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

Fax : 91-461-2352232
Email id : secretary@vocport.gov.in
Website : www.vocport.gov.in

No. GAD-EST10ESTC(COMI)/1/2024-GAD-Part(1) **Date: 16.10.2026**

RECRUITMENT TO VARIOUS POSTS IN VOC PORT AUTHORITY

V.O.Chidambaranar Port Authority (VOCPA), invites applications for recruitment of six posts by Direct Recruitment.

Prospective candidates will have to apply online after carefully reading the detailed advertisement regarding the process of examination, eligibility criteria, online registration processes, payment of prescribed application fee / intimation charges, pattern of examination, issuance of admit cards/call letters etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

Please note the Important Dates:

Activity	Date
Online Registration & Fee Payment - Start date	16.10.2026 (12:00 Hrs.)
Online Registration - Closing date	14.11.2026 (23:59 Hrs.)
Online Fee Payment	16.11.2026 (18:00 Hrs.)
Date for online Examination at	Will be informed later

Candidates have to submit application by online mode through link provided on VOCPA's website only. No other means/mode of application will be accepted.

Candidates are advised to regularly keep in touch with authorized VOC Port Authority website www.vocport.gov.in. For further details and updates for online application log on to https://vocpa.recruitlive.in

I. Eligibility Criteria:-

A. Post wise vacancies, Reservation, Essential & other qualifications:

Sl. No.	Name of the post & pay scale	No of Vacancies	Reservation	Essential Educational and other Qualification
1	Assistant Traffic Manager Gr.I Rs.50000-160000	01	UR	Essential: A degree from a recognized University. Desirable: Two years Executive experience in Shipping / Cargo operations / Railway Transportation in an Industrial / Commercial / Government Undertaking.
2	Accounts Officer Gr.I Rs.50000-160000	01	SC	Essential: Member of Institute of Chartered Accountants of India OR of Institute of Cost and Works Accountants of India. Desirable: Two years experience in Executive cadre in the field of Finance, Accounting in an Industrial / Commercial / Government Undertakings.
3	Accounts Officer Gr.II Rs.40000-140000	02	SC-02	Essential: (i) Pass in regular plus two or its equivalent from recognized Board of studies; and (ii) A degree or a recognized university on regular pattern (OR) through correspondence. (iii) Passed the Intermediate examination conducted by the Institute of Chartered Accountants of India or the Institute of Cost & Works Accountants of India. Desirable: (i) Passed the Final examination conducted by the Institute of Chartered Accountants of India or the Institute of the Cost & Works Accountants of India. (ii) One year experience in an Industrial House of Standing or under Government / Public Sector / Private Sector Undertaking.
4	Assistant Engineer (Elect.) Rs.40000-140000	01	ST	Essential: (i) Degree in Electrical / Electronics / Electrical & Electronics / Electronics & Communication Engineering of a recognized University with one year experience in a large reputed Electrical Establishment (or) (ii) Diploma in Electrical / Electronics / Electrical & Electronics / Electronics & Communication Engineering of a recognized Institution with five years experience in a large reputed Electrical Establishment.

5	Hindi Translator Rs.45800-121300	01	UR	Essential: Master's degree of a recognized university in Hindi with English as a subject at the degree level; OR Master's degree of a recognized university in English with Hindi as a subject at the degree level; OR Master's degree of a recognized university in any subject other than Hindi / English with Hindi and English as a subject at the degree level; OR Bachelor's degree of a recognized university in Hindi with English as a subject or English with Hindi as a subject plus recognized diploma certificate course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central / State Government offices including Government of India Undertakings.

Abbreviations stand for UR: Un-reserved; SC: Scheduled Caste; ST: Scheduled Tribe: OBC: Other Backward Classes. Candidates belonging to OBC/SC/ST category can apply against UR vacancies. However age relaxation does not apply to unreserved posts.

Note 1: Candidates must possess the essential qualifications mentioned against each post. Qualifications mentioned above should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes duly approved by AICTE in regular course of study.

The candidate must possess valid Mark-sheet / Degree / Diploma Certificate / Membership of the necessary qualification and Experience as on **14.11.2026.**

Note 2: The Port reserves the right not to select any candidate from any of the disciplines mentioned above. The discipline wise number of vacancy may vary and / or can be interchanged at any stage of recruitment process, which is purely depending upon the organizational requirement. The reservation under various categories will be as per prevailing Government Guidelines at the time of finalization of result.

