



CHENNAI PORT TRUST
Traffic Department

No.A2/483/2019/T

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ADMINISTRATIVE OFFICE

Rajaji Salai, Chennai 600 001.

Website: www.chennaiport.gov.in

21/11/2019.

To,

**The Chairmen,
All Major Port Trusts**

Sir,

Sub: Estt – Filling up of the post of Senior Deputy Traffic Manager in the Scale of Pay of Rs.32900 – 58000 in Traffic Department, Chennai Port Trust by absorption through composite method – Reg.

1. One post of Senior Deputy Traffic Manager in the Scale of Pay of Rs.32900 – 58000 in Traffic Department, Chennai Port Trust is to be filled up by absorption through composite method from Officers of Major Port Trusts. A copy of the Recruitment Rules is at Annexure – A.
2. Applications are invited from eligible and willing Officers from all Major Port Trusts possessing the prescribed qualification, experience and other conditions as mentioned in the aforesaid Recruitment Rules.
3. The selection is 'by merit' for which, the benchmark in overall grading in the ACRs/APARs will not below '**Very Good**' as per the Recruitment Rules.
4. The application may be submitted through online applications portal (OAP) of the Ministry of Shipping. The printout of the online filled up application should be sent through proper channel in an envelope superscribing "Application for the post of Senior Deputy Traffic Manager in Chennai Port Trust" addressed to "The Traffic Manager, Chennai Port Trust, No.1, Rajaji Salai, Chennai – 600 001" and should reach this office on or before 04/01/2020, which shall be the crucial date for determining the qualification, experience and age.
5. The following documents are to be enclosed along with the application by the Department.
 - (a) Photocopy of the ACRs of the applicant for the last 5 years (upto March 2019) duly attested.
 - (b) Statement showing the ACR grading of the above ACRs.
 - (c) No Objection Certificate from the Head of Department of the respective Port Trust.
 - (d) Undertaking of the applicant not to withdraw if selected.
 - (e) Attested copies of all certificates, as proof of educational qualification, qualifying service / experience in the respective feeder post & pay scale wise.
 - (f) Vigilance clearance of the candidate in the proforma prescribed by the Ministry (copy enclosed).
 - (g) The details of the applicant may clearly be mentioned along with length of service in the feeder grade posts and details of pay scales.

- (h) It may clearly be mentioned whether the candidate has experience in the feeder grade posts on regular or adhoc or deputation basis.
 - (i) The applications of non-eligible candidates (i.e. who are not in the feeder grade posts) may not be sent.
 - (j) The veracity of the University Certificates and the recognition of the Degree obtained by the applicant may be ensured and certified.
 - (k) Three copies of the recent passport size colour photograph.
- Circular along with annexures is also available in our website www.chennaiport.gov.in.

How to Apply

- (a) Eligible officers are to apply in the 'Online Application Portal' of the Ministry of Shipping (<http://onlinevacancy.shipmin.nic.in>). The applicant has to register in the Online Application Portal.
- (b) A printout of the filled up application along with requisite documents as mentioned above under Sl.No.(a) to (k) may be sent to the 'Traffic Manager, Chennai Port Trust, No.1, Rajaji Salai, Chennai – 600 001' through proper channel before due date of receipt of application.
- (c) The applications which are received after the due date / not sent through proper channel/ incomplete application will not be considered. The last date for receipt of application is 04/01/2020.

Yours faithfully,


Traffic Manager
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- Encl.: 1. Proforma of the Application
2. Proforma of Certificate to be given by the HOD
3. Copy of the Recruitment Rule (Annexure –A)
4. Proforma of the Vigilance clearance

- Copy to: Shri Sandeep Gupta, Director (PHRD) Government of India Ministry of Shipping for information with reference to Ministry's letter No.I-26/9/2013-PE.I dated 12.06.2013 & 17.06.2014. A soft copy of the vacancy circular is sent to Ministry at the email address of sope1@nic.in, sandeepkr.gupta@nic.in for necessary uploading on Ministry of Shipping's website.
- Copy to: The Managing Director, Indian Ports Assn., New Delhi – 110 003. For uploading vacancy circular on IPA's website.
- Copy to: Sr.Dy.Director(EDP) With a request to upload the vacancy Circular on the Trust's website and Online Application Portal launched by Ministry of Shipping.
- Copy to: Notice Board.

