

CHENNAI PORT TRUST

(SCHEDULE TO THE REGULATION - 5)

RECRUITMENT RULES FOR CLASS-I POSTS OF GENERAL ADMINISTRATION DEPARTMENT (MAIN ADMN.)

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)
1.	Assistant Secretary Gr.I	3	Class I	9100-250-15100	Selection	30	<p>Essential:- A degree from a recognized university.</p> <p>Desirable :- (i) 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. (ii) Two years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations, etc., in an Industrial / Commercial / Govt. Undertaking.</p>	(a) No (b) Yes (c) No	2	<p>Upto 31st Dec.2006 By direct recruitment- 33.1/3% By promotion – 66.2/3%</p> <p>After 31st Dec.2006 By direct recruitment- 66.2/3% By promotion – 33.1/3%</p>	Promotion from Assistant Secretary Gr.II/Asst. Welfare Officer Gr.II/Asst. Personal Officer Gr.II/Administrative Asst/ Course Developer/Course Instructor in the scale of pay of Rs.8600-14600 with 3 years regular service in the grade	Existing posts of Assistant Secretary in the scale of pay of Rs.9100-15100 will be redesignated as Assistant Secretary Gr.I in the scale of pay of Rs.9100-15100.

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)
2.	Senior Assistant Secretary	1	Class I	10750-300-16750	Selection	35	<p>Essential:-</p> <p>(i) A degree from a recognized university.</p> <p>(ii) Five 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 Assistant Secretary Gr.I/Assistant Personnel Officer Gr.I/Welfare Officer/ Hindi Officer in the scale of pay of Rs.9100-15100 with 5 years regular service in the grade failing which Assistant Secretary Gr.I/Asst. Personnel Officer Gr.I/Welfare Officer/Law Officer Gr.I in the scale of pay of Rs.9100-15100 with 2 years regular service in the grade and a combined regular service of 8 years in the scales of pay of Rs.9100-15100 and Rs.8600-14600 in the respective discipline of General Admn. Deptt. Absorption / deputation will be of officers holding analogous posts or post of Asstt. Secretary (Gr.I)/ Assistant Personnel Officer Gr.I/Welfare Officer/Law Officer Gr.I in the scale of pay of Rs.9100-	Existing post of Dy.Secretary in the scale of pay of Rs.10750-16750 will be redesignated as Sr.Asst.Secy in the scale of pay of Rs.10750-16750. Note: The Ministry has proposed 2 posts in the scale under Main Administration and indicated in the note that one post of CLWO (Rs.10750-16750) vacant for more than one year and not shown in the existing strength may be considered for revival by keeping in abeyance one existing live post of Dy.Secy (Rs.10750-16750) which is vacant for less than a year and included in Main Administration. Hence out of two posts one post is shown as Senior Welfare Officer in

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)
3.	Deputy Secretary	1	Class I	13000-350-18250	Selection	40	<p>Essential:- (i) A degree from a recognized university. (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:- 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.

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)
4.	Senior Deputy Secretary	1	Class I	16000-400-20800	Selection	42	<p>Essential:-</p> <p>(i) A degree from a recognized university.</p> <p>(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:-</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>	<p>(a) No</p> <p>(b) Yes</p> <p>(c) No.</p>	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	

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
											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".	

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)
5	Secretary (Category-I Ports)	1	Class I (HOD)	20500-500-26500	Selection	45	<p>Essential :-</p> <p>(i) A degree from a recognized university.</p> <p>(ii) Seventeen 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	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 analogous posts or the post of Secretary in Category – II ports with two years regular service in the grade or officers holding posts in the scale of pay of Rs.17500-22300 with 4 years regular service in the grade or officers holding posts in the scale of pay of Rs.16000-20800 with 5 years regular service in the grade in the General Administration/Human Resources Development Deptt. of a Major Port Trust will 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.18500-23900 with 2 years regular service in the grade or officers holding post of Sr.Dy.Secy and equivalent posts in	

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)
											General Administration Department /HRD in the scale of pay of Rs.16000-20800 and above with 5 years regular service in the grade in Govt./ Semi Govt./PSUs or Autonomous Bodies 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".	

