



No. A9/DR/SAS(PR)/2025-S

Dated :11.09.2026

Cochin Port Authority (CoPA), an autonomous body under the Ministry of Ports, Shipping and Waterways invites applications from eligible candidates for appointment to the following Class-I post on regular basis by Direct Recruitment.

Prospective candidates have to apply online after carefully reading the detailed advertisement regarding the eligibility criteria, online registration processes, payment of prescribed application fee/intimation charges, selection process, issuance of call letters etc., and ensure that they fulfill the stipulated criteria and follow the prescribed processes.

Please note the Important Dates

Activity	Date
Online Registration & Fee Payment – Start date	11.09.2026
Online Registration & Fee Payment – Closing Date	12.10.2026

Eligibility Criteria

Post wise Vacancies, Reservation, Essential & other qualifications:

Sl.No	Name of the Post & Scale of pay	No. of vacancies & reservation category	Upper age limit	Educational qualifications & experience
1.	Senior Assistant Secretary (Public Relations) Rs. 50,000-1,60,000 (Revised) (Pre revised –Rs.10,750 - 16,750) Category: Class I (General Administration Department)	01 (UR)	35	<u>Essential:</u> 1. Degree of a recognized University 2. Degree or Diploma in Public Relations/ Journalism from a recognized University/Institution. 3. Five Years experience in Officer cadre in Public Relation Work in Port / Public Sector /Reputed Public Limited Company <u>Desirable:</u> 1. Post Graduate Degree /Diploma in Business Administration 2. Knowledge of Computer Packages

- Abbreviations stand for: **UR:** Unreserved.
- In addition to Basic Pay, other allowances and benefits like VDA, accommodation /HRA, Cafeteria Allowance @ 35% of Basic Pay, Encashment of Earned Leave etc. would be admissible as per rules.
- **The crucial date for determining the eligibility shall be 12.10.2026**

II. Method of Selection

- The method of selection shall be by Examination and Personal Interview if the number of applicants are more than 20. The applicants will be called for examination based on their self-declaration in the online application without initial verification of supporting documents.
- If the number of applicants are less than 20, the method of selection shall be by Shortlisting the applicants based on the documents uploaded in Online Application Portal and thereafter an interview. The weightage given for shortlisting and interview for final selection shall be 85% & 15% respectively.

1. If at any stage of the recruitment process it is discovered that a candidate does not meet the eligibility criteria, has provided incorrect/false information, or not attached relevant documents as per the essential qualification and experience (if applicable), or has withheld material facts, their candidature will be immediately disqualified. Furthermore, if such discrepancies are discovered after appointment, the organization reserves the right to terminate their services.
2. There shall be a personal interview for final selection to the notified post.
3. The number of candidates to be called for interview shall be 6 to 12 times the number of vacancies to be filled.
4. If it is decided to conduct an examination, the details like the syllabus, date, time and venue etc will be published in the website of CoPA, at least 10 days in advance. The examination shall be a written test (objective/descriptive/both). The weightage given for examination and interview for final selection shall be 85% & 15% respectively. Further intimations regarding Group Discussion/Presentation/Interview as the case may be will be communicated through the registered email IDs.

III. Accounting of Experience to ascertain eligibility

- i. Training period in any organisation shall not be counted as work experience, including the period of executive training, management training, apprentice training, advanced training or any other training.
- ii. Applicants who are presently working in any company (Public Sector / Public Limited Company), in the absence of an experience certificate, should submit copy of Appointment / Offer letter issued by the company, latest Pay Slip / copy of last Pay drawn and CTC Certificate during the current financial year/IT Form-16 of the previous financial year as proof of work experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted.
- iii. The applicants should submit all certificates to establish the experience claimed in their online application, failing which their candidature shall be cancelled and they shall not be considered for further selection.
- iv. Applicants who are Ex-servicemen should submit Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces. Those ex-servicemen having Degree endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation of post qualification experience. Ex-servicemen claiming equivalency of Degree in discipline should produce the certificate of equivalency or endorsement in the Discharge certificate of the same with authority (refer order issued by the Govt. of India), should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
- v. The experience certificate or any proof thereof shall clearly specify the nature of work performed and duties, responsibilities handled in the respective jobs. The candidature may be rejected if the period and nature of experience cannot be ascertained from the experience certificates/documents uploaded by the candidates.
- vi. CoPA reserves the right to call for any additional documentary evidence from applicants in support of educational qualification/ experience/ other notified eligibility requirements as indicated in their online application through the dedicated email ID of CoPA copa.career@cochinport.gov.in, and candidates shall provide the information/ replies to such queries only through the e-mail registered in the OAP. However, CoPA shall not be responsible for any delay/non-receipt of such e-mails within the stipulated date and time. Replies to any such queries received after the stipulated date and time shall not be considered, and no further correspondence shall be entertained in this regard.