Note 3: Candidates can apply for more than one post subject to their eligibility. However, separate applications are required to be submitted for each post applied for, with separate fees/charges.

Note 4: Not more than one application should be submitted by any candidate for one discipline. In case of multiple applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

Note 5: Candidates must possess the essential qualifications mentioned against each post, i.e., for example where essential qualification is Degree, candidates not possessing Degree will not be eligible.

Note 6: Candidates belonging to the category of PWD are considered eligible to apply for the above posts as below:-

Sl. No.	Designation	Functional Requirements	Suitable category of Benchmark disabilities
1	2	3	4
1.	Assistant Traffic Manager Gr.I	S, ST, W, RW, SE, H, C	a) OA, OL, CP, Dw, AAV b) ASD(M) c) MD involving)a) to (b) above
2.	Accounts Officer Gr.I	S,BN,MF,RW,SE,C	a) HH b) OA,BA,OL,BL,OAL, BLOA,BLA,CP,LC,Dw, AAV,MDy c) MD involving (a) to (b) above
3.	Accounts Officer Gr.II	S,BN,MF,RW,SE,C	a) HH b) OA,BA,OL,BL,OAL, BLOA,BLA,CP,LC,Dw, AAV,MDy c) MD involving (a) to (b) above
4.	Assistant Engineer (Elect.)	S,ST,W,BN,MF,RW,SE,C	a) D, HH b) OA,OL,CP,LC,Dw,AAV c) SLD, MI d) MD involving (a) to (c) above
5.	Hindi Translator	S,ST,W,SE,C,H,RW	a) OA, OL, BL, OAL, LC, Dw, AAV, MDy b) B & LV c) SLD d) MD involving (a) to (c) above.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED:S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping,
CRL= Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,
CATEGORY ABBREVIATIONS USED:B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg,
OAL=One Arm and One Leg, BLOA=Both Leg & One Arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack, Victims,
MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability,
MI= Mental Illness, MD=Multiple Disabilities

B. Minimum/Maximum Age [as on 14.11.2026]

1. For Assistant Traffic Manager Gr.I, Accounts Officer Gr.I, Accounts Officer Gr.II Assistant Engineer (Elect.):-

Maximum Age: 30 years

Candidate must have been born not earlier than 15.11.1996 and not later than 15.11.2008 (both days inclusive).

2. For Hindi Translator:-

Maximum Age: 35 years

Candidate must have been born not earlier than 15.11.1991 and not later than 15.11.2008 (both days inclusive).

Relaxation in upper age limit shall be as follows:

1 Scheduled Caste/Scheduled Tribe 5 years
2 Other Backward Classes (Non creamy layer) 3 years

Note :

i. If any SC, ST or OBC category candidate applies for a post under UR, then he /she is not eligible for relaxation in age.
ii. As per Regulation 9 of VOCPT Employees (RSP) Regulations, 2010, (Amended on 10.09.2018) the age limit in case of existing VOC Port Authority Employees or employees of the Board of any Major Port shall not exceed fifty five years.
iii. In the case of a candidate, who is an ex-serviceman and Commissioned Officers including Emergency Commissioned Officers or Short Service Commissioned Officers who have rendered at least five years military services and have been released —
    a. On completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
    b. On account of physical disability attributable to military service or on invalidation,

    shall be allowed maximum relaxation of five years in the upper age limit.
iv. A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.
v. Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to Persons with Disabilities suffering from (a) blindness or low vision, (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (d) Autism, intellectual disability, specific learning disability and mental illness and (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in case of direct recruitment to all civil posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years. (As per para 4.1 of DOPT OM No.DOPT-1667569393892 dated 06.09.2022)

C. Nationality:

A candidate applying for recruitment in the VOC Port Authority must be either-

(a) a citizen of India, or
(b) a subject of Nepal, or
(c) a subject of Bhutan, or
(d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
(e) a person of Indian origin who has migrated from Pakistan, Burma (Myanmar), Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to category (a) shall produce proof of his / her nationality;

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

D. Guidelines for Persons with Disabilities using a Scribe

Those PWD candidates whose writing speed is affected can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/ her own scribe at his/her own cost.
- The scribe may be from any academic stream.
- The qualification of the scribe shall not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe should always be matriculate or above.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- The same scribe cannot be used by more than one candidate. In addition, the scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably indicate the same in the online application form and are required to carefully submit the Scribe Declaration Form specified under **FORM-IV**. Any subsequent request may not be favourably entertained.

