No.A9/AS. Gr.I(OL)/2026-S Dated:20.11.2026

To

The Secretary,
All Major Port Authorities.

Sub:- Filling up the post of Asst. Secretary Gr. I (Official Language) in Cochin Port Authority on Absorption/Deputation method - reg.

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1. Applications are invited for filling up of 1 (one) post of Asst. Secretary Gr. I (Official Language) (Class-I) in the scale of pay of Rs.50000-160000 (Pre-revised Rs. 9100-15100) under General Administration Department in Cochin Port Authority by Absorption/deputation which shall be from the grades specified under Column No.12 of the Recruitment Rule.

2. Essential Educational Qualifications prescribed as per the RR for the post are Master's Degree in Hindi with English as subject at the Degree level or Master's Degree in English with Hindi as a subject at the Degree level. Copy of Recruitment Rule is attached as (**Annexure-I)**.

3. Applications of eligible and willing officers, who satisfy the provisions of Recruitment Rule for the post of Asst. Secretary Gr. I (Official Language) Cochin Port Authority, may please be forwarded as per proforma enclosed **(Annexure-II)** through proper channel with the following documents to the undersigned so as to reach on or before **04.01.2027**.

   i. Attested copies of ACRs/APARs of the applicant for the last 5 years. If ACR/APAR 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. No objection certificate of the respective Ports.

   iv. An undertaking of the applicant not to withdraw his candidature, if selected.

v. Vigilance and Administrative clearance of the concerned Port in prescribed Proforma (**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.

vi. Certificate of Head of Office of the applicant as per the format (**Annexure-IV**)

vii. The veracity of the University Certificates and the recognition of the essential qualification required for the post in respect of the applicant must be ensured and certified.

4. The crucial date of determining eligibility will be the last date of receipt of application i.e **04.01.2027.**

5. 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. In case of receipt of advance copy of application in respect of any applicant, 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 application.

6. The circular along with Annexures is also available in the official website of Cochin Port Authority, www.cochinport.gov.in.

Yours faithfully,

Encl: As stated.

Sd/-
SECRETARY

Annexure -I

COCHIN PORT TRUST

Sl. No.	Name of post	No. of posts	Classi-fication.	Scale of Pay. (Rs.)	Whether selection or non-selection	Upper Age limit for direct recruit-ment (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 proba-tion, (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
14	Asst. Secretary Gr.I (Official Language)	1	Class I	9100-250-15100	Selection	30	Essential: (i) Masters Degree in Hindi with English as subject at the Degree level or Masters Degree in English with Hindi as a subject at the Degree level. (ii) Five years experience of terminological work in Hindi and translation work from English to Hindi and vice versa preferably of technical and scientific literature with at least 2 years experience in a Supervisory position. Desirable (i) Knowledge of the official Language Act and Rules framed there under. (ii) Administrative Experience. (iii)Experience in organising Hindi Classes or Workshop for noting and drafting. (iv) Post Graduate Diploma in Translation. (v)Knowledge of Malayalam.	a. No b. Yes c. As in Col No. 12	2	By Promotion failing which by absorption/ deputation, failing both by direct recruitment.	Promotion from Hindi Translators with 5 years experience.	

Annexure-II

APPLICATION FOR THE POST OF ASSISTANT SECRETARY GR.I (OFFICIAL LANGUAGE) OF GENERAL ADMINISTRATION DEPARTMENT OF COCHIN PORT AUTHORITY

Affix passport size Photograph

Mode of Appointment (please tick) (Mandatory) :-

Absorption ☐ Deputation ☐

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: -

Educational Qualification	Name of University	Year of passing	Class and percentage obtained, if applicable	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

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 event 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)

Annexure -III

Particulars of the officer for whom vigilance Comments/clearance being sought
(To be furnished and signed by the CVO or 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(A) 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 PSUs etc.)	From	To

7(B) Whether the Officer has functioned as a CVO in part time or additional charge capacity (details thereof) :

7(C) Whether the officer is currently placed under Suspension :

DATE: (NAME AND SIGNATURE)

VIGILANCE PROFILE OF OFFICERS FOR WHOM VIGILANCE COMMENTS/CLEARANCE BEING SOUGHT

(To be furnished by the CVO or HOD)

Name of the Officer :

8. Whether the officer has been Placed on the "Agreed List" or "List of officer 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 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) :

13. Whether any complaint with vigilance angle is Pending against the officer (if so, details to be furnished.) :

Date: (Name & Signature)

Annexure-IV

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 fulfils 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.

Dated:

SIGNATURE OF THE FORWARDING AUTHORITY
NAME ALONG WITH

OFFICE SEAL