



*Port*  
*Par - Excellence*  
चेन्नै पोर्ट ट्रस्ट

## CHENNAI PORT TRUST

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प्रशासनिक कार्यालय  
ADMINISTRATIVE OFFICE  
राजाजी सालै, चेन्नै - 600 001.  
Rajaji Salai, Chennai - 600 001.  
Website : www.chennaiport.gov.in

No.RC1/4050/2020/GA

Dated: 21.12.2020.

To

The Chairmen of all Major Port Trusts.

Sir,

**Sub: ESTT. – Filling up of the post of Senior Assistant Secretary (Class I) in the scale of pay of Rs.50000-160000 (Revised) (Pre-revised scales: Rs.20600-46500 / 10750-16750) in GA Department, Chennai Port Trust on absorption / deputation Method – Reg.**

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1. Applications are invited for filling up of the post of **Senior Assistant Secretary (Class I)** in the scale of pay of Rs.50000-160000 (Revised) (Pre-revised scales: Rs.20600-46500 / 10750-16750) in General Administration Department of Chennai Port Trust, through **absorption / deputation Method**, 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** (<http://onlinevacancy.shipmin.nic.in>) and a print-out of the online application should be sent through proper channel, along with the following documents within the stipulated time.

- Copies of educational qualifications and experience,*
- Undertaking of the applicant not to withdraw if selected.*
- A self attested Passport Size Photo of the candidate to be affixed on the application.*

..2/-

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 30.01.2021** :

- (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 Method** 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. **30.01.2021**. Applications received through proper channel will only be considered. Applications received after the last date / without ACRs / without enclosures, etc, will not be considered. ChPT reserves the right whether to fill up the post or not.

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 30.01.2021**.

7. The Circular along with Annexures is also available on our Website [www.chennaiport.gov.in](http://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,

  
**SECRETARY**

**Copy to:**

1. **The Secretary to the Govt. of India,** } Kind Attn: **Shri Sandeep Gupta, Director**  
Ministry of Shipping, Ports Wing } (w.r.t. Ministry letter No.I-26/2/2017-  
New Delhi 110 001. } PE.I (Part (1)) dated 03.05.2017)
2. **Sr.Dy.Director (EDP)/ ChPT** – with a request to post the Circular alongwith Annexures in the **Website**.
3. **All HODs of ChPT** – with a request to **circulate among the Officers** of Chennai Port Trust

**RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT SECRETARY**

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	<b>Class I</b>	10750-300-16750	<b>Selection</b>	35	<p><b>Essential:-</b></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><b>Desirable:-</b></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 falling 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.9100-15100 with 5 years regular service in the grade in a Major Port Trust.	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 the scale of Rs.10750-16750 under HRD function of GAD.

**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 &amp; 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