E. Guidelines for candidates with Loco motor disability

An extra time of twenty minutes per hour shall be permitted for the candidates with Locomotor disability where dominant (writing)

Extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) For persons with specified disabilities covered under the definition of Section 2(r) of the RPwD Act, 2016.

For persons with specified disabilities covered under the definition of Section 2(s) of the RPwDAct, 2016 but not covered under the definition of the Section 2(r) of the said Act, i.e person having less than 40% disability and having difficulty in writing will be eligible for, provided the facility of scribe subject to production of a certificate to the effect, that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at **FORM-V**.

Note 8: Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents

pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for online examination/ appearing for and being shortlisted in the online examination and subsequent processes does not imply that a candidate will necessarily be offered employment in VOCPA. No request for considering the candidature under any category other than in which applied will be entertained.

II. EMOLUMENTS & BENEFITS:-

Assistant Traffic Manager Gr.I and Accounts Officer Gr.I:

Basic pay of Rs.50,000/- in the scale of Rs.50000-160000 (under revision) and other admissible allowances as applicable. Total emoluments at present Pay scale will be approximately Rs.95,400/- per month plus HRA as admissible (if not residing in VOC Port quarters).

Accounts Officer Gr.II and Assistant Engineer (Electrical):

Basic pay of Rs.40,000/- in the scale of Rs.40000-140000 (under revision) and other admissible allowances as applicable. Total emoluments at present Pay scale will be approximately Rs.76,320/- per month plus HRA as admissible (if not residing in VOC Port quarters).

Hindi Translator:

Basic pay of Rs.45,800/- in the scale of Rs.45800-121300 (under revision) and other admissible allowances as applicable. Total emoluments at present Pay scale will be approximately Rs.54960/- per month plus HRA as admissible (if not residing in VOC Port quarters) and other allowances.

III STRUCTURE OF ON-LINE EXAMINATION:

a) Assistant Traffic Manager Gr-I, Accounts officer Gr-I, Accounts officer Gr-II, and Assistant Engineer (Electrical)

Sl. No	Name of Test	No. of Questions	Maximum Marks	Duration
1.	Quantitative Aptitude	10	10	120 minutes
2.	General intelligence and Reasoning	15	15	
3.	General English	15	15	
4.	General Awareness	15	15	
5.	Professional Knowledge(Objective)	40	40	
6.	Professional Knowledge(Subjective)	5	25	
Total		**100**	**120**	

b) Hindi Translator

Sl. No	Name of Test	No. of Questions	Maximum Marks	Duration
1.	General Hindi (Objective)	15	15	120 minutes
2.	General English (Objective)	15	15	
3.	Translation(Objective)	30	30	

4.	Translation(Descriptive)	2	20	
5.	Essay (Descriptive)	2	40	
Total		**64**	**120**	

Note 1: Medium of the online test will be English unless otherwise specified.
Note 2: VOC Port Authority reserves the right to modify the structure of the online test.
Note 3: Negative marking of one-fourth (1/4th) of the marks allotted for each incorrect answer

IV. CUT OFF SCORE:

Cut off score shall be applied on total score:.

Note 1: Minimum qualifying marks to be secured by candidates in CBT to be considered for interview will be 35% marks for SC/ST category, 40% marks for OBC category and 45% for UR category.

Note 2: VOC Port Authority reserves the right to restrict the number of candidates for short listing/Interview in the ratio of 1:5, or it may be extended, as decided by the Competent Authority.

Note 3: Final merit list will be prepared based on the following weightage of marks:

Sl. No.	Component	Weightage
1.	CBT (Computer Based Test)	85%
2.	Interview	15%

V. SELECTION PROCEDURE:

The candidates have to appear for an online test as mentioned in Para III of the advertisement. The shortlisted candidates from online test will be called for interview in the ratio of 1:5, or as may be decided by the Competent Authority. List of candidates shortlisted for interview will be made available on VOCPA website. The selection will be made on the basis of overall performance in online examination and interview.

