**COCHIN PORT TRUST**

 **AN ISO – 9001: 2008**

**& ISPS COMPLIANT PORT**



**Willingdon Island, Cochin – 682 009**

Phone: +91 (484) 2582100 / 2582113

Fax: +91 (484) 2668163/2666512

secretary@cochinport.gov.in

www.cochinport.gov.in

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ADMINISTRATIVE OFFICE,

COCHIN- 682 009.

No.A9/Sr.PS to Chairman/2018/S Dated: 31.01.2020

To

The Secretary,

All Major Port Trusts.

Sir,

Sub:- Filling up of one post of Sr.PS to Chairman in Cochin Port Trust on absorption basis – reg.

**-----------------**

1. Applications are invited for filling up of 1 (one) No. of Class-I post Sr. PS to Chairman in the scale of pay of Rs.20600- 46500(Pre-revised Rs.10750-16750) under General Administration Department in Cochin Port Trust by **absorption method** from officers holding analogous posts or feeder posts of PS to Dy. Chairman/PS to Chairman in the scale of pay of Rs. 9100-15100 (Rev. Rs..20600-46500) with five years regular service in the grade in a Major Port. Recruitment Rules is attached as **Annexure-I** ).
2. Applications in the prescribed proforma **(Annexure-II)** from eligible and willing officers, who satisfy the provisions of Recruitment Rules for the post of Sr.P.S to Chairman may be forwarded through proper channel along with the following documents to the undersigned on or before **16.03.2020**.

1. Attested copies of ACRs of the applicant for the last 5 years.
2. Attested copies of certificates of academic qualification to prove eligibility.
3. No-Objection Certificate of the respective Port Trust.
4. An undertaking of the applicant not to withdraw, if selected.
5. Vigilance and Administrative clearance of the concerned Port in the Proforma prescribed by the Ministry (**Annexure-III**)
6. The veracity of the University Certificates and the recognition of the Degree obtained by the applicant may be ensured and certified.
7. The applications received through proper channel only will be considered. The applications received after the last date or without ACRs or otherwise incomplete will not be considered.

Yours faithfully,

Encls: As above. Sd/-

SECRETARY

**Annexure-I**

| Sl. No. | Name of Post | No. of Posts | Classification. | Scale of Pay. (Rs.) | Whether Selection or Non-Selection | Upper Age limit for Direct Recruitment (in yrs) | Educational and other Qualifications prescribed for Direct Recruitment. | Whether   1. Age 2. Educational Qualifications 3. Experience   for Direct Recruits will apply in the case of Promotion/Absorption/Deputation | Period of Probation,  (in yrs.) | 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. | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | 8 | **9** | **10** | **11** | **12** | **13** |
| 7 | Senior P.S to Chairman | 1 | Class I | 10750-300-16750 | Selection | 35 | Essential:   1. A Degree from a recognized University. 2. Proficiency in Stenography and Typewriting with a speed of 120/40 wpm respectively. 3. Knowledge of Computer Application. 4. Eightyears experience as Stenographer/P.A in an Industrial/Commercial/ Govt. undertaking. | 1. No. 2. Yes 3. No. | 2 years | By Promotion failing which Absorption/Deputation, failing both by Direct Recruitment. | Promotion from P.S to Dy. Chairman/ P.S. to Chairman in the pay scale of Rs. 9100-15100 with five years regular service in the grade failing which from P.S to Dy. Chairman/P.S. to Chairman with two years regular service in the scale of pay of Rs.9100-15100 and a combined regular service of eight years in the scales of pay of Rs. 9100-15100 and Rs. 8600-14600 .  Absorption/deputation will be of officers holding analogous posts or feeder posts with five years regular service in the grade in a Major Port. |  |

**Annexure-II**

**P R O F O R M A**

|  |
| --- |
| Affix passport size Photograph |

1. Name of the Officer :
2. Address for Communication :
3. Date of Birth :
4. Whether belongs to SC/ST :
5. Present post with basic pay and :

scale of pay

1. Experience :
2. Educational and other qualifications :
3. Date of Retirement
4. Any other point required to be indicated :

In the event of selection to the above post, I will not withdraw and undertake to accept the appointment/posting.

Place:

Date: (SIGNATURE OF THE APPLICANT)

CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE OF THE APPLICANT

1. It is certified that the particulars furnished by the officer, are correct and he/she fulfills the eligibility criteria.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. His/her integrity is certified.
4. It is certified that no major/minor penalties have been imposed on the Officer during the last 10 years.
5. Attested copies of ACRs for the last 5 years are attached.
6. The veracity of the academic qualification is certified.

**SIGNATURE OF THE FORWARDING AUTHORITY**

**ALONG WITH OFFICE SEAL**

**Annexure-III**

For cases sent to the Ministry or other Ports

Particulars of the officer for whom vigilance Comments/clearance is being sought

(All relevant items, except 8 & 9, to be furnished by the HOD)

1. Name of the 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

1. Positions held (during the ten preceding years):

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No | Designation & Place of Posting | From | To |
|  |  |  |  |

1. Whether the officer has been :

Placed on the “Agreed List” or “List of

officers of Doubtful Integrity”. (If yes,

details to be given)

1. Whether any allegation of misconduct :

involving vigilance angle was examined

against the officer during the last 10 years

and if so, with what result.(\*)

1. 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 (\*)

1. Is any disciplinary / criminal proceedings :

Or chargesheet pending against the

Officer as on date. (If so, details to be furnished –

Including reference no., if any, of the Commission)

1. 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.