CH.P.T. Item Code No. C-81804355
400 Pads / 02-12-2019

SAGARMALA
PORT-LED PROSPERITY

AEO
भारतीय सीमा शुल्क
INDIAN CUSTOMS

ISPS Code Compliant
ISO 9001 : 2015 Certified

Port
Par - Excellence
चेन्नै पोर्ट ट्रस्ट

Fax : +91-44-25361228
Phone : +91-44-25312000
: +91-44-25362201

प्रशासनिक कार्यालय
ADMINISTRATIVE OFFICE
राजाजी सालै, चेन्नै - 600 001.
Rajaji Salai, Chennai - 600 001.
Website : www.chennaiport.gov.in

CHENNAI PORT TRUST

No.RC1/1553/2021/GA

Dated: 7 .5.2021.

To

The Chairmen,
All Major Port Trusts.

Sir,

Sub: **ESTT. – Filling up of the post of Secretary (HoD) in the scale of pay of Rs.100000-260000 (Revised) (Pre-revised Rs.43200-66000) by Composite Method in Chennai Port Trust – Reg.**

*****

The post of **Secretary (HoD) in Chennai Port Trust**, which is vacant w.e.f. 02.04.2021 in the scale of pay of **Rs.100000-260000 (Revised)** (Pre-revised Rs.43200-66000), is to be filled in by **Composite Method** from Officers of Major Port Trusts.

As per Ministry's instructions dated 19.11.2019, the incumbent will be appointed to the HOD post initially in the scale of pay of Rs.100000-260000 (Revised) (Rs.43200-66000 (Pre-revised)) and after completion of 3 years regular service, he will be elevated to the scale of pay of 120000 – 280000 (Revised) (Rs.51300-73000 (Pre-revised)) subject to the following conditions:

a. Recommendation of the Chairman of the concerned Port for elevation of the pay scale of the officer;

b. The APARs of the concerned officer for the last five years should not be below bench mark of 'Very Good"

c. The officer should be clear from vigilance angle.

d. The scale of pay of Rs.120000 – 280000, shall be granted to HoD level Officers in the scale of pay of Rs.100000 – 260000 only after the approval of the Ministry.

The applications are invited as per Proposed Recruitment Rules based on Ministry's directions vide letter dated 19.11.2019 is at **Annexure-I,** subject to notification.

Applications are invited from eligible and willing Officers from all Major Port Trusts possessing the prescribed qualifications, experience and other conditions as per the **Proposed Recruitment Rules.**

As per Ministry's letter No.I-26/25/2013-PE-I dated 26.09.2019, it is indicated that the Port official, who withdraws his candidature for the post after his selection by the Service Selection Committee, will be liable for debarment from future selection to HOD level posts in all Major Port Trusts for a period of two years.

The applications may be submitted through **'Online Application Portal' (OAP) of the Ministry of Shipping**. A printout of the Online filled up application should be sent through proper channel along with the following documents in an envelope, superscribing "**Application for the post of Secretary in Chennai Port Trust**" to THE SECRETARY, CHENNAI PORT TRUST, No.1, RAJAJI SALAI, CHENNAI – 600 001,

on or before 5 .6.2021, which shall be the **crucial date for determining the qualification, experience and age: -**

(a) Attested copies of ACRs of the applicant for the last five years (2015-16 to 2019-20) (duly attested by an Officer not below the rank of Dy, HOD on each page).

(b) A statement showing year wise availability of ACRs and grading duly signed by the Deputy Chairman / Chairman. If the ACR of a particular year / period is not available, "No Report Certificate" may be furnished.

(c) Attested copies of Certificates of academic qualifications & experience to prove eligibility.

(c) NOC of respective Port / Organisation.

(e) Certificate by the Head of the office of the applicant.

(f) An undertaking of the applicant not to withdraw his candidature, if selected.

(g) Vigilance / Administrative Clearance of the concerned Port / Organisation in the prescribed proforma at **Annexure -II.**

(h) The veracity of the professional certificates provided by the applicant may be ensured and certified.

(i) Two recent passport size colour photographs in a sealed envelope.

How to apply

a) Eligible Officers are requested to apply in the **"Online Application Portal" of the Ministry of Shipping** (http://onlinevacancy.shipmin.nic.in). The applicant has to register in the online Application Portal and no application other than OAP will be accepted.

b) A printout of the filled up application along with the requisite documents as mentioned above (Sl.No.(a) to (i)) may be sent to **the Secretary, Chennai Port Trust, No.1, Rajaji Salai, Chennai – 600 001** through proper channel before the due date of receipt of applications.

c) The applications which are received after due date / not sent through proper channel will not be considered. The last date for receipt of applications is 5 .6.2021.

Yours faithfully,

e. Zhare

SECRETARY

Encl.: 1. Annexure-I - Copy of the Proposed Recruitment Rules for the post
2. Annexure-II - Proforma for Vigilance / Administrative Clearance

Copy to:	**The Secretary to the Govt. of India,** Ministry of Shipping, Ports Wings, New Delhi 110 001.	Kind Attn: **Shri Sandeep Gupta, Director** (w.r.t. Ministry lletter No.I-26/2/2017-PE.I (Part (1)) dated 03.05.2017)
Copy to:	The Managing Director, Indian Ports Association, New Delhi – 110 003.	For uploading vacancy circular on IPA's website.
Copy to:	Sr. Dy. Director (EDP)	With a request to upload the vacancy circular on the Trust's website.
Copy to:	**All HODs of ChPT**	with a request **to circulate among the Officers of** Chennai Port Trust

ANNEXURE-I

RECRUITMENT RULES FOR THE POST OF SECRETARY IN GENERAL ADMN. DEPARTMENT APPROVED BY CHPT BOARD ON 23.11.2020 AND SENT TO RSC / MoPSW FOR APPROVAL

Sl. No.	Name of the Post	No. of posts	Classi-fication	Scale of Pay (Rs.)	Whether Selection or Non-Selection	Upper Age limit for direct recruit-ment (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 Proba-tion (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)
5	Secretary (Category-I Ports)	1	**Class I (HOD)**	100000-260000 (the pay scale will be elevated to the scale of pay of Rs.120000-280000 after three years regular service, with the approval of Central Government)	Selection	55	Essential :- (i) A degree from a recognized university. (ii) Seventeen years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations, etc., in an Industrial / Commercial / Govt. Undertaking.\ 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.	(a) No. (b) Yes (c) No	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 through composite method, officers holding posts in the scale of pay of Rs.80000-220000 with 3 years regular service in the General Administration Department or Human Resource Department of a Major Port Trust shall be eligible. For deputation, officers holding analogous posts or post of Secretary and equivalent posts in General Administration Department /HRD in the scale of pay of Rs.100000-260000 with 2 years regular service in the grade or officers holding post of Sr.Dy.Secy and equivalent posts in General Administration Department /HRD in the scale of pay of Rs.80000-220000 and above with 5 years regular service in the grade in Govt./ Semi Govt./PSUs or Autonomous Bodies, other than Major Port Trust 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".	1. Recommendation of the Port Chairman for elevation of the Pay scale of the Officer. 2. The APARs of the concerned officer for the last five years should not be below benchmark of :Very Good". 3. The officer should be clear from Vigilance angle. 4. The scale of pay of Rs.120000-280000, shall be granted to HOD level officers in the scale of pay of Rs.100000-260000 only after the approval of the Ministry.

Proforma of the Application

Photo

1. Name of the Officer :
2. Date of Birth & Age as on .04.2021 :
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:

Date :

(Signature of the Applicant)

Address with Tel. No. if any.

ANNEXURE-II

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