The selection of shortlisted candidates for all the posts will be subject to verification of required documents as indicated in this advertisement, in original. Non submission of requisite documents by the candidate during this process will disqualify his / her candidature from further participation in the recruitment process. Further, in case it is found during verification that requisite documents do not meet the prescribed criteria, his / her candidature will not be considered any further in the recruitment process, even if found qualified in written examination.

VOCPA reserves the right to modify the selection procedure if deemed fit.

VI. INTIMATION CHARGES/APPLICATION FEE (NON-REFUNDABLE):

Candidates are required to pay intimation charges/Application fees on-line from 16.10.2026 (12:00 Hrs.) to 16.11.2026 (18:00 Hrs.) (both dates inclusive) by following the instructions for online payment given under the link www.vocport.gov.in Career menu.

SC/ ST/PwD candidates /VOCPA and other Major Port Authority Employees	Rs. 100/- (Intimation Charges Only) + GST @18%
All candidates (other than SC/ ST/PwD/VOCPA and other Major Port Authority Employees)	Rs. 475/- (Application fee including intimation charges) +GST@18%

Note 1: Additional Bank transaction charges, for online payment of intimation charges/fees is to be borne by the candidate.

Note 2: Fee/ Intimation charges once paid will NOT be refunded on any account nor can it be appropriated for any other examination or selection.

VII. TEST CENTRE FOR ONLINE TEST:

Examination Centres:

- The examination will be conducted online in venues in the area as given in the respective admit cards.
- No request for change of post/centre/venue/date/session for Examination shall be entertained.
- VOC Port Authority (VOCPA) reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- VOC Port Authority or designated organization on behalf of VOCPA also reserves the right to allot the candidate to any other centre.
- Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and VOC Port Authority will not be responsible for any injury or losses etc. of any nature.
- Examination Centre may be merged on the basis of applications received.

VIII. DATES OF ONLINE EXAMINATION:

The dates of online examination will be intimated well in advance, before the examination in the port website and / or through registered email IDs / Mobile Numbers.

IX. CANDIDATES WILL NOT BE PERMITTED TO APPEAR FOR THE ONLINE EXAMINATION WITHOUT THE FOLLOWING DOCUMENTS:

(1) Valid Admit Card for the respective date and session of Examination
(2) Photo-identity proof (as specified) in original bearing the exact same name as it appears on the Admit Card/ Application Form and
(3) Photocopy of the above photo-identity proof (as detailed below*)

*IDENTITY VERIFICATION

In the examination hall as well as at the time of Verification of Documents, the Admit Card along with the original and a photocopy of the candidate's currently valid photo

identity bearing the same name as it appears on the Admit Card such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid Identity Card issued by a recognized college/ university/ Aadhar card/E-Aadhar card with a photograph/ Employee ID should be submitted to the invigilator and the original shall be produced for verification. The candidate's identity will be verified with respect to his/her details on the Admit Card, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Note 1: Ration card and Learner's Driving License are not valid ID proofs for this process.

Note 2: In case of candidates who have changed their name, will be allowed only if they produce original Gazette Notification/their original marriage certificate/Affidavit in original.

Note 3: Candidates have to produce, in original the photo identity proof and submit photocopy of the photo identity proof along with Examination Admit Card as well as the Verification Admit card while attending the examination/ Verification respectively, without which they will not be allowed to take up the examination/Verification. **Candidates must note that the name as appearing on the Admit Card (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. If there is any mismatch between the name indicated in the Admit Card and Photo Identity Proof the candidate will not be allowed to appear for the examination. To avoid any dispute, name recorded at the time of registration should be identical to authorized identity proof.**

CANDIDATES REPORTING LATE i.e**. after the reporting time specified on the Admit Card for Examination will not be permitted to take the examination**. The reporting time mentioned on the Admit Card is prior to the start time of the test. Though the duration of the examination is 2 hours (120 minutes), candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc. and including disruption beyond control.

X. INTERVIEW:-

Candidates who have been shortlisted in the online examination for Class I & II Posts will subsequently be called for an interview. The address of the venue, time and date of interview will be informed to the shortlisted candidates in the call letter.

Please note that any request regarding change in date/venue/time etc. of interview will not be entertained. However, VOC Port Authority reserves the right to hold supplementary process on particular date/venue/time etc. at its discretion, under unforeseen circumstances, if any.

No interview will be conducted for the post of Hindi Translator (Class - III). Candidate who has been shortlisted in the online examination will be called for document verification.

LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF DOCUMENT VERIFICATION / INTERVIEW :

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of document verification / interview failing which the candidate may not be permitted to appear for the document verification / Interview. **Non submission of requisite documents by the candidate at the time of document verification / Interview will debar his / her candidature from further participation in the recruitment process.**

(i) Call letter for Document verification / Interview Call Letter

(ii) Valid system generated printout of the online application form Registered for the online examination and e-receipt.

(iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)

(iv) Photo Identify Proof as indicated in ***IDENTITY VERIFICATION** of the advertisement.

(v) Mark-sheets & certificates of educational qualifications and relevant eligibility documents as indicated against relevant posts.

(vi) Caste Certificate, along with caste validity certificate, issued by the competent authority in the prescribed format as stipulated in Annexure I and II for respective categories.

(vii) Special instructions for SC/ST/OBC:

a) The Caste/Tribe/Community certificate issued by the following Authorities in the prescribed form for SCs/STs and for OBCs will only be accepted as proof in support of a candidate's claim as belonging to the SC/ST/OBC categories:

(1) District Magistrate / Additional District Magistrate /Collector/Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).

(2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.

(3) Revenue Officer not below the rank of Tehsildar.

(4) Sub-Divisional Officer of the area where the candidate and/or his / her family normally resides.

Note: a) Caste validity certificate in original, from the appropriate authorities of the state/union territory from which the caste certificate was issued along with self-attested Photostat copy is to be submitted at the time of document verification / interview.

b) Please refer to Annexure I & II for the prescribed formats of (SC, ST, and OBC) certificates to be submitted at the time of Document verification / Interview etc.

c) If the SC/ST/OBC Certificate has been issued in a language other than English/Tamil/Hindi, the candidate should submit a self certified translated copy of the same either in English/Tamil/Hindi.

(viii) Candidates serving in Government / quasi Govt. offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection certificate" from their employer at the time of document verification / Interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

(ix) Experience certificates, as applicable.

(x) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria mentioned in page No. 5 should produce a certificate of eligibility issued by the Govt. of India.

(xi) Disability certificate in prescribed format (please refer to **FORM-I,II&III**) issued by District Medical Board in case of Persons with Disability category.

(xii) Original Identity card for employees of all Major Ports

(xiii) Any other relevant documents in support of eligibility.

Note: Candidate will not be allowed to appear for the Interview if he/ she fails to produce the relevant eligibility documents as mentioned above

Note: The eligibility criteria specified herein are the basic criteria for applying for the post. At the time of document verification / interview, the Candidates must necessarily produce the relevant documents in original and a self-attested photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications etc, as indicated in the online application form. Please note that no change of application data will be permitted at any stage after completion of registration process of the online application.

XI.TRAVELLING ALLOWANCE:-

All Scheduled Caste/Scheduled tribe candidates called for interview are entitled to second class to & fro railway fare/bus fare by shortest route, from their place of residence, on production of evidence of travel (Rail/bus ticket/receipt etc.)

XII. HOW TO APPLY:-

Candidates meeting the eligibility criteria, requisite essential qualifications shall apply online through the link available on VOCPA website **www.vocport.gov.in** under career.

Responsibility of receiving, downloading and printing of Admit Card for online test / Admit card for Interview shall be that of the candidates.

VOCPA will not be responsible for any loss of E-mail sent, due to invalid/wrong e-mail ID provided by the candidate or delivery of e-mails to Spam/ Bulk mail folder etc.

The candidates are advised to satisfy themselves before they apply, that they fulfil requirement as to age, qualifications (**final result for the qualification must have been published on or before 14.11.2026)** experience and physical requirements and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing in the ONLINE EXAMINATION will not automatically confer any right of being selected for the said post.

DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION REGISTRATION
B. PAYMENT OF FEES
C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from 16.10.2026 (12:00 Hrs.) to 14.11.2026 (23:59 Hrs.) and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

(i) scan their :
- **photograph (4.5cm × 3.5cm)**
- **signature (with black ink)**
- **left thumb impression (on white paper with black or blue ink)**
- **a hand written declaration (on a white paper with black ink) (text given below)**

ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged.(If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) The text for the hand written declaration is as follows –
"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi) Keep the necessary details/documents ready to make Online Payment **of the requisite application fee/ intimation charges**

(vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. VOCPA may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE: **16.10.2026 (12:00 Hrs.) to 16.11.2026 (18:00 Hrs.)**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. <u>Application Registration</u>

1. Candidates to go to the **VOCPA's** website and click on the option "**APPLY ONLINE**" which will open a new screen.
2. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
3. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
4. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
5. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
6. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
7. Candidates can proceed to fill other details of the Application Form.
8. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
9. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
10. Click on 'Payment' Tab and proceed for payment.
11. Click on 'Submit' button.