PROFORMA OF THE APPLICATION

Post Applied for : Sr. Dy. Traffic Manager, Chennai Port Trust.

1. Full Name (in block letters) :
2. Date of Birth & Age :
3. Address for Communication with Phone No. / Mobile No. :
4. Present post held, date of regular appointment to the Present post. Scale of Pay & Basic Pay. :
5. Whether belongs to SC/ST/OBC :
6. Educational Qualification & Other Professional Qualification :
7. Date of initial appointment (in the port sector) :
8. Date of Retirement ✓ :
9. Details of employment / experience in Chronological order.

Affix
Passport
size photo

Name of the organization	Post held	Scale of Pay	From	To	Nature of duties

10. Additional information, if any :

In the event of my selection to the above post, I shall not withdraw my application and undertake to accept the appointment / posting.

Place:

(Signature of the Applicant)

Date :

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.
6. The veracity of the University certificates relating to educational qualification may be ensured and certified.

Signature of the head of the office
Name along with official seal.

Particulars of the officer for whom vigilance Comments/Clearance is being sought

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) (Annexure – 1)

S.No.	Organization	Desig. & Place of Posting	Administrative/nodal Ministry/Deptt.concerned (in case of officers of PSUs etc.)	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:

(Name & Signature)

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

ANNEXURE - I

S.No.	Organisation (Name in Full)	Designation and place of Posting	Administrative/nodal Ministry/Dept. concerned (in case of officers of PSUs etc.)	From -To	Remarks

Recruitment Rule for the Post of Sr. Deputy Traffic Manager.

(1) Sl. No.	(2) Name of the Post	(3) No. of posts	(4) Classification	(5) Scale of Pay (Rs.)	(6) Whether Selection of Non-Selection	(7) Upper Age limit for direct recruitment (in years)	(8) Educational and other qualifications prescribed for direct recruitment	(9) Whether (a) age (b) Educational qualifications (c) experience for direct recruits will apply in the case of promotion / absorption / deputation	(10) Period of Probation (in years)	(11) Method of recruitment (whether by direct recruitment or by promotion / transfer/absorption / deputation)	(12) In case of promotion / transfer/absorption / deputation, grades from which it should be made	(13) Remarks
4	Sr Deputy Traffic Manager	2	Class I	16000-400-20800	Selection	42	i) A Degree from a recognized university. ii) Twelve years executive experience in Shipping / cargo operations / railway transportation in executive cadre in an Industrial / Commercial / Govt. Undertaking.	(a) No (b) Yes. (c) No	NA	By absorption through composite method failing of recruitment i.e. through promotion / transfer / deputation on 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 post of Dy. Traffic Manager and equivalent posts in the respective discipline of Traffic Dept in the scale of pay of Rs. 13000-18250 with 3 years regular service in the grade in a Major Port Trust or Dy. Traffic Manager and equivalent posts in the respective discipline of Traffic Dept 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 Traffic Dept in a Major	

1632105
16000

Period scale
16000-18250
1632105
16000-18250

113

Recruitment Rule for the post of Sr. Deputy Traffic Manager.

ANNEXURE-A

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Sl. No.	Name of the Post	No. of posts	Classification	Scale of Pay (Rs.)	Whether Selection of Non-Selection	Upper Age limit for direct recruitment (in years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b) Education: (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
											Port Trust will be eligible. For deputation, officers holding analogous posts or holding post of Dy. Traffic Manager and equivalent posts in the respective discipline of Traffic Deptt 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".	