

## COCHIN PORT TRUST

Administrative Office,  
Cochin-682 009

No.A9/DPC/Class I & II/EDP/2016/S

Dated: 13.07.2020

To

The Secretary,  
All Major Port Trusts.

Sir,

Sub:- Filling up the post of Deputy Director(EDP) in Cochin Port Trust on absorption method- reg.

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1. Applications are invited for filling up of 1 (one) post Deputy Director(EDP) in the scale of pay of Rs. 50000-160000(Pre.Rev Rs.10750-16750) under Finance Department in Cochin Port Trust by **absorption method** from Officers holding analogous posts or Assistant Director (EDP)/Assistant Director (Research) and other equivalent posts in the scale of pay of Rs 9100-15100 with 5 years regular service in the grade in EDP/P&R Division in a Major Port Trust subject to having prescribed qualification as per RR. Recruitment Rule attached as **Annexure-I**.
2. Applications in the prescribed format (**Annexure-II**) from eligible and willing officers, who satisfy the provisions of Recruitment Rules for the post of Dy. Director(EDP) may be forwarded through proper channel along with the following documents so as to reach this office on or before **01.09.2020**.
  1. Attested copies of ACRs of the applicant for the last 5 years.
  2. Attested copies of certificates of academic qualification to prove eligibility.
  3. No-Objection Certificate of the respective Port Trust.
  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**).
  6. The veracity of the University Certificates and the recognition of the Degree obtained by the applicant may be ensured and certified.
3. The applications received through proper channel only will be considered. The applications received after the last date or without ACRs or otherwise incomplete will not be considered.

Yours faithfully,

Encls: As Above

Sd/-

SECRETARY

APPLICATION FOR THE POST OF DY DIRECTOR(EDP)  
IN COCHIN PORT TRUST

**Annexure-II**

Affix passport size  
Photograph

1. Name of the Officer :
2. Address for Communication :
3. Date of Birth :
4. Whether belongs to SC/ST :
5. Present post with basic pay and scale of pay :
6. Experience :
7. Educational and other qualifications :
8. Date of Retirement
9. Any other point required to be indicated :

In the event of selection to the above post, I will not withdraw and undertake to accept the appointment/posting.

Place:

Date:

(SIGNATURE OF THE APPLICANT)

**CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE OF THE APPLICANT**

1. It is certified that the particulars furnished by the officer, are correct and he/she fulfills the eligibility criteria.
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 are attached.
6. The veracity of the academic qualification is certified.

SIGNATURE OF THE FORWARDING AUTHORITY  
ALONG WITH 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 &amp; Signature)

(\* ) If vigilance clearance had been obtained from the Ministry/CVC in the past, the information may be provided for the period thereafter.

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
7	Deputy Director (EDP)	2	Class-I	10750-300-16750	Selection	35	<p>Essential:</p> <p>(i) Degree in Computer Engineering/ Computer Science from a recognized University/Institution.</p> <p>Or</p> <p><b>Degree in Mathematics/ Statistics/ Operational Research/ Economics with P.G Diploma in Computer Applications/ Computer Science/ I.T from a recognized University/ Institution.</b></p> <p>Or</p> <p><b>Degree in Engineering with P.G Diploma in Computer applications/Computer Science/ I.T from a recognized University / Institution.</b></p> <p>(ii) Five years experience in Programming/ Electronic Data Processing/ System Design &amp; Analysis and related fields.</p> <p><b>Desirable</b></p> <p>(i) Post Graduate Degree in Maths/Statistics/Operational research/ Economics or Post Graduate Degree in Computer Science or Computer Engineering or Systems or Information Systems or MIS or I.T or Computer application or Business Admn. (PG Degree/ Diploma) with specialization in systems or Information systems or MIS or Information Technology and allied subjects from a recognized University/ Institution</p>	<p><sup>1</sup>[(a) No (b) Yes, but in the case of incumbents holding the post of Asst. Director (EDP) on regular basis as on the 28<sup>th</sup> October, 2010, degree in any discipline with postgraduate degree or diploma in Computer Applications or Computer Science or Information Technology from a recognised University or institution will suffice (c) No]</p>	Two	By Promotion failing which by Absorption/Deputation failing both by Direct Recruitment.	<p>Promotion from Asst. Director (EDP) in the scale of pay of Rs.9100-15100 with five years regular service in the grade failing which Asst. Director (EDP) in the scale of pay of Rs.9100-15100 with two years regular service in the grade and a combined regular service of eight years in the scales of pay of Rs.9100-15100 and Rs.8600-14600 in the respective discipline of EDP/P&amp;R Div.</p> <p>Absorption/deputation will be of Officers holding analogous posts or Assistant Director (EDP)/Assistant Director (Research) and other equivalent posts in the scale of pay of Rs 9100-15100 with 5 years regular service in the grade in EDP/P&amp;R Division in a Major Port Trust.</p>	

<sup>1</sup> Substituted w.e.f. 25-03-2019 vide Ministry of Shipping Notification No. PR-12012/3/2018-PE-I published in the Gazette of India under G.S.R. 235(E) dated 25-03-2019