

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

Ph: 0484-2582113

Website: www.cochinport.gov.in

Recruitment of ASSISTANT SECRETARY GR.I on regular basis

Applications are invited from qualified candidates for appointment to the post of **Assistant Secretary Gr.I** (Class-I) in Cochin Port Trust, in the scale of pay Rs. 20600-46500, on regular basis.

No. of vacancies : 1 (One) – UR

Essential Qualification & Experience : **Essential**
(i) A Degree from a recognized university.

Desirable

(i) Post Graduate Degree/Diploma in Personnel Management/Industrial Relations/ Social Work/Labour Welfare or allied subjects or Degree in Law from recognized University/ Institution

(ii) Two years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/ Commercial/ Govt. Undertaking.

Upper Age Limit : 30 years

Age relaxation will be applicable as per rules. Applications should be submitted as per the proforma given below along with attested copies of the documents to prove date of birth, caste, qualification, experience etc. Those who are presently employed should apply through proper channel.

Candidates from Cochin Port Trust can also apply, provided they fulfill the Recruitment Rules. Age limit in such cases will not apply.

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

The Cochin Port Trust Employees' (Recruitment, Seniority & Promotion) Regulations which contain detailed Recruitment Rules and other details is hosted in the website of Cochin Port.

The applications should reach THE SECRETARY, COCHIN PORT TRUST, COCHIN – 682 009, on or before 24.08.2017, which shall be the crucial date for determining the qualification, experience and age.

Date :24.07.2017

Sd/-

SECRETARY

APPLICATION FOR THE POST OF ASSISTANT SECRETARY GR.I IN COCHIN PORT TRUST

Affix passport size Photograph

1. Name in full (Block letters) :
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 Marklist and Certificate to be attached.

10. Details of experience in Executive Cadre/Officer Cadre:

Sl. No.	Designation & Nature of Work	Name of Organization	Whether Industrial/ Commercial/Govt. Undertaking	Period of service

* Certificates of Executive Experience from the organizations where the candidate has worked, to be given in the format below.

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, caste, qualification & experience.

Place:

Date :

(SIGNATURE OF THE APPLICANT)

CERTIFICATE TO BE GIVEN BY THE EMPLOYER OF INDUSTRIAL/COMMERCIAL/
GOVT.UNDER TAKING

It is certified that the applicant Sri/Smt.....has.....years'
experience in relevant discipline.....in.....
(Name of organization).

SIGNATURE OF THE EMPLOYER

ALONGWITH OFFICE SEAL OF THE ORGANISATION

