

CHENNAI PORT TRUST

No.G1/1735/2019/GA

Dated: 27.06.2019.

To

The Chairmen,
All Major Port Trusts.

Sir,

Sub: ESTT. – Filling up of the post of Deputy Secretary (Class I)
in the scale of pay of Rs.24900-50500 in General Administration
Department, Chennai Port Trust – Regarding.

Applications are invited for filling up of the post of Deputy Secretary (Class I) in the pay scale of Rs.24900-50500 (Pre-revised Rs.13000-350-18250) in the General Administration Department through **the Method of absorption / deputation** from the eligible Officers of Major Port Trusts, who possess the prescribed qualifications, experience and other conditions as mentioned in the enclosed Recruitment Rules.

2. Names of suitable and willing Officers who satisfy the requirements may be furnished together with their applications as per the proforma enclosed along with the following documents to the undersigned **on or before 31.07.2019** :-

- (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 absorption / deputation basis and will be governed by the terms and conditions, prescribed by the Central Government. The crucial date for determining the eligibility is **31.07.2019**.

4. The applications duly forwarded by the Employer / Forwarding Authority within the due date, **viz. 31.07.2019**, shall only be considered.

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

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

Yours faithfully,

SECRETARY i/c

- 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 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 RULES FOR THE POST OF DEPUTY SECRETARY [CLASS-I] IN THE 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 / 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 Secretary	1	Class I	13000-350-18250	Selection	40	<p>Essential:-</p> <p>(i) A degree from a recognized university.</p> <p>(ii) Nine years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations, etc., in an Industrial / Commercial / Govt. Undertaking.</p> <p>Desirable:-</p> <p>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	2	By promotion failing which by absorption / deputation, failing both by direct recruitment.	Promotion from Sr.Assistant Secretary/Sr. Welfare Officer in the scale of pay of Rs.10750-16750 with 4 years regular service in the grade failing which Sr.Asst Secy/ Sr. Welfare Officer in the scale of pay of Rs.10750-16750 with 2 years regular service in the grade and a combined regular service of 9 years in the scales of pay of Rs.10750-16750 & Rs.9100-15100 in the respective discipline of General Admn. Deptt. Absorption/ deputation will be of officers holding analogous posts or post of Sr.Asst. Secretary/Sr.Welfare Officer in the scale of pay of Rs.10750-16750 with 4 years regular service in the grade in a Major Port Trust.	Existing post of Sr.Dy. Secy / Chief Public Relations Officer in the scale of pay of Rs.13000-18250 will be redesignated as Dy.Secy in the scale of pay of Rs.13000-18250.

