

**COCHIN PORT AUTHORITY**

ADMINISTRATIVE OFFICE,  
COCHIN-9

No.A9/DPC/Class I & II/EDP/2020/S

Dated: 21.11.2022

To

The Secretary,  
All Major Ports

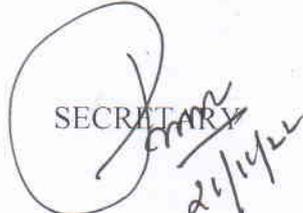
Sir,

Sub:- Filling up the post of Deputy Director(EDP) in Cochin Port Authority on Absorption/Deputation method- reg.

1. Applications are invited for filling up of 1 (one) post of Deputy Director(EDP) in the scale of pay of Rs. 50000-160000(Pre.Rev Rs.10750-16750) under Finance Department in Cochin Port by Absorption/deputation method from Officers holding analogous posts or Assistant Director (EDP)/Assistant Director (Research) and other equivalent posts in the scale of pay of Rs 9100-15100 with 5 years regular service in the grade in EDP/P&R Division in a Major Port Trust subject to having prescribed qualification as per RR. Recruitment Rule attached as **Annexure-I**.
2. Applications in the prescribed format (**Annexure-II**) from eligible and willing officers, who satisfy the provisions of Recruitment Rules for the post of Dy. Director(EDP) may be forwarded through proper channel along with the following documents so as to reach this office on or before **13.01.2023**
  - (1) Attested copies of ACRs/APARs 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.
  - (4) Two recent passport size colour photographs in a sealed envelope.
  - (5) An undertaking of the applicant not to withdraw his candidature, if selected.
  - (6) Vigilance and Administrative clearance of the concerned Port in Proforma prescribed by the Ministry (**Annexure-III**).
  - (7) The veracity of the University Certificates produced by the applicants and the recognition of the Degree obtained by the applicant must be ensured and certified.
3. The crucial date for determining the eligibility criteria as regards qualification, experience etc. will be as on the last date prescribed for receipt of applications.
4. The applications received through proper channel only will be entertained. The applications received after the last date or without ACRs/APARs and other requisite documents or otherwise incomplete will not be considered.
5. Circular along with annexures is also available on our website [www.cochinport.gov.in](http://www.cochinport.gov.in).

Yours faithfully,

Encl: As stated.

  
SECRETARY  
21/11/22

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 (a) Age (b) Educational Qualifications (c) 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	Deputy Director (EDP)	2	Class-I	10750-300-16750	Selection	35	Essential: (i) Degree in Computer Engineering/ Computer Science from a recognized University/Institution. Or Degree in Mathematics/ Statistics/ Operational Research/ Economics with P.G Diploma in Computer Applications/ Computer Science/ I.T from a recognized University/ Institution. Or Degree in Engineering with P.G Diploma in Computer Applications/Computer Science/ I.T from a recognized University/ Institution. (ii) Five years experience in Programming/ Electronic Data Processing/ System Design & Analysis and related fields <i>Desirable</i> (i) Post Graduate Degree in Maths/Statistics/Operational research/ Economics or Post Graduate Degree in Computer Science or Computer Engineering or Systems or Information Systems or MIS or I.T or Computer application or Business Admn. (PG Degree/ Diploma) with specialization in systems or Information systems or MIS or Information Technology and allied subjects from a recognized University/ Institution	(a) Yes, but in the case of incumbents holding the post of Asst. Director (EDP) on regular basis as on the 28 <sup>th</sup> October, 2010, degree in any discipline with postgraduate degree or diploma in Computer Applications or Computer Science or Information Technology from a recognised University or institution will suffice (b) No (c) No]	Two	By Promotion failing which, by Absorption/Deputation failing both by Direct Recruitment	Promotion from Asst. Director (EDP) in the scale of pay of Rs.9100-15100 with five years regular service in the grade failing which Asst. Director (EDP) in the scale of pay of Rs.9100-15100 with two years regular service in the grade and a combined regular service of eight years in the scales of pay of Rs.9100-15100 and Rs.8500-14600 in the respective discipline of EDP/P&R Div.	Absorption/deputation will be of Officers holding analogous posts or Assistant Director (EDP)/Assistant Director (Research) and other equivalent posts in the scale of pay of Rs. 9100-15100 with 5 years regular service in the grade in EDP/P&R Division in a Major Port Trust.	

APPLICATION FOR THE POST OF DY.DIRECTOR(EDP) ON  
ANSORPTION / DEPUTATION BASIS

Affix passport  
size Photograph

1. Name of the Officer :
2. (a)Address for Communication  
(b)Telephone no/Mobile no.  
© E-mail address :
3. Date of Birth
4. Dated of Retirement :
5. Whether belongs to SC/ST/OBC/UR :
6. Present post with scale of pay
7. Date of continuous appointment  
in the present post :

8. Educational and other qualifications:-

Exam/Degree	Year of passing	Name of instt./ Board/University	Class and percentage obtained	Special subjects

9. Details of qualifying service:

Name of posts & organization	Post held & scale of pay	From	To	Nature of duties

10. Any other point required to be indicated
11. Declaration

I hereby, solemnly declare that all statements made in the above proforma are true and correct to the best of my knowledge and belief. 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

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
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 chargesheet 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)(\*)
- \* 13. Whether the officer/Official has submitted his/her :  
Annual Immovable property return of the previous :  
Year as required under Rule 18 of the :  
CCS (Conduct) Rules, 1964 within the prescribed limit.
14. Details of complaint pending against the official :  
as on dated :

Date

(Name &amp; Signature)

(\* ) If vigilance clearance had been obtained from the Ministry/CVC in the past, the information may be provided for the period thereafter.