B. <u>PAYMENT OF FEES</u>

<u>ONLINE MODE</u>

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using UPI/Debit/Credit cards.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful**.
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

C. Guidelines for scanning and Upload of Documents

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 30kb–100 kb
- Ensure that the size of the scanned image is not more than 100kb. If the size of the file is more than 100 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 20kb – 50kb for signature and left thumb impression.
- Ensure that the size of the scanned image is not more than 50kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB

- The applicant has to write the declaration in English clearly on a white paper with black ink.
- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
- File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents

- While filling in the Online Application Form, the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.

(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

(6) Candidates should ensure that the signature uploaded is clearly visible.

(7) After registering online candidates are advised to take a printout of their system generated online application forms.

XIII. Download of Admit Cards

Candidates will have to visit our website **www.vocport.gov.in** under 'Career' Menu for downloading admit card for online test. Intimation for downloading admit card will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for admit card download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the admit card. Candidate needs to affix recent recognizable photograph on the admit card preferably the same as provided during registration and appear at the examination centre with

(i) Admit Card

(ii) Photo Identity Proof in original as stipulated earlier under Identity Verification and also specified in the admit card and

(iii) A photocopy of the same Photo Identity Proof as brought in original.

XIV. Action against candidates found guilty of misconduct

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of online examination, or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

(i) Using unfair means or
(ii) Impersonating or procuring impersonation by any person or
(iii) Misbehaving in the examination/Interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
(iv) Resorting to any irregular or improper means in connection with his/her candidature or
(v) Obtaining support for his/her candidature by any unfair means or
(vi) Carrying mobile phones or similar electronic devices of communication in the examination / Interview hall, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

a) To be disqualified from the examination for which he/she is a candidate.

b) To be debarred, either permanently or for a specified period, from any examination conducted by V.O.Chidambaranar Port Authority.

c) For termination of service, if he/she has already joined the Port Authority (The V.O.Chidambaranar Port Authority).

XV. General Information

1. Merely applying for the post and being shortlisted in the online examination and/ or any stage of recruitment process does not imply that a candidate will necessarily be offered employment in the Port. No request for considering the candidature under any category / post other than the one in which applied will be entertained.

2. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centres or conducting another examination if considered necessary. Decision of the V.O.Chidambaranar Port Authority in this regard shall be final. Candidates not willing to accept such change shall lose their candidature for this exam.

3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

4. The responses (answers) of individual candidates will be analyzed & compared with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, the V.O.Chidambaranar Port Authority reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

5. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in V.O.Chidambaranar Port Authority recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

6. While applying on-line for the post, the applicant should ensure that he/she fulfils the eligibility and other criteria mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. **In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility criteria and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.**

7. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website jam.

8. V.O.Chidambaranar Port Authority does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason whatsoever.

9. Applicants are advised to register online themselves and to keep their e-mail id alive during the recruitment exercise. The candidates should give their mobile number in the application form for SMS service from the V.O.Chidambaranar Port Authority.

10. The selection of the candidates will be on the basis of Online Test &Interview as applicable. The VOC Port Authority reserves the right to hold any other test wherever deemed necessary as well as the right to add, delete or allot any centre at its discretion.

11**. Admission to Online Test will be purely provisional without verification of age / qualification / category (SC/ST/OBC) etc., of the Candidates with reference to documents.**

12. Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of verification. **Caste certificate accompanied with caste validity certificate** must be submitted by candidates seeking reservation as SC/ST/OBC in the prescribed pro-forma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the village/town the candidate is originally a resident of.