**RECRUITMENT RULES FOR CLASS I POSTS OF PERSONNEL AND INDUSTRIAL RELATIONS DIVISION
(HRD UNDER 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)
1.	Assistant Personnel Officer Gr.I	2	Class I	9100-250-15100	Selection	30	<p>Essential:- A degree from a recognized university/ Institution.</p> <p>Desirable:- (i) 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. (ii) Two years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations, etc., in an Industrial / Commercial / Govt. Undertaking.</p>	(a) No (b) Yes (c) No	2	<p>Upto 31st Dec.2006 By direct recruitment- 33.1/3% By promotion – 66.2/3%</p> <p>After 31st Dec.2006 By direct recruitment- 66.2/3% By promotion – 33.1/3%</p>	Promotion from Assistant Personnel Officer Gr.II/Asst. Welfare Officer Gr.II/ Asst.Secy. Gr.II/ Administrative Asst/ Course Developer / Course Instructor in the Scale of Pay of Rs.8600-14600 with 3 years regular service in the grade OR from Class III employees in the scale of pay of Rs.6170-11975 in the respective discipline of General Administration Department with 5 years regular service in the grade where there are no Class II posts in the pay scale of Rs.8600-14600 in that discipline.	The Ministry has proposed three posts in the scale of Rs.9100-15100 under HRD functions, i.e. welfare, training & labour. The Ministry has proposed RRs under Asst. Personnel Officer Gr.I, Welfare Officer in the scale of Rs.9100-15100. Hence out of 3 posts in the above scale, two posts have been indicated under Asst.Personnel Officer Gr.I for training and labour functions and one post shown as Welfare Officer for welfare functions..

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)
2	Welfare Officer	1	Class I	9100-250-15100	Selection	30	<p>Essential:-</p> <p>(i) A degree from a recognized university.</p> <p>(ii) Degree or diploma in social science from a recognized university / institution.</p> <p>(iii) Knowledge of local language.</p> <p>Desirable:-</p> <p>Two years experience as a Labour Welfare Officer / Industrial Relations Officer in an Industrial / Commercial / Govt. Undertaking.</p>	(a) No (b) Yes (c) No	2	<p>Upto 31st Dec.2006</p> <p>By direct recruitment- 33.1/3%</p> <p>By promotion – 66.2/3%</p> <p>After 31st Dec.2006</p> <p>By direct recruitment- 66.2/3%</p> <p>By promotion – 33.1/3%</p> <p>Note:- Promotion will be on the basis of written Test and viva-voce.</p>	Promotion from Assistant Welfare Officer Gr.II/Asst. Personal Officer Gr.II/Admn. Asst. / Course Developer / Course Instructor in the Scale of Pay of Rs.8600-14600 with 3 years regular service in the grade OR from Class III employees in the scale of pay of Rs.6170-11975 in the respective discipline of General Administration Department with 5 years regular service in the grade where there are no Class II posts in the pay scale of Rs.8600-14600 in that discipline.	The Ministry has proposed three posts in the scale of Rs.9100-15100 under HRD functions, i.e. welfare, training & labour. The Ministry has proposed RRs under Asst. Personal Officer Gr.I, Welfare Officer in the scale of Rs.9100-15100. Hence out of 3 posts in the above scale, two posts have been indicated under Asst.Personnel Officer Gr.I for training and labour functions and one post shown as Welfare Officer for welfare functions.

