



COCHIN PORT TRUST

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No.A9/Sr.Dy. Secy/CoPT/2018-S

Dated: 02.06.2018

To

The Chairman,
All Major Port Trusts

Sir,

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

Applications are invited for filling up the post of Senior Deputy Secretary in the scale of pay of Rs.32900-58000 at Cochin Port Trust by absorption through composite method from officers holding analogous posts OR the post of Dy. Secretary and equivalent posts in respective discipline of General Admn. Dept. in the scale of pay of Rs. 13000-18250 (Revised Rs. 24900-50500), with three years regular service in the grade in a Major Port Trust OR Dy. Secretary and equivalent posts in respective discipline of General Admn. Dept. with two years regular service in the grade AND a combined regular service of seven years in the scales of pay of Rs. 10750-16750 (Revised Rs. 20600-46500) and Rs. 13000-18250 (Revised Rs. 24900-50500) in the respective discipline of the General Admn. Dept. in a Major Port Trust. Recruitment Rules attached as **Annexure-I**.

Applications in the prescribed format (**Annexure-II**) from eligible and willing officers, who satisfy the provisions of recruitment rules for the post of Senior Deputy Secretary, may be forwarded along with the following documents so as to reach this office on or before **16.07.2018**.

1. Attested copies of ACRs of the applicant for the last 5 years
2. Attested copies of all certificates.
3. No-Objection Certificate of the respective Ports.
4. An undertaking of the applicant not to withdraw, if selected.
5. Vigilance and Administrative clearance of the concerned Port in the Proforma prescribed by the Ministry (**Annexure-III**).

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.

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.

Yours faithfully,

Sd/-

C. PREMAKUMARI

Secretary

Phone: 0484-2666412

Affix passport size Photograph

PROFORMA

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 Administrative and 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 DY. CHAIRMAN/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.

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
4	Senior Deputy Secretary	1	Class I	16000-400-20800	Selection	42	<p><u>Essential</u> :</p> <p>(i) A Degree from a recognized university.</p> <p>(ii) 12 years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/Commercial/Govt. Undertaking.</p> <p><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</p>	a). No b). Yes c). No.	NA	By absorption through composite method failing by deputation from other Govt. organisations and failing both by direct recruitment .	For absorption through composite method, Officers holding analogous posts or the post of Dy. Secretary and equivalent posts in the respective discipline of General Admn. Dept. in the scale of pay of Rs. 13000-18250 with three years regular service in the grade in a Major Port Trust OR Dy. Secretary and equivalent posts in respective discipline of General Admn. Dept. with two years regular service in the grade AND a combined regular service of seven years in the scales of pay of Rs. 10750-16750 and Rs. 13000-18250 in the respective discipline of the General Admn. Dept. in a Major Port Trust will be eligible. For deputation, Officers holding analogous posts or post of Dy. Secretary and equivalent posts in the respective discipline of General Admn. Dept. in the pay scale of Rs. 13000-18250 in Govt. / Semi Govt./PSUs or	

							University/ Institution.					Autonomous Bodies with three years regular service in the grade will be eligible. The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "Very Good".	
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