



COCHIN PORT TRUST
Willington Island, Cochin – 682 009
Phone: +91 (484) 2582006 / 2582119
Fax: +91 (484) 2668163/2666512
board@cochinport.gov.in
www.cochinport.gov.in



ADMINISTRATIVE OFFICE
Cochin-9.

No.A9/Secretary/CoPT/2017-S

Dated: 27.10.2017

Sub:- Filling up the post of Secretary in Cochin Port Trust.

The post of Secretary in the scale of pay of Rs.43200-66000 in Cochin Port Trust will fall vacant w.e.f. 16.04.2018.

2. The post is to be filled by absorption through composite method from officers holding analogous posts or officers holding posts in the scale of pay of RS.17500-22300 (Revised Rs.36600-62000) with two years regular service in the grade or Officers holding posts in the scale of pay of Rs.16000-20800 (revised Rs.32900-58000) with three years regular service in the grade in the GAD/Human Resources Development Dept. of a Major Port Trust as per the Recruitment Rules (Annexure-I). The requisite educational & other qualifications prescribed as per Recruitment Rules are:-

Essential : A Degree from a recognized University

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.

The selection is by merit for which the benchmark in overall grading in the ACRs will not be below “Very Good”.

3. Applications are invited from eligible and willing officers from all Major Port Trusts, possessing the prescribed qualifications, experience and others conditions as per the aforesaid Recruitment Rules.

4. The applications may be submitted through ‘Online Application Portal (OAP) of the Ministry of Shipping. A printout of the Online filled up application should be sent through proper channel along with the following documents in an envelope, superscribing “Application for the post of Secretary in Cochin Port Trust” to THE SECRETARY, COCHIN PORT TRUST, COCHIN– 682 009, on or before 26.12.2017, which shall be the crucial date for determining the qualification, experience and age.

1. Attested copies of ACRs of the applicant for the last 5 years (01.04.2012 to 31.03.2017) (Attested by an Officer not below the rank of Dy. HOD on each page).
2. A statement showing year-wise availability of ACRs and grading duly signed by the Dy. Chairman/Chairman. If the ACR of a particular period during the last 5 years is not available, “No Report Certificate” may be furnished.
3. Attested copies of Certificates of academic qualifications & experience to prove eligibility.
4. No-Objection Certificate of the respective Ports.
5. An undertaking of the applicant not to withdraw, if selected.
6. Certificate by Head of office of the applicant (Annexure-II)
7. Vigilance and Administrative Clearance of the concerned organization in the Proforma prescribed by the Ministry (Annexure-III).

8. Two recent passport size photographs in a sealed envelope.
9. The Veracity of the University Certificates produced by the applicants and the recognition of the degree obtained by the applicant may be ensured and certified by the concerned Port.

How to apply

- a) Eligible and willing Officers are requested to apply online in the “Online Application Portal (OAP)’ of the Ministry of shipping (<http://onlinevacancy.shipmin.nic.in>). The applicant has to register in the online Application Portal.
- b) A printout of the filled up application along with the requisite documents as mentioned above (Sl. No. 1 to 9) may be sent to the Secretary, Cochin Port Trust, Willingdon Island, Cochin-682 009 through proper channel before the due date of receipt of applications.
- c) The applications which are received after due date/not sent through proper channel will not be considered. The last date of receipt of applications is 26-12-2017.

Sd/-
SECRETARY
Phone: 0484-2582113

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 (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	<u>Essential :</u> (i) A Degree from a recognized university. (ii) 15 years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/Commercial/Govt. Undertaking. <u>Desirable:</u> 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.	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".	

Annexure-II

CERTIFICATE BY HEAD OF OFFICE OF THE APPLICANT

1. It is certified that the particulars furnished by the applicant Shri.....
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 is attached.

**SIGNATURE OF THE CHAIRMAN
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.