



COCHIN PORT TRUST

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No.A9/Sr.PS to Chairman/2018/S

Dated: 19.12.2019

To

The Secretary,
All Major Port Trusts.

Sir,

Sub:- Filling up of one post of Sr.PS to Chairman in Cochin Port Trust on Deputation Basis – reg.

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1. Applications are invited for filling up of 1 (one) No. of Class-I post Sr. PS to Chairman in the scale of pay of Rs.20600- 46500(Pre-revised Rs.10750-16750) under General Administration Department in Cochin Port Trust by **deputation method**.
 2. The post of Sr. PS to Chairman is to be filled by deputation method from officers holding analogous posts or feeder posts of PS to Dy. Chairman/PS to Chairman in the scale of pay of Rs. 9100-15100 (rev. RS.20600-46500) with five years regular service in the grade in a Major Port. Recruitment Rules is attached as **Annexure-I**).
 3. The names of eligible and willing candidates who satisfy the provisions as specified in the approved Recruitment Rule to the aforementioned post may be forwarded together with their applications as per proforma (**Annexure-II**) along with the following documents to the undersigned on or before **19.01.2020**
 - 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 and Administrative clearance of the concerned Port in the Proforma prescribed by the Ministry (**Annexure-III**)
 - e) The veracity of the University Certificates and the recognition of the Degree obtained by the applicant may be ensured and certified.
 4. The applicants should have at least 3 years service left as on 01.05.2020 for retirement on superannuation in the parent organization for deputation posting.
 5. The applications received through proper channel only will be considered. The applications received after the last date or without ACRs or otherwise incomplete will not be considered.

Encls: As above.

Yours faithfully,

Sd/
SECRETARY

Annexure-I

Sl. No.	Name of Post	No. of Posts	Classification.	Scale of Pay. (Rs.)	Whether Selection or Non-Selection	Upper Age limit for Direct Recruitment (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 Probation, (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
7	Senior P.S to Chairman	1	Class I	10750-300-16750	Selection	35	<u>Essential:</u> (i) A Degree from a recognized University. (ii) Proficiency in Stenography and Typewriting with a speed of 120/40 wpm respectively. (iii) Knowledge of Computer Application. (iv) Eight years experience as Stenographer /P.A in an Industrial/Commercial/ Govt. undertaking.	(a) No. (b) Yes (c) No.	2 years	By Promotion failing which Absorption /Deputation, failing both by Direct Recruitment.	Promotion from P.S to Dy. Chairman/ P.S. to Chairman in the pay scale of Rs. 9100-15100 with five years regular service in the grade failing which from P.S to Dy. Chairman/P.S. to Chairman with two years regular service in the scale of pay of Rs.9100-15100 and a combined regular service of eight years in the scales of pay of Rs. 9100-15100 and Rs. 8600-14600 . Absorption/deputation will be of officers holding analogous posts or feeder posts with five years regular service in the grade in a Major Port.	

Affix passport
size Photograph

PROFORMA

1. Name :
2. Date of birth :
3. Present post held alongwith 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 officer belong :
7. Educational Qualifications :
8. Other Qualifications :
9. Experience :
10. Date of retirement :
11. Address for communication with
Telephone number :
12. Any other points required to be
mentioned :

Place:

Date :

(SIGNATURE OF THE APPLICANT)

CERTIFICATE BY HEAD OF OFFICE OF THE APPLICANT

1. It is certified that the particulars furnished by the applicant
Shri.....
.....are correct.
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.

SIGNATURE OF THE DY. CHAIRMAN/CHAIRMAN
ALONGWITH OFFICE SEAL

For cases sent to the Ministry or other Ports
Particulars of the officer for whom vigilance Comments/clearance is being sought
(All relevant items, except 8 & 9, to be furnished by the 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. Positions held (during the ten preceding years):

Sl No	Designation & Place of Posting	From	To

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

Date

(Name & Signature)

(*) If vigilance clearance had been obtained from the Ministry/CVC in the past, the information may be provided for the period thereafter.