The notified Post identified suitable for Persons with Benchmark disabilities as under:

Sl. No.	Name of the Post	Functional Requirement	Suitable Categories of Benchmark Disabilities identified for the Post
1.	Senior Assistant Secretary (Public Relations)	S, W, RW, SE, H, C	a) B, LV b) OA, OL, BL, OAL, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above

- i. The candidates belonging to Person with Benchmark Disabilities as mentioned in the aforesaid table can only apply for the respective post. Candidates with no other disabilities can apply for the posts.

ii. **Abbreviations: -**

For Functional requirement :- S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL= Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication

For category of Benchmark Disabilities :- B=Blind, LV= Low Vision, D=Deaf, HH=Hard of Hearing, OA= One Arm, OL=One Leg, BA = Both Arms, BL= Both Legs, OAL = One Arm & One Leg, BLOA = Both Leg & One Arm, BLA = Both Legs Arms, CP= Cerebral Palsy, LC = Leprosy Cured, Dw = Dwarfism, AAV = Acid Attack Victims, MDy = Muscular Dystrophy, ASD – Autism Spectrum Disorder (M=Mild, MoD = Moderate), ID = Intellectual Disability, SLD = Specific Learning Disability, MI = Mental Illness, MD = Multiple Disabilities

- iii. Age relaxation of 10 years will be applicable for Persons with Benchmark Disabilities (PwBD) for the identified categories as mentioned above.
- iv. The guidelines for PwBD for using scribes will be as per the guidelines/instructions of the Government of India, as applicable.
- v. The positions may require mandatory outdoor work involving significant physical effort. Candidates with benchmark disability (PwBD) shall be considered for appointment only after being assessed by the Medical Board constituted by CoPA. The Board will evaluate both their medical fitness and their ability to meet the prescribed physical requirements as specified above. Only those PwBD candidates who are declared fit by the Medical Board on both these aspects shall be considered for appointment.
- vi. These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

V. General Instructions

1. The number of posts mentioned above is provisional/indicative. CoPA reserves the right to increase / decrease the number of vacancies or not to fill up the vacancy or cancel the recruitment process, as per its requirement. Filling up of the notified vacancies shall be subject to the suitability of candidates and job requirements. CoPA reserves the right to restrict/ alter/cancel/modify the recruitment process, if required, without notice or assigning any reasons thereof.
2. All candidates must possess valid mark sheets, certificates, degrees, diplomas, or membership documents proving their qualifications and experience as of the closing date of this advertisement. All candidates are advised to upload original Degree Certificate to prove their qualification and experience certificates to prove their requisite experience in OAP. Cochin Port Authority reserves the right to cancel the candidature of the applicants on failure of submission of these documents. Further submission of any documents at any point of time will not be entertained. Please note that the vacancy numbers listed for Cochin Port Authority are provisional, and the Cochin Port Authority reserves the right to cancel the selection process, modify vacancy numbers, or interchange

positions across disciplines at any stage. Reservations will be applied according to prevailing Government Guidelines at the time of result finalization.

