

ADMINISTRATIVE OFFICE

COCHIN – 682 009

Dated: 05.05.2025

No. A9/Secretary/CoPA/2025-S

To

The Chairperson,
All Major Port Authorities.

Sir,

Sub:- Filling up the post of Secretary in CoPA by absorption through composite method
Major Port Authorities

1. Applications are invited for filling up the post of Secretary in the scale of pay of Rs.100000-260000 in Cochin Port Authority by absorption through composite method from Officers holding posts in the scale of pay of Rs.80000- 220000/- with three years regular service in the grade in the General Administration Department or Human Resources Development Department of a Major Port Trust. (RR Attached as **Annexure 1**)

2. The requisite educational & other qualifications prescribed as per Recruitment Rules are:-
Essential : A Degree from a recognized University.
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.

3. The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "Very Good".

4. The eligible and willing Officers from Major Ports who satisfy the provisions of Recruitment Rule for the post of Secretary shall apply through the "Online Application Portal (OAP)" of the Ministry of Ports, Shipping & Waterways (<https://onlinevacancy.shipmin.nic.in>). No application other than through OAP shall be accepted. The candidate shall submit the printout of application form via OAP to his/her administrative Port for onward forwarding.

5. The Ports are requested to forward the application of the candidate along with following documents in an envelope, superscribing "Application for the post of Secretary in Cochin Port Authority" to the Secretary, Cochin Port Authority, Willingdon Island, Cochin-682 009 so as to reach on or before **22.06.2025**.

(i) Attested copies of Annual Performance Appraisal Reports (APARs/ACRs) of the applicant for the last 5 years (01.04.2019 to 31.03.2024) (Attested by an Officer not below the rank of Dy. HOD on each page).

(ii) A statement showing year-wise availability of APARs/ ACRs and grading duly signed by an officer not below the rank of Dy. HOD. If the APAR for a particular period during the last 5 years is not available, "No Report Certificate" may be furnished along with the APARs of preceding years.

(iii) Attested copies of Certificates of academic qualifications to prove eligibility.

(iv) No Objection certificate of the Concerned Port.

(v) Certificate from concerned port in the prescribed format **Annexure-II**.

(vi) An undertaking of the applicant not to withdraw his/her candidature, if selected. Officials, who withdraw his/her candidature for the Post after his/her selection by the Services Selection Committee, will be liable for debarment from future selection to HOD level posts in all Major Ports for a period of two years.

(vii) The vigilance status of the candidates may be furnished in the prescribed Proforma duly signed by the CVO of the concerned Port along with the application (**Annexure-III**). If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application.

(viii) Two recent passport size photographs in a sealed envelope.

(ix) The details of the applicants, length of service in feeder grade posts with pay scales, final APAR gradings, veracity of educational qualification certificates and eligibility position may clearly be indicated by the Ports.

6. The crucial date for determining the qualification, experience and age shall be **06.05.2025**.

7. In case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate will not be considered, if his/her application is not received through proper channel by the Port within 15 days of last date of receipt of application.

8. Incomplete applications or applications not submitted as per the instructions of this vacancy circular will not be considered.

Yours faithfully,

[Signature]
06/05/2025

Sr.Dy.Secretary
Phone:0484-2582113.

Copy to: The Secretary to the Govt. of India,
Ministry of Ports, Shipping & Waterways,
Transport Bhawan
1,Parliament Street
New Delhi-110 001

: The Under Secretary to the Govt. of India (PHRD Division), Ministry of Ports, Shipping & Waterways for information-A soft copy of the vacancy circular is also sent to Ministry at the email address of sopel@nic.in for necessary posting in the Ministry's website.

Sl. No.	Name of Post	No. of Posts	Classification	Scale of Pay. (Rs.)	Whether Selection or Non-Selection	Upper Age limit for Direct Recruitment (in yrs)	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 yrs.)	Method of recruitment (whether by Direct Recruitment or by Promotion/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
5	[Secretary] ¹	1	Class I HOD	100000 - 260000 Note: The pay scale shall be upgraded to the scale of pay of Rs. 120000 - 280000/- after completion of three years regular service with the approval of the Central Government]	Selection	45	<u>Essential:</u> (i) A Degree from a recognized university. (ii) 15 years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/Commercial /Govt. Undertaking. <u>Desirable:</u> 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.	(a) No. (b) Yes. (c) No.	NA	By absorption through Composite method failing Deputation and failing both by Direct Recruitment.	(i) Officers holding posts in the scale of pay Rs. 80000 - 220000/- with three years regular service in the grade in the General Administration Department or Human Resources Development Department of a Major Port Trust shall be eligible. Deputation: (ii) Officers holding post of Secretary and equivalent posts in General Administration Department or Human Resource Development Department in the scale of pay Rs. 100000 - 260000/- with two years regular service in the grade or officers holding post of Senior Deputy Secretary and equivalent posts in General Administration Department or Human Resource Development Department in the scale of pay of Rs. 80000 - 220000/- and above, with five years regular service in the grade in the Central Government or State Governments or Union territory administration or Public Sector Undertakings or Autonomous Bodies (other than Major Port Trusts) shall be eligible. The selection is by merit for which the bench mark in overall grading in the Annual Confidential Reports shall not be below "Very Good".	

ANNEXURE-II

Certificate to be given by the Head of Office of the applicant

- 1) It is certified that the particulars furnished by the applicant Shri/Smt-----
----- 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 she is clear from vigilance angle.
- 3) Her integrity is certified.
- 4) It is certified that no major/minor penalties have been imposed on the applicant
during the last 10 years.
- 5) Attested copies of ACRs for the last five years are enclosed.
- 6) The veracity of the qualification certificates submitted by the applicant are ensured
and certified.

SIGNATURE OF THE HEAD OF THE OFFICE
Name along with official seal

Annexure-III

Particulars of the officer for whom vigilance Comments/clearance is being sought
(To be furnished and Signed by the CVO or HOD)

1. Name of the Official (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 official belongs
including batch/year cadre etc,
wherever applicable
7. Positions held (during the ten preceding years) :

Sl No	Organization (Name in full)	Designation & Place of Posting	Administrative/nodal Ministry/Deptt. Concerned (in case of officers of PSU etc.)	From	To

8. Whether the official 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 official during the last 10 years
and if so, with what result. (*)
10. Whether any punishment was
awarded to the official 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
Official as on date. (If so, details to be furnished –
Including reference no., if any, of the Commission)
12. Is any action contemplated against the
official as on date. (If so, details to be furnished)(*)
13. Whether the officer/Official has submitted his/her
Annual Immovable property return of the previous
Year as required under Rule 18 of the
CCS (Conduct) Rules, 1964 within the prescribed limit
14. Details of complaint pending against the official as on dated :

Date:

(Name & Signature)

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