

CHENNAI PORT TRUST

No.G1/863/2019/GA

Dated: 15.02.2019.

From

The Secretary.

To

The Chairman,
Cochin Port Trust,
Willington Island,
Cochin - 682 009.

Sir,

Sub: ESTABLISHMENT – Filling up of the post of Senior Deputy Secretary (Class I) in the scale of pay of Rs.32900-58000 in General Administration Department, Chennai Port Trust – Regarding.

Applications are invited for filling up of the post of Senior Deputy Secretary (Dy. HOD level post) in the pay scale of Rs.32900-58000 (Rs.16000-400-20800-Pre-revised) in the General Administration Department on Composite Method of Recruitment from the eligible Officers of Major Port Trusts, who possess the prescribed qualifications, experience and other conditions as mentioned in the enclosed Recruitment Rules for the post of Senior Deputy Secretary.

2. Names of suitable and willing Officers who satisfy the requirements as specified in the Recruitment Rules for the said post, may be furnished together with their applications as per the proforma enclosed along with the following documents to the undersigned **on or before 31.03.2019** :-

- (a) Photocopy of ACRs of the applicant for the last five years duly attested.
- (b) No Objection Certificate of respective Port Trust.
- (c) Undertaking of the applicant not to withdraw if selected.
- (d) Vigilance / Administrative Clearance of the Officer in the proforma prescribed.
- (e) The veracity of the University Certificates and the recognition of the Degree obtained by the applicant may be ensured and certified.
- (f) A self attested Passport Size Photo of the candidate

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3. The relevant particulars of the applicant are to be duly certified and signed by the forwarding authorities in the proforma enclosed along with photocopies of the Confidential Reports of the applicants duly attested by an officer not below the rank of Deputy Head of Department on each of the pages, for the last five years. If ACR for a particular year/period is not available, a certificate to that effect should be enclosed. If any major or minor penalty has been imposed on the applicant during the last 10 years, the details of the disciplinary case leading to such penalty along with necessary documents have to be sent. The Officer selected for the above post will be appointed on transfer on absorption basis and will be governed by the terms and conditions, prescribed by the Central Government. The crucial date for determining the eligibility is **01.03.2019**.

4. It is mentioned that the Government intimation, if any received in due course regarding extension in relaxation in qualifying service to fill up Dy.HOD vacancies, will be given effect while filling up of the said post.

5. The applications duly forwarded by the Employer / Forwarding Authority within the due date, **viz. 31.03.2019**, shall only be considered.

6. Hence the Ports are requested to forward the applications in full to reach the undersigned within the due date, mentioned above.

7. The Circular along with Annexures is also available on our Website www.chennaiport.gov.in.

Yours faithfully,

SECRETARY

Proforma of the Application

1. Name of the Officer :
2. Date of Birth :
3. Present post held along with the details of earlier post held in chronological order :
4. Whether belongs to SC/ST :
5. Present pay and pay scales of the post indicating detailed break-up of emoluments :
6. Service to which the Officers belong to :
7. Educational Qualification :
8. Date of Retirement :
9. Experience :
10. Any other points require to be mentioned. :

Place:

Date :

(Signature of the Applicant)

Address with Tel. No. if any.

Proforma of the Certificate to be given by the Head of the Office

Certificate in respect of Shri/Smt -----
(Name & designation)

1. The particulars furnished by the applicant 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 five years are enclosed.

Signature of the head of the office
Name along with official seal.

RECRUITMENT RULE FOR THE POST OF SENIOR DEPUTY SECRETARY (CLASS I) OF GENERAL ADMINISTRATION DEPARTMENT

Sl. No	Name of the Post	No. of posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-Selection	Upper Age limit for direct recruitment (in years)	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 years)	Method of recruitment (whether by direct recruitment or by promotion / transfer/absorption / deputation)	In case of promotion / transfer /absorption / deputation, grades from which it should be made	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	Senior Deputy Secretary	1	Class I	16000-400-20800	Selection	42	<p>Essential:- (i) A degree from a recognized university. (ii) Twelve years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations, etc., in an Industrial / Commercial / Govt. Undertaking.</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>	(a) No (b) Yes (c) No.	N.A.	By absorption through composite method of recruitment failing both by direct recruitment i.e. through promotion / transfer / deputation on absorption basis failing which by deputation and failing both by direct recruitment The promotion/ transfer / on absorption will be from the officers from Major Port Trusts.	For absorption through composite method, officers holding analogous posts or the post of Dy. Secretary and equivalent posts in the respective discipline of General Administration Department (such as CPRO/ Deputy Estate Manager/ Deputy Chief Law Officer / Personnel Officer) in the scale of pay of Rs.13000-18250 with 3 years regular service in the grade in a Major Port Trust or Deputy Secretary and equivalent posts in the respective discipline of General Administration Department with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs.10750-16750 and	

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											Rs.13000-18250 in the respective discipline of General Administration Department 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 Administration Department in the scale of pay of Rs.13000-18250 in Govt./Semi Govt./PSUs or Autonomous Bodies with 3 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".	