority (i.e. through proper channel) to the Port which has issued advertisement before due date of submission of application. Such applications through proper channel (even though without APARs, Vigilance etc.) will be taken into consideration by the Ministry for appointment to HOD level Posts.*

However, for consideration of candidature of the candidate by the Selection Committee, the Ports are required to forward the remaining documents without unnecessary delay.

At various instances, the Ports forward the applications of the candidates in the last hours. Thus, it becomes impossible for the application to reach the Port that issued advertisement before due date of submission. In such cases, the ports are required to forward his/her application (through proper channel i.e. forwarding of the Port alongwith printout of OAP application) via email so that the candidature of the candidate could be considered for the post. Subsequently, the complete application of the candidate alongwith other documents may be forwarded by the Port by registered Post to the Port that issued advertisement”.

7. The crucial date for eligibility criteria will be the last date of closing of application on OAP, i.e. 04.08.2025, in term of MoPSW's circular No. I-26/25/2023-PE-I dated 26.09.2019.

8. Incomplete application or application not made following the stated procedure or received after the due date will not be considered.

Encl: As stated.

Yours sincerely,

  
Secretary

**Copy to:**

1. The Under Secretary to the Govt of India, (PHRD Division) Ministry of Ports, Shipping and Waterways for information. A soft copy of the detailed vacancy circular is also sent to Ministry at the email address of usphrd-psw@gov.in for necessary posting on Ministry of Ports, Shipping and Waterways website.
2. Managing Director, Indian Port Association, New Delhi – 110003 for uploading vacancy in IPA's Website.
3. All HoDs of VOCPA.
4. Notice Board.
5. Guard File.

RECRUITMENT RULES FOR CLASS I POSTS OF FINANCE DEPARTMENT, TUTICORIN PORT TRUST

Name of the post	No. of posts	Classification	Scale of pay (Rs)	Whether Selection or Non-selection	Age limit for direct recruitment (In years)	Whether benefit of added years of service is admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972	Educational and other qualifications prescribed for direct recruitment
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Financial Adviser and Chief Accounts Officer	1	Class I (Head of Department)	Rs.100000-260000 (pre-revised 43200-66000)(Pre-pre-revised Rs.18500-450-23900)	Selection by merit	45	No	<b>Essential:</b> (i) Member of Institute of Chartered Accountants of India Or of Institute of Cost and Works Accountants of India (ii) Fifteen years experience in Executive cadre in the field of Finance, Accounting in an Industrial/Commercial/Government Undertakings.

Whether a) age b) educational qualifications c) experience prescribed 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 recruitment by 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	Not applicable	By absorption through composite method failing which by deputation failing both by direct recruitment	For absorption through composite method, officers holding posts in the scale of pay of Rs. 80000-220000 with 3 years' regular service in the Finance Department of a Major Port Authority will be eligible. For Deputation, officers holding the post of Financial Adviser and Chief Accounts Officer or its equivalent posts in the scale of pay of Rs.100000 -260000 and above or Senior Deputy Chief Accounts Officer or its equivalent posts in the scale of pay of Rs. 80000 – 220000 and above with 3 years regular service in the grade in Government /Semi Government /Public Sector Undertaking or Autonomous Bodies (Other than Major Port Authorities) will be eligible. The Selection is by merit for which the bench mark in overall grading in the APARs will not be below "Very Good"	i) Joint Secretary (Ports) of the MoPSW– Chairman ii) Chairperson/ Deputy Chairperson of the Port – Member iii) Any other Port Chairperson or an officer having wide experience in the field to be nominated by the MoPSW - Member iv) Representative of Scheduled Caste/Scheduled Tribes & Other Backward Class nominated by MoPSW – Member

## **Annexure – II**

Application for the post of FA & CAO in V.O.Chidambaranar Port Authority by absorption through composite method

### **PROFORMA**

**Affix passport  
size  
photograph**

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 Inst./ 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 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.....

**Annexure – III**

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 2019-20 to 2023-2024 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.