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)
3	Senior Welfare Officer	1	Class I	10750-300-16750	Selection	35	Essential:- (i) A degree from a recognized university. (ii) Degree or diploma in social science from a recognized university / institution. (iii) Five years experience as a Labour Welfare Officer / Industrial Relations Officer in an Industrial / Commercial / Govt. Undertaking. (iv) Knowledge of local language.	(a) No (b) Yes (c) No	2	By promotion failing which by absorption / deputation, failing both by direct recruitment.	Promotion from Asst. Personal Officer Gr.I/ Welfare Officer/ Assistant Secretary Gr.I/ Law Officer Gr.I in the Scale of Pay of Rs.9100-15100 with 5 years regular service in the grade failing which Asst. Personal Officer Gr.I/ Welfare Officer /Asst Secy Gr.I /Law Officer Gr.I in the scale of pay of Rs.9100-15100 with 2 years regular service in the grade and a combined regular service of 8 years in the scale of pay of Rs.9100-15100 and Rs.8600-14600 in the respective discipline of General Administration Department Absorption / deputation will be of officers holding analogous posts of	The Ministry has proposed two posts in the scale of Rs.10750-16750 under the Main Admn. and indicated one post of CLWO (Rs.10750-16750) vacant for more than one year and not shown in the existing strength may be considered for revival by keeping in abeyance one existing live post of Dy.Secy (Rs.10750-16750) which is vacant for less than a year and included in

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)
											Asst Personal Officer Gr.I/ Welfare Officer / Asst. Secretary Gr.I/ Law Officer Gr.I or equivalent posts in the respective discipline of General Administration Department in the scale of pay of Rs.9100-15100 with 5 years regular service in the grade in a Major Port Trust.	included in Main Admn. Hence the post of CLWO (Rs.10750-16750) will be redesignated as Sr.Welfare Officer in the scale of pay of Rs.10750-16750.

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)
4	Personnel Officer	1	Class I	13000-350-18250	Selection	40	<p>Essential:-</p> <p>(i) A degree from a recognized university/Institution</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 Senior Welfare Officer/Sr. Assistant Secretary in the Scale of Pay of Rs.10750-16750 with 4 years regular service in the grade failing which Sr.Welfare Officer/Sr. Assistant Secretary 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 and Rs.9100-15100 in the respective discipline of General Administration Department. Absorption / deputation will be of officers holding analogous posts of Sr. Welfare Officer or equivalent posts in the respective discipline of General Administration Department in the scale of pay of Rs.10750-16750 with 4 years regular service in the grade in a Major Port Trust.	

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)
5	Senior Personnel Officer	1	Class I	16000-400-20800	Selection	42	<p>Essential:-</p> <p>(i) A degree from a recognized university/Institution</p> <p>(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:-</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 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 analogous post or the post of Personnel Officer or Officers in the respective discipline of General Administration Department (Such as CPRO/ Dy.Secy) in the scale of pay of Rs.13000-18250 with 3 years regular service in the grade in a Major Port Trust or Personnel Officer or equivalent officer 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 scales of pay of Rs.10750-16750 and Rs.13000-18250 in the respective discipline of General Administration	Existing post of Director (Training) in the scale of pay of Rs.16000-20800 will be redesignated as Senior Personnel Officer in the scale of pay of Rs.16000-20800.

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)
											Department in a Major Port Trust will be eligible. For deputation, officers holding analogous posts or holding posts of Personnel Officer or 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".	

