



*Port  
Par-excellence*  
चेन्नै पत्तन प्राधिकरण  
CHENNAI PORT AUTHORITY



वनस्पति कल्पना  
ONE EARTH • ONE FAMILY • ONE FUTURE

प्रशासनिक कार्यालय :

ADMINISTRATIVE OFFICE :

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No.RC1/0037/2026/GA

Dated: 23.01.2026.

To

The Chairperson of All Major Port Authorities (except KPL).

Sir,

**Sub: ESTT. – Filling up of the post of Senior Deputy Secretary (Dy. HOD) in the scale of pay of Rs.80000-220000 (Pre-revised scale of pay of Rs.32900-58000/16000-20800) in GA Department, Chennai Port Authority on Composite Method – Reg.**

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1. Applications are invited for filling up of the **post of Senior Deputy Secretary (Dy.HOD)** in the pay scale of Rs.80000-220000 (Pre-revised scale of pay of Rs.32900-58000/16000-20800) in GA Department of Chennai Port Authority, through **Composite Method**, from the eligible Officers of Major Port Authorities, 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 Ports, Shipping & Waterways** (<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.

- 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. The Ministry in the letter dated 09.07.2020, has informed that the Appointing Authority as well as Disciplinary Authority for all Dy. HOD level posts will be the Central Government i.e. Secretary (Shipping) and directed all Major Ports to carry out amendments in their service regulations viz. Recruitment, Seniority and Promotion (RS&P), Classification, Control and Appeal and other relevant Regulations as per the laid down procedure.

4. Subsequently, the Ministry by letter dated 29.12.2020 has conveyed that "till amendments in the Service Regulations viz. Recruitment Rules (RRs), Seniority and Promotion (RS&P), Classification, Control and Appeal and other relevant Regulations are notified, Dy. HoD level posts in Major Port Authorities may be filled up only by absorption through Composite Method at Port level. Advertisement for filling up of the posts, DPC etc. may be held at Port level. However, recommendations of the DPCs may be conveyed by Major Port Authorities to this Ministry and obtain approval of the Ministry before issuing appointment orders".

5. As per Ministry's instructions dated 11.08.2021 in respect of filling up the post of Dy.HoD level, the administrative Ports shall ensure that the applications of the candidates will be forwarded with the prior approval of the Competent Authority and with all requisite documents before the date of closing to the Port which advertised the vacancy. In case of receipt of advance copy of application in respect of any applicant by the Port, **candidature of the candidate would not be considered if his / her application is not received within 15 days of the last date of receipt of applications.**

6. As per the aforesaid instructions dated 11.08.2021, Port officials, who **withdraws** his / her candidature for the post after his / her selection by the Services Selection Committee, **will be liable for debarment from future selection to Dy.HoD level post in all Major Port Authorities for a period of two years.**

7. As per the instructions of the Ministry contained in the letter dated 30.05.2022, the details of Major / Minor penalties and Vigilance Clearance clearly indicating whether the Officer is CLEAR / NOT-CLEAR from vigilance angle in the prescribed format (**Annexure-2**) should be furnished.

8. The selection is by merit for which overall grading in the ACRs / APARs will not be below "Very good".

9. 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 AUTHORITY, RAJAJI SALAI, CHENNAI – 600001, on or before 23.02.2026**:-

- (a) Photocopy of ACRs / APARs 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) **Willingness of the candidate for joining the post in case of selection**
- (c) **No Objection Certificate of respective Port to relieve the candidate.**
- (d) Vigilance / Administrative Clearance of the Officer in the proforma prescribed at **Annexure-2**.
- (e) The veracity of the University Certificates and the recognition of the Degree obtained by the applicant may be ensured and certified.
- (f) If ACR / APAR for a particular year/period is not available, a certificate to that effect should be enclosed.
- (g) 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.
- (h) **Complete service details of the applicants with posts held till date in the prescribed format at Annexure-4.**

10. The Officers selected for the above post will be appointed on **Composite Method** and will be governed by the terms and conditions, prescribed by the Central Government.

11. In terms of Ministry's letter dated 11.08.2021, once the application(s) is / are forwarded in respect of any employee with the prior approval of the competent authority, the Port concerned shall ensure that he / she would be relieved immediately in any case within 30 days of his / her present post in case of selection and appointment to the above post. In case he / she is not relieved within 30 days of his / her appointment to the above said post, it would be deemed as relieved of his / her present post after expiry of 30 days of his / her appointment.

