
From
The Secretary.

To
The Chairman,
All Major Port Trusts

Sir,

Sub: ESTABLISHMENT – Filling up of the post of Sr. Personnel Officer (Class I) in the scale of pay of Rs.32900-58000 in General Administration Department, Chennai Port Trust – Regarding.

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Applications are invited for filling up of the post of Senior Personnel Officer (Dy. HOD level post) in the pay scale of Rs.32900-58000 (Rs.16000-400-20800-Pre-revised) in the General Administration Department 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 Senior Personnel Officer.

2. 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 25.05.2017 :-

(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 candidate 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
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 transfer on absorption basis and will be governed by the terms and conditions, prescribed by the Central Government.

4. It is mentioned that the Government intimation, if any received in due course regarding extension in relaxation in qualifying service to fill up Dy. HOD vacancies, will be given effect while filling up of the said post.

5. The applications duly forwarded by the Employer / Forwarding Authority within the due date, viz. 25.05.2017, shall only be considered.

6. Hence the Ports are requested to forward the applications in full to reach the undersigned on or before 25.05.2017.

7. The Circular along with Annexures is also available on our Website 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 Senior Personnel Officer
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: (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.
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Post</th>
<th>No. of posts</th>
<th>Classification</th>
<th>Scale of Pay (Rs.)</th>
<th>Whether Selection or Non-Selection</th>
<th>Upper Age limit for direct recruitment (in years)</th>
<th>Educational and other qualifications prescribed for direct recruitment</th>
<th>Whether (a) age (b) Educational qualifications (c) experience for direct recruits will apply in the case of promotion / absorption / deputation</th>
<th>Period of Probation (in years)</th>
<th>Method of recruitment (whether by direct recruitment or by promotion / transfer / absorption / deputation)</th>
<th>In case of promotion / transfer / absorption / deputation, grades from which it should be made</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1</td>
<td>Senior Personnel Officer</td>
<td>1</td>
<td>Class I</td>
<td>32900 - 58000 (Pre-revised 16000-400-20800)</td>
<td>Selection</td>
<td>42</td>
<td>Essential:- (i) A degree from a recognized university/Institution (ii) Twelve 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.</td>
<td>(a) No (b) Yes (c) No</td>
<td>2</td>
<td>By absorption through composite method of recruitment i.e. 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.</td>
<td>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 (pre-revised) 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 (pre-revised) and Rs.13000-18250 (pre-revised) in the respective discipline of General Administration Department in a Major Port Trust will be eligible.</td>
<td>Existing post of Director (Training) in the scale of pay of Rs.16000-20800 (pre-revised) will be re-designated as Senior Personnel Officer in the scale of pay of Rs.16000-20800 (pre-revised).</td>
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<td>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 (pre-revised) 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 benchmark in overall grading in the ACRs will not be below “Very good”.</td>
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