RECRUITMENT RULES FOR CLASS I POSTS OF LEGAL DIVISION UNDER THE GENERAL ADMN. DEPT

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)
1	Law Officer Gr.I	1	Class I	9100-250-15100	Selection	30	<p>Essential:- Degree in Law from a recognized university.</p> <p>Desirable :- i) Two years executive experience in a Legal Establishment of an Industrial / Commercial / Govt. Undertaking.</p> <p>(ii) Post Graduate degree in Law from a recognized university.</p>	(a) No (b) Yes. (c) No	2	<p>Upto 31st Dec.2006</p> <p>By direct recruitment- 33.1/3% By promotion – 66.2/3%</p> <p>After 31st Dec.2006</p> <p>By direct recruitment- 66.2/3% By promotion – 33.1/3%</p>	Promotion from Law Officer Gr.II in the scale of pay of Rs.8600-14600 with 3 years regular service in the grade OR from Class III employees in the scale of pay of Rs.6170-11975 in the discipline of Legal Div. with 5 years regular service in the grade where there are no Class II posts in the pay scale of Rs.8600-14600 in that discipline.	The Ministry has indicated that the Administrative Officer (Legal) is vacant for more than one year and hence excluded in the existing strength and proposed strength and is to be abolished. Subsequently on the request of the Ch.P.T. the Ministry has conveyed its sanction for the revival and filling up of the post of AO(Legal) in the scale of Rs.9100-15100. Hence the existing post of AO(Legal) will be redesignated as Law Officer Gr.I.

RECRUITMENT RULES FOR PRIVATE SECRETARIES

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)
1.	PS to Dy.Chairman	1	Class I	9100-250-15100	Selection	30	<p>Essential :-</p> <p>(i) A Degree from a recognized University.</p> <p>(ii) Proficiency in stenography and typewriting with a speed of 120/40.w.p.m. respectively</p> <p>(iii) Knowledge of Computer Application.</p> <p>(iv) Five years experience as Stenographer / PA in an Industrial / Commercial / Govt. Undertaking.</p>	(a) No (b) No (c) No	2	By promotion failing which by absorption / deputation, failing both by direct recruitment.	<p>Promotion from PA to HOD/PS to Dy. Chairman in the Scale of Pay of Rs.8600-14600 with 3 years regular service in the grade.</p> <p>Absorption / deputation will be of officers holding analogous post or feeder posts with 3 years regular service in the grade in a Major Port.</p>	

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)
2.	PS to Chairman	1	Class I	10750-300-16750	Selection	35	<p>Essential :-</p> <p>(i) A Degree from a recognized University.</p> <p>(ii) Proficiency in stenography and typewriting with a speed of 120/40.w.p.m. respectively</p> <p>(iii) Knowledge of Computer Application.</p> <p>(iv) Eight years experience as Stenographer / PA in an Industrial / Commercial / Govt. Undertaking.</p>	(a) No (b) Yes (c) No	2	By promotion failing which by absorption / deputation, failing both by direct recruitment.	Promotion from PS to Dy.Chairman / PS to Chairman in the Scale of Pay of Rs.9100-15100 with 5 years regular service in the grade failing which PS to Dy.Chairman/PS to Chairman with 2 years regular service in the scale of pay of Rs.9100-15100 and a combined regular service of 8 years in the scales of pay of Rs.9100-15100 and Rs.8600-14600. Absorption / deputation will be of officers holding analogous post or feeder posts with 5 years regular service in the grade in a Major Post.	

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)
3.	Sr.PS to Chairman	1	Class I	13000-350-18250	Selection	40	<p>Essential :-</p> <p>(i) A Degree from a recognized University.</p> <p>(ii) Proficiency in stenography and typewriting with a speed of 120/40.w.p.m. respectively</p> <p>(iii) Knowledge of Computer Application.</p> <p>(iv) Twelve years experience as Stenographer / PA in an Industrial / Commercial / Govt. Undertaking.</p>	(a) No (b) Yes (c) No	2	By promotion failing which by absorption / deputation, failing both by direct recruitment.	Promotion from PS to Chairman in the Scale of Pay of Rs.10750-16750 with 4 years regular service in the grade failing which PS to Chairman with 2 years regular service in the scale of pay of Rs.10750-16750 and a combined regular service of 9 years in the scales of pay of Rs.10750-16750 and Rs.9100-15100.	

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)
											Absorption / deputation will be of officers holding analogous post or holding posts of PS/Sr.PS in the scale of pay of Rs.10750-16750 with 4 years regular service in the grade in a Major Port.	