

ADMINISTRATIVE OFFICE  
COCHIN – 682 009.

No. A9/Sr.Deputy Secy/CoPA/2023-S

Dated: 18.04.2023

To

The Chairperson,  
All Major Port Authorities

Sir,

Sub:-Filling up the post of Senior Deputy Secretary in Cochin Port Authority by  
absorption through composite method.

The post of Senior Deputy Secretary in the scale of pay of Rs.80000-220000 in Cochin Port Authority has fallen vacant w.e.f. 01.04.2023. Accordingly, applications are invited for filling up the post of Sr. Dy. Secretary, in the scale of pay of Rs. 80,000-2,20,000 in Cochin Port Authority by absorption through composite method from amongst the officers of Major Port Authorities. Copy of Recruitment Rule is at **Annexure-I**.

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

3. Applications in the prescribed format (**Annexure-II**) from eligible and willing officers who satisfy the provision of RR for the post of Sr. Dy. Secretary, may be forwarded through proper channel with the following documents so as to reach on or before **05.06.2023**, which shall be crucial date for determining the qualification and experience.

(a) Attested copies of Annual Performance Appraisal Reports (APARs/ACRs) of the applicant for the last 5 years (2017-18 to 2021-22)

(b) A statement showing year-wise availability of APARs/ ACRs and grading duly signed by the HoD/Secretary.. If APAR for a particular period during the last 5 years is not available, “No Report Certificate” may be furnished along with the APARs of preceding years.

(c) Attested copies of Certificates of academic qualification to prove eligibility.

(d) No-Objection certificate of the concerned Port.

(e) Certificate by Head of Office of the applicant as per the format.

(f) An undertaking of the applicant not to withdraw his/her candidature, if selected. Officials, who withdraw his/her candidature for the Post after his/her selection by the Services Selection Committee, will be liable for debarment from future selection to Dy. HOD level posts in all Major Ports for a period of two years as per the instructions issued by the MoPS&W vide A-29018/4/2018-PE-I dated 11.08.2021.



(g) Vigilance clearance certificate in the Proforma prescribed by the Ministry (**Annexure-III**). If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application.

(h) The Veracity of the University Certificates produced by the applicants and the recognition of the degree obtained by the applicant shall be ensured and certified by the concerned officer of the Port.

(i) Two recent passport size photographs in a sealed envelope.

(j) The details of the applicant, length of service in feeder grade posts with pay scales, final APAR grading and eligibility position may be confirmed and clearly indicated by the Ports.

4. The applications received through proper channel only will be entertained. The applications received after the last date or without ACRs/APARs and other requisite documents or otherwise in complete will not be considered. In case of receipt of advance copy of application in respect of any applicant by the Port, his/her candidature will not be considered if the application is not received through proper channel within 15 days of last date of receipt of applications.

5. The circular along with annexures is also available on Cochin Port website [www.cochinport.gov.in](http://www.cochinport.gov.in).

Encl: As stated.

Yours faithfully,

  
SECRETARY+1/c

Sl. No.	Name of Post	No. of Posts	Classification	Scale of Pay. (Rs.)	Whether Selection or Non-Selection	Upper Age Limit for Direct Recruit (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
		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 University/ Institution.</p>	<p>(a) No.</p> <p>(b) Yes</p> <p>(c) No.</p>	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 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".	



**Annexure-II****APPLICATION FORM**

Affix passport size Photograph
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Post applied for :

1. Full Name (in block letters) :
2. (a)Address for Communication  
(b)Telephone no/Mobile no.  
(c)E-mail address :
3. Date of Birth
4. Dated of Retirement :
5. Whether belongs to SC/ST/OBC/UR :
6. Present post with scale of pay
7. Date of continuous regular appointment :  
in the present post
8. Educational and other qualifications:-

Examination	University	Year of passing	Class and percentage obtained	Subjects

9. Details of fulfilling qualifying service in the feeder grade :

Name of posts & organization	Post held & scale of pay	From	To	Nature of duties
	Rs.80,000-2,20,000 (Pre-Revised Rs.32900-58,000)			
	Rs.60,000-1,80,000/- (Pre-revised Rs.24,900-50,500/-)			
	Rs.50,000-1,60,000 (Pre-Revised Rs.20,600-46,500/- (equivalent to Rs.10750-16750/-)			
	Rs.50,000-1,60,000 (Pre-Revised Rs.20,600-46,500/- (equivalent to Rs.9100-15100/-)			

Note: (1) The above columns shall be clearly filled in

(2) pay scale granted as financial upgradation under Modified Assured Career Progression Scheme (MACPS) should not be indicated as it is not a regular service in the grade.

10. Details of Employment/Experience in chronological order

Name of the Organization	Posts held	Scale of Pay	From	To	Nature of Duties

11. Languages knows

(Read, Write and Speak)

12. Any other information desired to be furnished :

I do hereby, declare that the particulars furnished above by me are true to the best of my knowledge and belief. In the even of any information being found to be false or incorrect, my candidature/appointment may be cancelled/terminated without any notice. In the event of my selection to the above post, I will not withdraw my candidature 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

**Annexure-III**

**Particulars of the officer for whom vigilance Comments/clearance is being sought  
(To be furnished and Signed by the CVO or HOD)**

1. Name of the Official (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 official belongs :  
Including batch/year cadre etc,  
wherever applicable
7. Positions held (during the ten preceding years) :

Sl No	Organization (Name in full)	Designation & Place of Posting	Administrative/nodal Ministry/Deptt. Concerned (in case of officers of PSU etc.)	From	To

8. Whether the official 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 official during the last 10 years and if so, with what result.(\*):
10. Whether any punishment was awarded to the official during the last 10 years and if so, the date of imposition and details of the penalty (\*):
11. Is any disciplinary / criminal proceedings or charge sheet pending against the Official as on date. (If so, details to be furnished – Including reference no., if any, of the Commission) :
12. Is any action contemplated against the official as on date. (If so, details to be furnished)(\*):
13. Whether the officer/Official has submitted his/her Annual Immovable property return of the previous Year as required under Rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed limit :
14. Details of complaint pending against the official as on dated :

Date:

(Name & Signature)

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