



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

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



Fax : 91-461-2352232
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Website : www.vocport.gov.in

No. GAD-EST10ESTC(EST)/19/2024-GAD(6044)/D.

Date: 26/11/2025

To
The Chairperson,
All Major Port Authorities.

Sub: Filling up of the Post of Personal Assistant to Head of the Department by
Transfer on Absorption/ Deputation method in V.O. Chidambaranar Port
Authority- Applications called for - Reg.

Sir/ Madam,

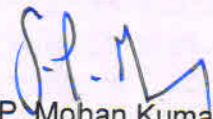
Applications are invited for filling up of one Post of Personal Assistant to Head of the Department in the Class II Scale of Pay of Rs. 40,000-1,40,000/- in V.O.Chidambaranar Port Authority by Transfer on Absorption/ Deputation method, from the eligible and willing officers of Major Port Authorities, 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 selection is by merit for which overall grading in the ACRs/APARs will not be below "Good".
3. 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 Personal Assistant to Head of the Department in the Class II Scale of Pay of Rs.40,000-1,40,000/- as per Recruitment Rules (**Annexure-I**). The application through proper channel may be sent in the prescribed Proforma enclosed as **Annexure-II** along with the following documents in an envelope, superscribing "Application for the Post of Personal Assistant to Head of the Department in V.O.Chidambaranar Port Authority, so as to reach to the Secretary, V.O.Chidambaranar Port Authority, Administrative Office, Harbour Estate, Tuticorin – 628 004, Tamilnadu on or before **25/12/2025**.
 - i. Copies of APARs for the last 5 years (2020-2021 to 2024-2025), attested by the 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. A statement showing year wise availability of APARs and grading duly signed by HoD or Secretary.
 - iii. Attested photocopies of all certificates and proof of educational qualification, present and past work experience in the respective Post and pay-scale wise, duly verified by the Port while forwarding the application to this Port.
 - iv. No objection certificate from the respective Port.

- v. Vigilance and Administrative Clearance of the concerned Port.
 - vi. Certificate to be given by Head of the Department, as per enclosed proforma as **Annexure III**.
 - vii. 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**.
 - viii. Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
 - ix. The veracity of the qualification certificates and the recognition of the degree obtained by the applicant may be ensured and certified.
 - x. Two passport size photographs.
4. 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. The crucial date for determining the eligibility criteria with regard to the qualification, experience, age etc will be **25/12/2025** in line with Ministry's guidelines vide letter No.A-29018/4/2018-PE-I dated 11/08/2021.
6. Circular along with annexures is also available on our website www.vocport.gov.in.
7. The said advertisement may be cancelled at any time without assigning any reason by the Competent Authority.
8. Incomplete application or application received after the due date will not be considered.

Encl: As stated above

Yours sincerely,


(S.P. Mohan Kumar)
Secretary

Copy to:

- 1. The Under Secretary to the Govt of India, (PHRD) Ministry of Ports, Shipping and Waterways - for information.
- 2. The Managing Director, Indian Port Association-for information

**PROPOSED AMENDED RECRUITMENT RULES FOR CLASS - II POST OF
GENERAL ADMINISTRATION DEPARTMENT**

Sl. No	Name of the post	No. of posts	Classification	Scale of pay	Whether Selection or Non-selection	Upper age limit for direct recruitment (in years)	Educational and other qualifications prescribed for direct recruitment
1	2	3	4	5	6	7	8
2	Personal Assistant to Head of Department	As approved by Ministry from time to time	Class II	Rs.40000-140000 (Rs.16400-40500 pre revised)	Selection	30 years	<u>Essential:</u> <u>1. Educational Qualifications:</u> (i) Pass in regular Plus Two or its equivalent from recognised Board of Studies; and (ii) A degree of a recognised university on regular pattern (OR) through correspondence. (iii) Minimum speed of 40 words per minute in English Typewriting; (iv) Minimum speed of 120 words per minute in English Shorthand. <u>Desirable:</u> Computer knowledge.

Whether (a) age (b) educational qualifications (c) experience 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 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	Two years	By promotion failing which by transfer on absorption/ deputation, failing both, by direct recruitment	(i) Promotion: (i) Senior Stenographer with three years regular service in the grade in the Port, failing which, Senior Stenographer with total five years regular service put together in the grades of Senior Stenographer and Junior Stenographer failing, Junior Stenographer with 6 years regular service in the grade in the port. (ii) Transfer on absorption/ deputation: Officers working in analogous/ equivalent cadres in Major Port Authorities with 5 years regular service and in possession of the qualifications as at Col.8.	(i) Dy. Chairman - Chairman (ii) Head of the Department in which the vacancy arises - Member (iii) HOD incharge of the Personnel - Member (iv) Representative of SC/ST & OBCs nominated by the Chairman - Member <u>Note :</u> For Common / Uncommon DPC / SSC (see Rule 12)



TAMIL NADU GOVERNMENT GAZETTE

PUBLISHED BY AUTHORITY

No. 26]

CHENNAI, WEDNESDAY, JUNE 26, 2024
Aani 12, Kurothi, Thiruvalluvar Aandu-2055

Part III—Section 2

Statutory Notifications and Orders issued by
Heads of Departments.

NOTIFICATIONS BY HEADS OF DEPARTMENTS, ETC.

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NOTIFICATIONS BY HEADS OF DEPARTMENTS, ETC.

