

APPLICATION FOR THE POST OF SECRETARY, COCHIN PORT TRUST

ON DEPUTATION BASIS

Applications are invited for filling up the post of Secretary in the scale of pay of Rs.43200-66000 (Pre-revised Rs. 18500-23900) in Cochin Port Trust on deputation basis from officers holding analogous posts or post of Senior Dy. Secretary and equivalent posts in the GAD/HRD in the scale of pay of Rs. 32900- 58000 (Pre-revised- Rs. 16000-20800) and above, with three years regular service in the grade in Govt./Semi Govt./PSUs or Autonomous bodies. Recruitment Rules attached as **(Annexure-I)**. Normally the period of deputation will be for three years.

Applications in the prescribed format **(Annexure-II)** from eligible and willing officers, who satisfy the provisions of recruitment rules for the post of Secretary, may be forwarded through the employer along with the following documents so as to reach this office on or before 12.12.2014.

1. Attested copies of ACRs of the applicant for the last 5 years (Attested by an Officer not below the rank of Dy. HOD on each page).
2. Attested copies of certificates of academic qualification & experience to prove eligibility.
3. No-Objection Certificate of the respective organization.
4. An undertaking of the applicant not to withdraw, if selected.
5. Vigilance and Administrative clearance of the concerned organization in the Proforma prescribed by the Ministry **(Annexure-III)**.

The applicant from Non-Port Sector should substantiate the equivalence of his/her pay scale to the requisite pay scale to prove the eligibility. The Veracity of the University Certificates produced by the applicants and the recognition of the degree obtained by the applicant may be certified by the concerned organization.

The applications received through proper channel only will be entertained. The applications received after the last date or without ACRs or otherwise incomplete will not be considered.

Encls: As above.

28.10.2014

Sd/-

Secretary

Phone: 0484-2582105

PROFORMA

Affix
passport
size
Photograph

1. Name :
2. Date of birth :
3. Present post held along with the details of earlier post held in chronological order :
4. Whether belongs to SC/ST :
5. Present pay and pay scales of the post indicating detailed break up of emoluments:
6. Service to which the officer belong :
7. Educational Qualifications :
8. Other Qualifications :
9. Experience :
10. Date of retirement :
11. Address for communication with Telephone number :
12. Any other points required to be mentioned :

Place:

Date :

(SIGNATURE OF THE APPLICANT)

CERTIFICATE BY HEAD OF OFFICE OF THE APPLICANT

1. It is certified that the particulars furnished by the applicant Shri/Smt.....are correct.
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.

SIGNATURE OF THE HEAD OF OFFICE

ALONGWITH 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)(*):

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.

COCHIN PORT TRUST

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
5	Secretary (Category II Ports)	1	Class I HOD	18500-450-23900	Selection	45	<p>Essential:</p> <p>(i) A Degree from a recognized university.</p> <p>(ii) 15 years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/Commercial/Govt. Undertaking.</p> <p>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.</p>	a). No b). Yes c). No	NA	By absorption through composite method failing which by deputation and failing both by direct recruitment.	For absorption through composite method, Officers holding analogous posts or Officers holding posts in the scale of pay of Rs. 17500-22300 with two years regular service in the grade or officers holding posts in the scale of pay of Rs.16000-20800 with three years regular service in the grade in the GAD/Human Resources Development Dept. of a Major Port Trust will be eligible. For Deputation, Officers holding analogous posts or post of Senior Dy. Secretary and equivalent posts in the GAD/HRD in the scale of pay of Rs.16000-20800 and above with three yrs. regular service in the grade in Govt./Semi Govt./PSUs or Autonomous bodies will be eligible. The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "very good".	