

COCHIN PORT TRUST
W/ISLAND, COCHIN –682009, KERALA STATE, INDIA,

Ph: 0484-2582113

Website: www.cochinport.gov.in

Recruitment of SECRETARIAL ASSISTANT on contract basis.

Applications are invited from qualified candidates for appointment to the post of **Secretarial Assistant** in Cochin Port Trust on contract basis for a period of one year on a consolidated pay of Rs.18000/- per month.

- No. of vacancies** : Three (3) posts on Contract basis.
- Essential Qualification & Experience** : i) Degree of a University
ii) Typewriting English(Higher) and
Shorthand English (Lower).
- Upper Age Limit** : 35 years.

Applications should be submitted as per the proforma attached along with attested copies of the documents to prove date of birth, qualification, experience etc.

Candidates will be considered for written test and/or interview subject to fulfillment of eligibility criteria specified above. The Port Trust reserves the right to shortlist the applicants based on merit for written test/interview.

The applications should reach THE SECRETARY, COCHIN PORT TRUST, COCHIN – 682 009, on or before 25.05.2017, which shall be the crucial date for determining the age, qualification and experience

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Date :29.04.2017

Sd/-

SECRETARY

**APPLICATION FOR THE POST OF SECRETARIAL ASSISTANT ON
CONTRACT BASIS IN COCHIN PORT TRUST**

1. Name :
2. Father's Name :
3. Age & Date of birth :
4. Gender :
5. Marital Status :
6. Religion & Caste :
7. Whether belongs to SC/ST/OBC/PH :
8. Address & Phone No./e-mail id :
9. Educational Qualification :

Sl. No.	Educational Qualification	University/Institution	Year & Month of Passing	Percentage of Marks/Grade	Remarks

* Attested copies of Mark list and Certificate to be attached.

10. Experience if any:

Sl. No.	Designation & Nature of Work	Name of Organization	Period of service

11. Other Achievements :

- a)
- b)

I hereby declare that the information furnished above is true to the best of my knowledge and belief and assure that I have attached attested copies of the documents to prove date of birth, qualification, experience etc.

Place:

Date :

(SIGNATURE OF THE APPLICANT)