13**. At any stage before or after the appointment if falsification of caste certificate is noticed, the candidature/appointment will stand cancelled automatically.**

14. Candidates serving in Government / Quasi Government Offices, Public Sector undertakings will be required to forward their application through proper channel failing which they have to submit "No Objection Certificate" from their employer at the time of Verification/certificate scrutiny, failing which their candidature may not be considered. Candidates who are selected are required to submit unconditional discharge letter / relieving letter from their employer (Govt/Public sector / Private) at the time of joining V.O.Chidambaranar Port Authority, WITHOUT WHICH THEY WILL NOT BE ALLOWED TO JOIN.

15. The candidates will have to appear for the tests at their own cost.

16. Appointment of selected candidates will be subject to medical fitness as per the prescribed medical standard and they will be required to undergo medical examination at Port Hospital, prior to appointment after due selection. If found medically unfit his/her

selection against the vacancy will stand cancelled. Such appointment will also be subject to the service and conduct rules of the V.O.Chidambaranar Port Authority.

17. Decisions of the V.O.Chidambaranar Port Authority in all matters regarding eligibility, conduct of online examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the V.O.Chidambaranar Port Authority in this regard

18. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in responses thereto can be instituted only in Tuticorin Courts/ Tribunals/Forums at Tuticorin only shall have sole and exclusive jurisdiction to try any cause/dispute.

19. Selected candidates will be governed by the terms and conditions of the Service Regulations of the V.O.Chidambaranar Port Authority in force.

20. Use of Mobile Phones, calculator or any such devices is strictly prohibited inside the examination hall. Candidates, before entering examination premises, are likely to be frisked to ensure compliance.

Mobile phones or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

Candidates are advised in their own interest not to bring any of the banned item including mobile phones to the venue of the examination, as no arrangement for safekeeping will be available.

21. Candidate's admission to the online test/other tests is strictly provisional. The mere fact that the admit card has been issued to the candidate does not imply that his/her candidature has been finally cleared by the V.O.Chidambaranar Port Authority.

22. The V.O.Chidambaranar Port Authority reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.

23. For any queries/ issues regarding online applications, candidates may contact at email **secretary@vocport.gov.in**.

IN CASE OF ANY DISCREPANCIES, THE DETAILED ADVERTISEMENT PUBLISHED IN THE CAREER SECTION OF VOCPA's WEBSITE **www.vocport.gov.in** **'Careers' menu** ***SHALL BE FINAL.CANDIDATES ARE ADVISED TO VISIT THE CAREER SECTION OF VOCPA's WEBSITE FOR DETAILED ADVERTISEMENT, TO APPLY ONLINE AND FOR FURTHER UPDATES ON THE RECRUITMENT EXERCISE.***

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION OF THE CANDIDATE.

Sd/-
Secretary
V.O.Chidambaranar Port Authority

ANNEXURE I

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM

1. This is to certify that Shri / Smt / Kum*_____ son / daughter* of_____ of village / town*_____ in District / Division*_____of the State / Union Territory*_____belongs to the_____ Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* under:

* The Constitution (Scheduled Castes) Order, 1950;
* The Constitution (Scheduled Tribes) Order, 1950;
* The Constitution (Scheduled Castes)(Union Territories)Orders, 1951;
* The Constitution (Scheduled Tribes)(Union Territories)Order, 1951;[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976]:
* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956;
* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order,1962;
* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order,1962;
* The Constitution (Pondicherry) Scheduled Castes Order 1964;
* The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
* The Constitution (Nagaland) Scheduled Tribes Order, 1970;
* The Constitution (Sikkim) Scheduled Castes Order, 1978;
* The Constitution (Sikkim) Scheduled Tribes Order, 1978;
* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
* The Constitution (ST) Orders (Amendment) Ordinance, 1991;
* The Constitution (ST) Orders (Second Amendment) Act, 1991;
* The Constitution (ST) Orders (Amendment) Ordinance, 1996.

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons, who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri/Smt/Kum*_____ Father/ Mother* of Shri /Smt/ Kum*_____ of village District/Division* _____ of the State/Union Territory* _____ who belong to the _____Caste/ Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____[Name of the Authority] vide their order No. _____dated_____

3.Shri/Smt/Kum*_____and /or* his/her* family ordinarily reside(s) in village/town*_____ of _____ District / Division* of the State / Union Territory* of _____

Signature

Designation

Place:
Date:

[With seal of Office]
State/Union Territory

Note : The term “Ordinarily resides” used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.---------- ---------- ---------- *
Please delete the words which are not applicable.

Delete the paragraph which is not applicable.

