

ADMINISTRATIVE OFFICE,
COCHIN-9

Dated: 18.12.2023

No.A9/DS & Sr.AS/2018-S

To

The Secretary,
All Major Port Authorities

Sir,

Sub:- Filling up the post of Deputy Secretary in Cochin Port Authority
on Absorption method- reg.

1. Applications are invited for filling up of 1 (one) post of Deputy Secretary in the scale of pay of Rs. 60000-180000 under Genl.Admn. Department in Cochin Port Authority by Absorption method from officers holding analogous posts or post of Senior Asst.Secretary/ Sr.Asst.Secretary(PR)/ Sr.Welfare Officer/ Sr.Asst.Estate Manager in the scale of pay of Rs.10750-16750 with four years regular service in the grade in a Major Port Authority. Copy of Recruitment Rule attached as **(Annexure-I)**
2. Application of eligible and willing officers, who satisfy the provisions of Recruitment Rule for the post of Deputy Secretary, Cochin Port Authority, may please be forwarded as per proforma enclosed **(Annexure-II)** through proper channel with the following documents so as to reach on or before 05/02/2024.
 - (i) Attested copies of ACRs/APARs of the applicant for the last 5 years. If ACRs/APARs for particular period during the last 5 years is not available, 'No Report Certificate' may be furnished along with the APARs of preceding years.
 - (ii) Attested copies of certificates of academic qualification to prove eligibility.
 - (iii) An undertaking of the applicant not to withdraw his candidature, if selected.
 - (iv) Vigilance and Administrative clearance of the concerned Port in 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.
 - (v) No Objection Certificate of Head of Office of the applicant as per the format **(Annexure-IV)**
 - (vi) The veracity of the University Certificates produced by the applicants and the recognition of the Degree obtained by the applicant must be ensured and certified by the concerned officer of the Port.
3. The crucial date of determining eligibility will be the last date of receipt of application i.e 05.02.2024.
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 incomplete will not be considered.
5. The circular along with Annexures is also available in the Cochin Port website www.cochinport.gov.in.

Yours faithfully,

Encl: As stated.


SECRETARY

COCHIN PORT TRUST

No. of posts	Class or Station	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 qualifications (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	
2	3	4	5	6	7	8	9	10	11	12	13
Deputy Secretary	Class I	13000-350-18250	Selection	40	Essential: (i) A Degree from a recognized university. (ii) Nine years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/Commercial/Govt. Undertaking. 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.	a No. b Yes. c No.	Two	By promotion failing which by absorption/deputation failing both by direct recruitment	Promotion from Senior Asst. Secretary/Senior Asst. Secretary (PR)/Sr. Welfare Officer/Sr. Asst. Estate Manager in the scale of pay of Rs. 10750-16750 with four years regular service in the grade failing which Senior Asst. Secretary/Senior Asst. Secretary (PR)/Sr. Welfare Officer/Sr. Asst. Estate Manager in the pay scale of Rs. 10750-16750 with two years regular service in the grade and a combined regular service of nine years in the scales of pay of Rs. 10750-16750 and Rs. 9100-15100 in the respective discipline of General Administration Department. Absorption/Deputation will be of officers holding analogous posts or post of Senior Asst. Secretary/Senior Asst. Secretary (PR)/Sr. Welfare Officer/Sr. Asst. Estate Manager in the scale of pay of Rs. 10750-16750 with four years regular service in the grade in a Major Port Trust.		

APPLICATION FORM

POST APPLIED FOR: Deputy Secretary.

Affix passport
size Photograph

1. Name of the Officer :
2. (a)Address for Communication
(b)Telephone no/Mobile no.
© 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 appointment
in the present post :

8. Educational and other qualifications:-

Exam/Degree	Year of passing	Name of instt./ Board/University	Class and percentage obtained	Special subjects

9. Details of qualifying service:

Name of posts & organization	Post held & scale of pay	From	To	Nature of duties

10. Language Known:
(Read, Write and Speak)
11. Any other information desired to be furnished
12. Declaration

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, my candidature/appointment may be cancelled/terminated without any notice and 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)

Particulars of the official 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.

CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE

Certificate in respect of Shri/Smt. -----
(Name and Designation)

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 certificates submitted by the applicant ensured and certified..

Dated:

**SIGNATURE OF THE FORWARDING AUTHORITY
NAME ALONG WITH OFFICE SEAL**