



ISO 9001:2008, ISO 14001:
2004 & ISPS COMPLIANT PORT

வ.உ.சிதம்பரனார் துறைமுக பொறுப்புக் கழகம்

व.उ.चिदम्बरनार पत्तन न्यास

V.O.CHIDAMBARANAR PORT TRUST

(MINISTRY OF SHIPPING, GOVERNMENT OF INDIA)
ADMINISTRATIVE OFFICE, HARBOUR ESTATE, TUTICORIN 628 004, TAMIL NADU



SAGARMALA
PORT-LED PROSPERITY

No.S-4/5/2017-E.I./

Dated: -3-2018

WANTED SENIOR ASSISTANT SECRETARY FOR
V.O.CHIDAMBARANAR PORT TRUST

V.O.Chidambaram Port Trust, an autonomous body under the Ministry of Shipping, invites applications for filling up the post of Senior Assistant Secretary (Class I) reserved for Unreserved category in the scale of pay of Rs.20600-46500 by direct recruitment.

Further details regarding age, educational qualifications, experience, mode of applying, etc., can be obtained by visiting this Port's Website at www.vocport.gov.in. Last date for the receipt of application in this Port is **20** -4-2018.

Applications received after due date, incomplete applications, etc., will not be considered.


SECRETARY(ST)



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PORT-LED PROSPERITY

No.S-4/5/2017-E.I./

Dated:

-3-2018

VACANCY NOTIFICATION

Subject: Filling up of the post of Senior Assistant Secretary in V.O.Chidambaranar Port Trust, Tuticorin by direct recruitment.

V.O.Chidambaranar Port Trust, Tuticorin, an autonomous body under the Ministry of Shipping, Government of India, invites applications for the post of **Senior Assistant Secretary** in Class I scale of pay of Rs.20600-46500 by direct recruitment. Following are the details thereon:-

1. Name of the Post : Senior Assistant Secretary
2. Classification : Class I
3. Number of Post : 1 (One)
4. Scale of Pay : Rs.20600 - 46500.
5. Age limit : 35 years
6. Qualifications:

Essential:

(i) A degree from a recognized University

(ii) Five Years experience in Executive cadre in the field of General Administration, Personnel, Industrial Relations, etc., in an Industrial/Commercial/ Government Undertakings.

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

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Note:

1. The crucial date for determining the qualification, experience, etc. shall be the first day of the month in which the post is notified /advertised as per the provisions contained in Tuticorin Port Trust Employees (Recruitment, Seniority and Promotion) Regulations, 2008.
2. The Competent authority reserves the right to reject applications without assigning any reason.
3. Any candidate who is found to have knowingly furnished any particulars which are false or have suppressed material information of a character, which if known would ordinarily have debarred him from getting an appointment to a grade or post, is liable to be disqualified, and if appointed, to be dismissed from service.
4. The Conditions of service of the officers and other employees of the Port in the matters of allowances, leave, Provident Fund, Age of superannuation, retirement benefits, medical facilities, etc., shall be regulated in accordance with rules and regulations as applicable to the officers and employees in V.O.Chidambaranar Port Trust. He will be governed by New Pension Scheme.
5. The selection will be made on the basis of recruitment rule for Class I post of Senior Assistant Secretary as per the Tuticorin Port Trust Employees (Recruitment, Seniority and Promotion) Regulations, 2008.
6. The details regarding the organisation and the post application forms and other conditions can be downloaded from web site www.vocport.gov.in.
7. Application not in the prescribed format and incomplete applications will be summarily rejected. Applications without attested copies of certificates/ testimonials of proof of age, qualification and experience as enclosures, will also be treated as incomplete and summarily rejected.
8. Only the short-listed candidates will be intimated and no correspondence will be entertained from the candidates in this regard.
9. Applications received through e-mail, etc. will not be entertained.
10. Employees working in Central Government/State Government/PSUs/Autonomous bodies should forward through proper channel.