V.O. CHIDAMBARANAR PORT AUTHORITY, TUTICORIN

RECRUITMENT RULES FOR THE POST OF PERSONAL ASSISTANT TO THE HEAD OF THE DEPARTMENT
(CLASS II)Amendment to the Schedule of V.O. Chidambaranar Port Authority Employees
(Recruitment, Seniority and Promotion) Regulations, 2024

(No. GADEST 10 ESTC(AMEN)/1/2024GAD/5508/D.2180)

No. SRO C-11/2024.

In exercise of the powers conferred by sub-section 2(i) of Section 72, of the Major Port Authorities Act, 2021, the Board of Major Port Authorities, V.O. Chidambaranar Port Authority hereby approves the revised manner of recruitment (Recruitment Rules) for Class II posts under Regulation 5 of Tuticorin Port Trust Employees (Recruitment, Seniority and Promotion) Regulations, 2013, as set out in the Schedule annexed to this Notification.

2. The said Recruitment Rules shall come into effect from the date of publication of this Notification in the *Tamil Nadu Government Gazette*.

SCHEDULE

In the said Schedule under Regulations, in the Recruitment Rules for the post of Personal Assistant to Head of the Department (Sl.No. 2) in General Administration Department, the existing provisions under Col. No. 12 shall be substituted by the following-

Col-12:

(i) Promotion:

Senior Stenographer with three years regular service in the grade in the Port, failing which, Senior Stenographer with total five years regular service put together in the grades of Senior Stenographer and Junior Stenographer failing which, Junior Stenographer with 6 years regular service in the grade in the port.

(ii) Transfer on Absorption/deputation:

Officers working in analogous/equivalent cadres in Major Port Authorities with 5 years regular service and in possession of the qualifications.

Foot Note: (1) The Schedule II annexed to the Tuticorin Port Trust Employees (Recruitment, Seniority and Promotions) Regulations, 2008 was published in the *Tamil Nadu Government Gazette* vide No. SRO C-6/2013, dated the 10th July, 2013.

(2) The Schedule II annexed to the Tuticorin Port Trust Employees (Recruitment, Seniority and Promotions) First Amendment Regulations, 2015 was published in the *Tamil Nadu Government Gazette* vide No. SRO C-18/2015, 15th July, 2015.

(3) The Schedule II annexed to the Tuticorin Port Trust Employees (Recruitment, Seniority and Promotions) Second Amendment Regulations, 2015 was published in the *Tamil Nadu Government Gazette* vide No. SRO C-22/2015, 14th August, 2015.

(4) The Schedule II annexed to the Tuticorin Port Trust Employees (Recruitment, Seniority and Promotions) Third Amendment Regulations, 2015 was published in the *Tamil Nadu Government Gazette* vide No. SRO C-10/2016, 5th May, 2016.

(5) The Schedule II annexed to the Tuticorin Port Trust Employees (Recruitment, Seniority and Promotions) Fourth Amendment Regulations, 2016 was published in the *Tamil Nadu Government Gazette* vide No. SRO C-18/2016, 14th September, 2016.

(6) The Schedule II annexed to the Tuticorin Port Trust Employees (Recruitment, Seniority and Promotions) Fifth Amendment Regulations, 2016 was published in the *Tamil Nadu Government Gazette* vide No. SRO C-25/2016, 23rd November, 2016.

(7) The Schedule II annexed to the Tuticorin Port Trust Employees (Recruitment, Seniority and Promotions) Sixth Amendment Regulations, 2016 was published in the *Tamil Nadu Government Gazette* vide No. SRO C-27/2016, 30th November, 2016.

(8) The Schedule II annexed to the Tuticorin Port Trust Employees Recruitment, Seniority and Promotions) Amendment Regulations, 2017 was published in the *Tamil Nadu Government Gazette* vide No.III (2)/10/2017, 3rd May, 2017.

(9) The Schedule annexed to the V.O.Chidambaranar Port Authority Employees (Recruitment, Seniority and Promotions) Amendment Regulations, 2022 was published in the *Tamil Nadu Government Gazette* vide No. SRO C-30/2022, 26th October, 2022.

Thoothukkudi,
21st June 2024.

ASHOKA KUMAR SAHU,
Secretary (In-charge),
V.O. Chidambaranar Port Authority.

PRINTED AND PUBLISHED BY THE COMMISSIONER OF STATIONERY AND PRINTING, CHENNAI
ON BEHALF OF THE GOVERNMENT OF TAMIL NADU

PROFORMA

Affix recent
passport
size photo

BIO-DATA

	Post applied for	:	
Advertisement No. _____ dated _____			
1.	Full Name (in block letters)	:	
2.	(a) Address for communication	:	
	(b) Telephone No./Mobile No.	:	
	(c) e-mail address	:	
3.	Date of birth	:	
4.	Age as on _____	:	
5.	Educational and Professional Qualifications	:	
		:	
		:	

6. Details of employment /experience in Chronological order: _____

Name of the organisation	Post held	Monthly Pay	From	To	Nature of Duties

7. Language Proficiency

Language	:	Speak	Read	Write
(i) English				
(ii) Tamil				
(iii) Hindi				

8.	Any other relevant information	:	
9.	Suitability for the Post	:	
10.	Enclosures	:	

Date:

(Signature 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 (2020-2021 to 2024-2025) are enclosed.

Date:

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.