<u>List of authorities empowered to issue Caste / Tribe Certificates</u> :

(i) District Magistrate / Additional District Magistrate /Collector/Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).
(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
(iii) Revenue Officer not below the rank of Tehsildar.
(iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

ANNEXURE – II

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES

APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt/Kum_____ Son/Daughter of _____ of village/town_____ in District /Division _____in the State / Union Territory _____ belongs to the _____community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated_____* Shri/Smt /Kum_____ and /or his/her family ordinarily reside (s) in the _____ District/Division of the _____State/Union Territory. This is also to certify that he/she does not belong to the persons /Sections (Creamy Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personal & Training O. M. No. 36012/22/93 – Estt.(SCT) dated 08.09.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**- As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the people Act, 1950.

FORM-I

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. : Date :

This is to certify that I have carefully examined Shri/Smt./Kum._____

Son/Wife/Daughter of Shri _____ Date of Birth (DD/MM/YYYY) _____(Age)

_____ years, male /female Registration No. _____ _____

Permanent resident of House No_____ Ward/Village/Street_____ Post

Office_____ District_____ State _____whose

photograph is affixed above, and am satisfied that

(A) he/she is a case of :

Locomotor disability ☐ Blindness ☐

(Please tick as applicable)

(B) The diagnosis in his/her case is _____
(A) He/She has _____% (in figure) _____

Percent (in words) permanent physical impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified)

2 . The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of Authority issuing Certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Recent PP size Attested Photograph (Showing face only) of the person with disability

FORM – II

Disability Certificate

(In case of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. : Date :

This is to certify that we have carefully examined Shri/Smt./Kum._____

Son/wife/daughter of Shri_____

Date of Birth (DD / MM / YY) ____ ____ ____

Age _____ years, male/female _____ Registration No. ____ permanent resident of House No._____ Ward/Village/Street _____ Post Office _____District _____ State _____, whose photograph is affixed above, and are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:-

In figures :- _____ percent

In words:- _____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is : (i) not necessary, Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence: -

Nature of Documen	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued

FORM - III

Disability Certificate

(In cases other than those mentioned in Forms I and II)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size Attested Photograph (Showing face only) of the person with disability

Certificate No.: Date:

This is to certify that I have carefully examined

Shri/Smt./Kum.

_____

son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) ____ ____ ____

Age _____ years, male/female _____Registration No_____ permanent resident of House No._____ Ward/Village/Street _____ Post Office _____District _____

State _____, whose photograph is affixed above, and am satisfied that he/she is a Case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

Sr.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical Impairment / mental disability (in %)
1	Loco motor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary, Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression of the person in whose favour disability certificate is issued

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief medical Officer of the District.

Note: The principal rules were published in the Gazette of India vide Notification number S.O.908 (E), dated the 31st December, 1996.

FORM-IV

SCRIBE DECLARATION FORM

We, the undersigned, Shri/Smt/Kum. _____ **eligible candidate** for the _____examination and Shri/Smt/Kum. _____**eligible writer (scribe)** for the eligible candidate, do hereby declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice.

The candidate is affected by **loco-motor impairment and his/her writing speed is affected** and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.

2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.

3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.

4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination and has not appeared as a Scribe for more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfil the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

Given under our signature:-

Signature of the scribe:_____	Signature of the candidate_____
Postal Address:	Registration No:
	Roll No:
	Postal Address:
Educational Qualification	
of the scribe	
STD code____ phone No_____	STD code____ Phone No._____

Cell No, if any_____ Cell No, if any_____

PHOTO OF

THE SCRIBE

_____

Signature of the Invigilator

FORM-V

Certificate for person with specified disability covered under the definition of Section 2(s) of the RPwD Act,2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr./Ms./Mrs……..... (name of the candidate), S/o/D/o……, a resident of……(Vill/PO/PS/District/State) aged …… yrs, a person with (nature of disability / condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid(name to be specified) which is /are essential for the candidate to appear at the examination, with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto…… (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature& Name)	(Signature & Name)	(Signature& Name)	(Signature & Name)	(Signature & Name)
Orthopedic/ PMR Specialist	Clinical psychologist / Rehabilitation Psychologist /Psychiatrist/ Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon /Chief District Medical Officer .....……Chairperson				

Name of Government Hospital/
Health Care Centre with seal

Place:

Date: