

From

The Secretary.

To

The Chairmen,

All Major Port Trusts.

Sir,

Sub: ESTABLISHMENT – Filling up of the post of Deputy Conservator in Chennai Port Trust – Regarding.

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The post of Deputy Conservator of Chennai Port Trust in the scale of pay of Rs.51300-73000 and ranked as Head of Department will fall vacant w.e.f. 01.08.2019. As per the directions of Central Government, the said post is to be filled up under the Composite Method of Recruitment.

2. Applications are invited for filling up of the post of Deputy Conservator in the pay scale of Rs.51300-73000 in Chennai Port Trust 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 Deputy Conservator.

3. 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 03.05.2019** :-

- (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.

4. 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. Further, in accordance with the latest directions of the Ministry, if a Port officer, having applied for an HOD level post, withdraws his candidature after his selection by the Service Selection Committee, the matter would be viewed seriously and action will be taken against the said officer, besides debarring him from future selection to HOD level posts for a period of 3 years from the date of receipt of the request for withdrawal.

5. The applications duly forwarded by the Employer / Forwarding Authority within the due date, viz **03.05.2019**, shall only be considered.

6. Hence the Port Trusts are requested to forward the applications in full to reach the undersigned on or before 03 .05.2019.

7. The Circular along with Annexures is also available on our Website [www.chennaiport.gov.in](http://www.chennaiport.gov.in).

Yours faithfully,

SECRETARY

Encl.: 1. Proforma of the Application

2. Proforma of Certificate to be given by the HOD

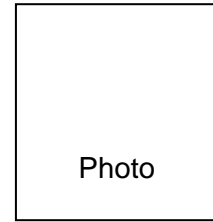
3. Copy of the Recruitment Rules for the post of Deputy Conservator

Copy to: MoS – W.r to Ministry's letter No.F.No.I-26/9/2013-PE.I dt.11.6.2013.

Copy to: Director (EDP) – with a request to post the Circular alongwith Annexures in the Trust's Website please.

Copy to: APO Gr.I (ICM) – with a request to circulate among the Officers of Chennai Port Trust.

## Proforma of the Application



1. Name of the Officer :
2. Date of Birth & :  
Age as on 01.03.2019
3. Present post held along with :  
the details of earlier post held  
in chronological order
4. Whether belongs to SC/ST/OBC :
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:

( Signature of the Applicant)

Date :

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 Rules for the post of Deputy Conservator in the Chennai Port Trust (Category-I Ports)

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 / 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)
	Deputy Conservator (Category-I Ports)		<b>Class I (HOD)</b>	51300-73000	Selection	50	<p>i) Must hold a certificate of competency as Master of Foreign Going Ship issued by the Ministry of Shipping, Govt. of India or an equivalent qualification recognized by the Ministry of Shipping, Govt. of India.</p> <p>ii) Must hold a Pilot licence and have experience of 10 years either as Master of Foreign Going Ship or in Piloting or cumulative</p>	<p>(a) No</p> <p>(b) Yes</p> <p>(c) No</p>	N.A.	By absorption through composite method of recruitment ie. through promotion / transfer / deputation on absorption basis failing which deputation and failing both by direct recruitment. The promotion / transfer / on absorption will be from the officers from Major Port Trusts	For absorption by composite method, officers holding analogous posts or holding posts of Dy. Conservator in Category-II ports or Harbour Master in Category-I ports in the scale of pay of Rs.43200-66000 with 2 years regular service in the grade or officers holding post of Harbour Master in the scale of pay of Rs.36600-62000 with 4 years regular service in the grade in a Major Port Trust. For deputation officers holding analogous posts or holding post of Dy. Conservator and	

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 / 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)
											<p>its equivalent Deck side post in the scale of pay of Rs.43200-66000 with 2 years regular service in the grade or officers holding posts of Harbour Master and its equivalent Deck side post in the scale of pay of Rs.36600-62000 with 4 years regular service in the grade in a Govt./Semi Govt/PSUs or Autonomous Bodies will be eligible.</p> <p>The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "Very good".</p>	