3. CoPA reserves the right to scrutinize applications for the post and prepare provisional shortlist of candidates based on meeting eligibility requirements ascertained through the certificates/documents submitted by them in their application. CoPA also reserves the right to fix qualifying cut-off marks and limit the number of candidates for shortlisting, as deemed necessary.
4. Employees of Major Port Authorities of India possessing prescribed qualification and experience may also apply; provided that the age limit in such cases shall not exceed fifty-five years.
5. Orders issued by the Central Government in favour of ex-servicemen with respect to age relaxation as applicable, will apply for the posts identified suitable.
6. Candidates seeking age relaxation will be required to upload the copies of necessary certificate(s) and produce the original certificate(s) for verification at any stage of the recruitment as may be required by CoPA.
7. Eligible and willing candidates have to submit applications through the online application portal(OAP) in the link https://career.itild.in/careers_cochin_port/login_form.php?id=MzY= . The online application facility is available from 11.09.2026 to 12.10.2026. This online application process is the only valid method. No other application modes will be accepted.

[Click Here to apply](#)

8. Candidates are advised to regularly check the career page of CoPA website www.cochinport.gov.in for any updates regarding the selection process. CoPA shall not be responsible for any omission on part of the candidates to keep themselves informed of the updates provided through the website.
9. The application processing fee shall be Rs.400/-. The candidates will have to bear any additional payment gateway/bank charges for making the application processing fee.
10. Candidates should fill the online application carefully. No changes/modifications are allowed after submission. A candidate shall submit only one application. Submission of multiple applications shall entail rejection of all such applications. Candidates are advised to ensure that they make the final submission of the application in the online portal after filling all the necessary details and making payment.
11. The candidates shall make accurate data entries in the required fields in the OAP.
12. The applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the online application submitted for the posts. Some Universities/Institutes /Examination Boards do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute/ Examination Board defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same shall be accepted. The candidate may also produce the percentage conversion certificate issued by the University. However, where the University/ Institute/Examination Board does not define criteria or provide percentage conversion certificate for conversion of Aggregate Grade Point into Class and/or percentage of marks, the Aggregate Grade Points may be multiplied by 10 to get the required percentage of marks.
13. While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above **as on the crucial date for determining the eligibility** indicated above. Original Certificates of the short-listed candidates shall be verified at the time of joining or at any other stage as decided by CoPA. Candidature is **purely provisional** subject to verification of original certificates in proof of age, qualification, experience, caste, medical fitness etc. and meeting the notified eligibility requirements. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and /or that he/she has furnished any incorrect/false information or has suppressed any material fact(s) or fail to produce certificates in original, his/her candidature

will stand rejected. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without any notice.

14. No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
15. The mere fact that a candidate has submitted the application against the advertisement would not bestow upon him/her the right to be considered for the selection process. Submission of an application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
16. It is advised that the Employees working in Central or State Government/Semi-Govt. Autonomous Bodies/CPSEs shall get approval from their competent authority to apply. They shall be required to submit No Objection Certificate, if selected/shortlisted.
17. No communication regarding the recruitment shall be sent by post. The intimations regarding test/interview/shortlisting or any relevant communication to candidates shall only be through email registered by the candidate in the online recruitment portal. General information/notices to the candidates/announcements etc. shall be through the official website updates/OAP.
18. Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto and selection process thereafter can be instituted only in the competent Courts/ Forums at Cochin, which shall have the sole and exclusive jurisdiction.
19. In cases of any clarifications regarding the aspects not mentioned in this notification, the rules and regulations regarding recruitment as applicable to CoPA shall apply.
20. Any amendment, modification or addition to this advertisement shall be published in the official website of CoPA only. For any further clarification related to the advertisement and the recruitment, the candidates may contact us via e-mail copa.career@cochinport.gov.in or in the Landline Number 04842582113 during Monday to Friday (except holidays) from 10.00 a.m. to 5.00 p.m.
21. CANVASSING IN ANY FORM WILL ENTAIL DISQUALIFICATION OF CANDIDATURE.
22. Candidates are advised to complete their online application process well in advance to avoid any difficulties due to internet traffic surges towards the closing date. Those who apply on the last date of application may not get any troubleshooting assistance / technical support in the application portal by email/phone after 1600 hrs on the last date of application.

Sd/-

Sr.Dy.Secretary