COCHIN PORT TRUST

ADMINISTRATIVE OFFICE KOCHI – 682 009, Dated:09.06.2020.

No. A10/501/2020/S

CIRCULAR

Sub:- Filling up vacant post of Steno Gr-II in the Scale of Pay of Rs. 27400-70500 (Pre-Revised 17700-44600)- Reg.

Applications are invited from the eligible candidates for filling up the vacant posts of Steno Gr-II in the Scale of Pay of Rs. 27400-70500 (Pre-Revised 17700-44600).

: 2 (UR)

No. of Vacancies

As per the Recruitment Rule (R.R), the post is to be filled up by promotion by selection from L.D.Clerks in the scale of pay of Rs.25200-59600 who opt for the cadre of stenographers and the essential qualification is Degree of a University, Typewriting English (H) & Shorthand (L).

Eligible candidates who are willing to be considered for the above post may apply in writing through proper channel. HoDs are requested to forward the eligible applications duly verified and certified on or before 26.06.2020. Applications received after the date will not be considered.

The candidates selected will have to exercise an option to get absorbed in the cadre of stenographers and the option once exercised would be treated as final and cannot be revoked subsequently.

Encl: R.R

SR.DY.SECRETARY

Copy to: - All Heads of Departments, CoPT.

The Chief Vigilance Officer, CoPT.

" All Divisional Officers, CoPT through concerned HoD.

" The Sr.PS to Chairman / PS to Dy. Chairman / PA to Secretary

" All Sections of GAD & Notice Board.

1	The state of the s
In case of Promotion/Absorption/ Deputation, grades from which it should be made.	Promotion by selection from L.D.Clerks in the scale of pay of Rs 16300 - 38200 who opt for the cadre of Stenographers, failing which by direct recruitment.
Method of recruitment (whether by Direct Recruitment or by Promotion /Absorption/ Deputation)	By Promotion failing which by Direct Recruitment
Period of Probation (in yrs.)	2 years for Direct Recruitment
Whether (a) Age (b) Educational qualifications (c) Experience for Direct Recruits will apply in the case of Promotion/ Absorption/Deputation 8	(a) Age: No (b) Qffn: Yes (c) Exp: N.A
Educational and other Qualifications prescribed for Direct Recruitment.	Degree of a University, Typewriting English (H), Shorthand (L)
Upper Age limit for Direct Recruit ment (in yrs) 6	3
Whether Selection or Non- Selection 5	Selection
Scale of Pay. (Rs.)	44600
Classific ation.	Class-III
Name of post	Steno Gr.II

2,