



CHENNAI PORT TRUST

GENERAL ADMINISTRATION DEPARTMENT

No.G1/6825/2019/GA

Dated: 26.11.2019

To

The Chairmen of All Major Port Trusts.

Sir,

Sub: ESTT. – Filling up of the post of Personnel Officer (Class I)
in the scale of pay of Rs.24900-50500 in GA Department,
Chennai Port Trust **on Absorption/Deputation** method – Reg.

1. Applications are invited for filling up of the post of **Personnel Officer (Class I)** in the pay scale of Rs.24900-50500 (Pre-revised Rs.13000-350-18250) in General Administration Department of Chennai Port Trust, through the Method of **absorption / deputation** basis, from the eligible Officers of Major Port Trusts, who possess the prescribed qualifications, experience, as mentioned in the RR, enclosed at Annexure – 1.
2. Eligible candidates have to apply through '**Online Application Portal (OAP) of the Ministry of Shipping**' and a print-out of the online application should be sent through proper channel, along with the following documents within the stipulated time.
 - a) *Copies of educational qualifications and experience,*
 - b) *Undertaking of the applicant not to withdraw if selected.*
 - c) *A self attested Passport Size Photo of the candidate to be affixed on the application.*
3. Ports have to forward the applications of suitable and willing Officers who satisfy the requirements, along with the following documents, so as to reach **SECRETARY, CHENNAI PORT TRUST, RAJAJI SALAI, CHENNAI – 600001, on or before 31.12.2019** :

- (a) *Photocopy of ACRs of the applicant for the last 5 years duly attested by an officer, not below the rank of Deputy Head of Department, on each of the page,*
- (b) *No Objection Certificate of respective Port Trust.*
- (c) *Vigilance / Administrative Clearance of the Officer in the proforma prescribed at Annexure – 2.*
- (d) *The veracity of the University Certificates and the recognition of the Degree obtained by the applicant may be ensured and certified.*
- (e) *If ACR for a particular year/period is not available, a certificate to that effect should be enclosed.*
- (f) *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.*
4. 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.
5. The crucial date for determining the eligibility is the last date of receipt of applications, i.e. **31.12.2019**. Applications received through proper channel will only be considered. Applications received after the last date/without ACRs/without enclosures, etc, will not be considered.
6. The applications duly forwarded within the due date shall only be considered. Hence the Port Trusts are requested to forward the applications with complete details, so as to reach the undersigned **on or before 31.12.2019**.
7. The Circular along with Annexures is also available on our Website www.chennaiport.gov.in.

Encl.: 1. *Annexure – 1 Copy of the Recruitment Rules for the post*
2. *Annexure –2. Proforma for Vigilance / Administrative Clearance*

Yours faithfully,
Sd/-
SECRETARY

RECRUITMENT RULES FOR THE POST OF PERSONNEL OFFICER [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)
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.	

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS /
CLEARANCE IS BEING SOUGHT**

Sl. No.	Particulars													
1.	Name of 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)													
	<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Designation & Place of posting</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sl. No.	Designation & Place of posting	From	To									
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 charge sheet 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

CHIEF VIGILANCE OFFICER
(Name, Signature, Seal)

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