11. Application in the prescribed format (Annexure - I) along with attested copies of certificates relating to educational and technical qualifications, age proof, experience, etc., must reach the following address on or before 1700 Hours. of 20-4-2018:-

**The Secretary,
V.O.Chidambaranar Port Trust,
Administrative Office,
Bharathi Nagar,
Tuticorin - 628 004."**


**SECRETARY(ST)
V.O.CHIDAMBARANAR PORT TRUST**

**RECRUITMENT RULES FOR CLASS - I POST OF GENERAL ADMINISTRATION DEPARTMENT
(Main Administration), TUTICORIN PORT TRUST**

Name of the post	No. of posts	Classification	Scale of pay	Whether Selection by Merit or Selection-Cum-Seniority or Non-selection post	Age limit for direct recruitment	Whether benefit of added years of service is admissible under Rule 30 of the Central Civil Services(Pension)Rules ,1972	Educational and other qualifications prescribed for direct recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Senior Assistant Secretary	1	Class- I	20600-46500	Selection by merit	35	No	<p>Essential: (i) A degree from a recognized University (ii) Five Years experience in Executive cadre in the field of General Administration, Personnel, Industrial Relations, etc., in an Industrial/Commercial/ Government Undertakings.</p> <p>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</p>

Whether (a) age (b) educational qualifications (c) experience for direct recruits will apply in the case of promotion/absorption/ deputation	Period of probation (in years)	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	If a Departmental Promotion Committee exists what is its composition
9	10	11	12	13
Age : No Qualification: Yes	Two years	By promotion failing which by absorption/ deputation, failing both, by direct recruitment	<p>Promotion from Assistant Secretary Grade I/Assistant Personnel Officer Grade I in the Scale of Pay Rs.9100-15100 with five years regular service in the grade failing which Assistant Secretary Grade I in the scale of Rs.9100-15100 with two years regular service in the grade and a combined regular service of 8 years in the scale of pay Rs.9100-15100 and Rs.8600-14600 in the respective discipline of General Administration Department.</p> <p>Absorption/deputation will be of officers holding the post of Senior Assistant Secretary or post of Assistant Secretary Grade I in the scale of Rs.9100-15100 with five years regular service in the grade in a Major Port Trust.</p>	<p>(i) Chairman - Chairman</p> <p>(ii) Dy. Chairman - Member</p> <p>(iii) Head of the Department incharge of the Department in which the vacancy occurs - Member</p> <p>(iv) HOD incharge of the Personnel - Member</p> <p>(v) Representative of SC/ST & OBCs nominated by the Chairman - Member</p>

Application for the post of Senior Assistant Secretary

PROFORMA



1. Name :
2. Father's/Husband's Name :
3. Date of Birth & Present age :
4. Whether belongs to SC/ST/OBC :
5. Address for communication
with Telephone/Mobile No. :

6. Academic and Professional Qualification:

Exam/Degree	Year of Passing	Name of Instt./ Board/ University	Marks Aggregated	Percentage

(Attach separate sheet, if required)

7. Employment History and Experience:

Name of the Ministry/ Dept./ Govt. organisation/ Autonomous Body/ company/ Corporation	Designation	Pay scale	Whether post is held on regular or ad-hoc basis	Period		Nature of work in brief
				From	To	

(Attach separate sheet, if required)

- 8. Please mention details of appreciation/ outstanding : work done, if any, which was duly recognised by the higher authority**

9. Enclosures (Please mention) :

10. Declaration:

I, hereby, solemnly declare that all the statements made in the above proforma are true and correct to the best of my knowledge and belief. :

Place:

Date :

Signature.....

Name and Address of the applicant.....

CERTIFICATE TO BE GIVEN BY THE HEAD OF ORGANISATION

1. The particulars furnished by are correct.
2. It is certified that no disciplinary/Vigilance case is either pending or being contemplated against him and he is clear from vigilance angle.
3. His/Her integrity is certified.
4. It is certified that no major/minor penalties have been imposed on him during last 10 years.

Signature of the Head of Organisation

Name:

Organisation.

Telephone/Mobile No..