12. The crucial date for determining the eligibility is the last date of receipt of applications i.e. **23.02.2026**. Applications received through proper channel will only be considered. Applications received after the last date **i.e. 23.02.2026** without ACRs or APARs / without enclosures, etc, will not be considered.

13. The applications duly forwarded within the due date shall only be considered. Hence the Port Authorities are requested to forward the applications with complete details, so as to reach the undersigned **on or before 23.02.2026**.

14. 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  
3. Annexure – 3 Certificate to be given by the Head of the Department  
4. Annexure – 4 Proforma for Service details of the applicants  
5. Annexure – 5 Self Undertaking

Yours faithfully,

*C. Dhare*

**SECRETARY**

**Copy to:**

1. The Secretary to the Govt. of India,  
Ministry of Ports, Shipping & Waterways  
New Delhi 110 001.

w.r.t. Ministry's letter No.I-26/2/2017-PE.I  
(Part (1)) dated 03.05.2017

2. All HODs of ChPA

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with a request to circulate among the  
Officers of Chennai Port Authority.

# Recruitment Rules for the Post of Sr. Dy. Secy (Dy.HoD) in ChPA

Sl. No.	Name of the Post	No. of posts	Class/Location	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 recruitment 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, Grade from which it should be made	Remarks	
4.	Senior Deputy Secretary	1	Class I	16000-400-* 20800	Selection	42	<b>Essential:-</b> (i) A degree from a recognized university. (ii) Twelve years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations, etc., in an Industrial / Commercial / Govt. Undertaking.	(a) No (b) Yes (c) No.	N.A.	By absorption through composite method, officers holding analogous posts or the post of Dy. Secretary and equivalent posts in the respective discipline of General Administration (such as CPRQ/ Deputy Estate Manager/ Deputy Chief Law Officer / Personnel Officer) in the scale ** of pay of Rs. 13000-18250 with 3 years regular service in the grade in a Major Port Trust or Deputy Secretary and equivalent posts in the respective discipline of General Administration with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs. 10750-16750 and ***	(12)	(13)	

\* Rs. 80000-220000 (Revised) / Rs. 16000 - 400-20800 (Pre-revised)  
 \*\* Rs. 60000 - 180000 (Revised) / Rs. 13000 - 18250 (Pre - revised)  
 \*\*\* Rs. 50000-160000 (Revised) / Rs. 10750 - 16750 (Pre-revised)

Sl. No.	Name of the Post	No. of posts	Classifi- cation	Scale of Pay (Rs.)	Whether selection or Non- Selection	Upper Age limit for direct recruit- ment (In years)	Educational and other qualifications prescribed for direct recruitment	(a) age (b) educational qualifications (c) experience for direct recruitment	Period of Prob- ation (In years)	Method of recruitment (whether by direct recruitment or by promotion / transferelective or deputation)	In case of promotion / transfer/absorption / deputation, grades from which it should be made	Remarks

\*\* Rs.60000 - 180000 (Revised) / Rs. 13000 - 18250 (Pre - Revised)

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS /  
CLEARANCE IS BEING SOUGHT**  
(To be furnished and signed by the CVO or HOD)

Sl. No.	<b>Particulars</b>					
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)					
	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 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) (*)					
13	Whether the Officer /Official has submitted his / her annual immovable property return of the previous year as required under Rule 18 of CCS (Conduct) Rules, 1964 within the prescribed limit					
14	Details of complaint pending against the Officer as on date					

Date

Name and Signature with Seal

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

**Certificate to be given by the Head of the Department**

Certificate in respect of Shri / Smt \_\_\_\_\_  
(Name & designation)

1. It is certified that the particulars furnished by the applicant are correct and he / she fulfills the eligibility criteria.
2. The veracity of the qualification certificates and caste certificates submitted by the applicant are ensured and certified
3. It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
4. His / Her integrity is certified.
  
5. It is certified that no major / minor penalties have been imposed on the Officer during the last 10 years.
6. Attested copies of ACRs / APARs for the last five years are enclosed.

Dated:

**Signature of the Head of the Department Name  
along with official seal**

Annexure - 4

**NOTICE OF SERVICE PARTICULARS OF THE APPLICANTS TO BE FURNISHED BY THE PORTS CONCERNED**

Dated:

**Signature of the Head of the Department  
along with official seal**

**Annexure – 5**

**SELF UNDERTAKING**

I, \_\_\_\_\_ (Name & Designation) \_\_\_\_\_

hereby undertake that in the event of my selection to the post of \_\_\_\_\_,

\_\_\_\_\_ Authority, I shall not withdraw my candidature, if selected to the said post.

**SIGNATURE OF THE APPLICANT**