To
The Secretaries,
All Major Port Trusts.

Sir,

Sub: Filling up of the post of Deputy Secretary (GA-DSY-01) by absorption/deputation method in V.O. Chidambaranar Port Trust – Applications called for - Reg.

In continuation of this Port’s letter of even no. dated 05.06.2020 on the above mentioned subject, it is informed that the last date for the submission of filled in application for the post of Deputy Secretary by absorption/deputation method in V.O. Chidambaranar Port Trust is further extended up to 07.09.2020.

2. It is requested that the candidates, who applied earlier need not apply again.

3. All other conditions remains unchanged.

Yours faithfully,

Secretary(ST)
To
The Chairman,
All Major Port Trusts,

Sir,

Sub: Filling up of the post of Deputy Secretary (GA-DSY-01) by absorption/deputation method in V.O. Chidambaranar Port Trust – Applications called for - Reg.

In continuation of this Port’s letter of even no. dated 22.04.2020 on the above mentioned subject, it is informed that the last date for the submission of filled in application for the post of Deputy Secretary by absorption/deputation method in V.O. Chidambaranar Port Trust is further extended up to 20.07.2020.

2. It is requested that the candidates, who applied earlier need not apply again.

3. All other conditions remains unchanged.

Yours faithfully,

[Signature]

Secretary
No. GAD-OGAGI-EST-DYSEC-V1-20(17982)/D./ Dated: 04.05.2020

To
Chairman,
All Major Port Trusts.

Sub: Filling up of the post of Deputy Secretary (GA-DSY-01) by absorption/deputation method in V.O. Chidambaranar Port Trust – Applications called for - Reg.

Sir,

Applications are invited for filling up of the post of Deputy Secretary (GA-DSY-01) in the Class I scale of pay of Rs. 60000-180000 (Rs. 24900-50,500 (Rs. 13000-18250 pre-revised) in V.O. Chidambaranar Port Trust by absorption/deputation method from the eligible and willing Officers of Major Port Trusts, 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, super scribing “Application for the post of Deputy Secretary in V.O. Chidambaranar Port Trust” so as to reach to the Secretary, V.O. Chidambaranar Port Trust, Administrative Office, Harbour Estate, Tuticorin – 628 004, Tamil Nadu on or before 05.06.2020.

Contd...2/-
i) Copies of APARs for the last 5 years, attested by 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 non-availability 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) Vigilance and Administrative clearance of the concerned Port, as per enclosed Proforma (Annexure-III)

v) Vigilance report is to be furnished in the format prescribed, vide Ministry of Shipping’s letter No.A-12022/10/2005-PE.I dated 27th August 2010, copy of which is attached as Annexure-IV.

vi) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected

vii) The veracity of the qualification certificates and the recognition of the degree obtained by the applicant may be ensured and certified.

viii) Two passport size photographs.

3. 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.

4. 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.

5. Incomplete application or application received after the due date will not be considered.

Encl.: As stated.

Yours sincerely,

Secretary
## Annexure I

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Number of post</th>
<th>Classification</th>
<th>Scale of Pay (Rs.)</th>
<th>Whether selection by merit or selection by seniority or by non-selection post</th>
<th>Age limit for direct recruits</th>
<th>Whether benefit of added years of service is admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972</th>
<th>Educational and other qualifications required for direct recruits</th>
<th>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion</th>
<th>Whether age and educational qualifications will be prescribed for direct recruits or not</th>
<th>Period of probation, if any</th>
<th>Method of recruitment, promotion by direct recruitment or by absorption or by deputation or by absorption and percentage of the posts to be filled by various methods</th>
<th>In case of recruitment by promotion/deputation/absorption grades from which promotions will be impounded/absorption to be made</th>
<th>If a Departmental Promotion Committee exists what is its composition</th>
<th>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Secretary</td>
<td>1</td>
<td>Class I</td>
<td>Rs.24900-50500 (Rs.13000-21500 pre-revised)</td>
<td>Selection by merit</td>
<td>40</td>
<td>No</td>
<td>Essential: (i) A degree from a recognized university. (ii) Nine years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc., in an Industrial / Commercial/Government Undertakings.</td>
<td>Desirable: Post graduate degree/diploma in Personnel Management, Industrial Relations, Social Work, labour welfare or allied subjects or degree in law from a recognized university/Institution</td>
<td>Age: No Qualification.</td>
<td>Promote only by merit. Promotion from Deputy Secretary/Deputy Assistant Secretary in the Scale of pay Rs.20600-46500 (Rs.10750-16750 pre-revised) with 4 years regular service in the grade failing which will be promoted to the post of Deputy Secretary / Senior Assistant Secretary in the Scale of pay Rs.20600-46500 (Rs.10750-16750 pre-revised) with 3 years regular service in the grade and a combined regular service of 9 years in the scales of pay of Rs.20600-46500 (Rs.10750-16750 pre-revised), Rs.20600-46500 (Rs.10750-16750 pre-revised) in the respective discipline of General Administration Department. Absorption/deputation will be in the interest of Officers holding the post of Deputy Secretary in the post of Senior Assistant Secretary in the scale of pay of Rs.20600-46500 (Rs.10750-16750 pre-revised) with 4 years regular service in the grade in a Major Port Trust.</td>
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<td>Chairman</td>
<td>Chairman</td>
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*The document contains recruitment rules for Class I posts of the General Administration Department, Tuticorin Port Trust, including details on the name of the post, scale of pay, selection by merit, age limit, educational qualifications, and methods of promotion.*
Application for the post of Deputy Secretary in V.O.Chidambaramar Port Trust 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:

<table>
<thead>
<tr>
<th>Exam/Degree</th>
<th>Year of Passing</th>
<th>Name of Instt./Board/University</th>
<th>Marks</th>
<th>Percentage</th>
</tr>
</thead>
</table>

(Attach separate sheet, if required)

7. Employment History and Experience:

<table>
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<tr>
<th>Name of the Ministry/Dept./Govt. organisation/Autonomous Body/company/Corporation</th>
<th>Designation</th>
<th>Pay scale</th>
<th>Whether post is held on regular or ad-hoc basis</th>
<th>Period with date, month &amp; year from To</th>
<th>Nature of work in brief</th>
</tr>
</thead>
</table>

(Attach separate sheet, if required)

8. Please mention details of appreciation/Outstanding work done, if any, which was duly recognised 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 2014-2015 to 2018-2019 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)
   
   Si. 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.