வ.உ.சிதம்பரனார் துறைமுக ஆணையம்
வி.ஓ. चिदम्बरनार पत्तन प्राधिकरण
V.O.Chidambaranar Port Authority
(Ministry of Ports,Shipping & Waterways, Government of India)
Administrative Office, Harbour Estate, Tuticorin -628 004
Tamilnadu

SAGARMALA

Certificate under :
IMS - ISO 9001:2015; ISO 14001:2015 & ISO 45001:2018 and ISPS compliant Port

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No. GAD-EST10ESTC(EST)/13/2026-GAD(9222)/D. 1829 Date: 03 /11/2026

To,
The Chairperson,
All Major Port Authorities.

Sub: Filling up of the post of Senior Deputy Secretary in the scale of pay of Rs.80,000-2,20,000 by absorption through composite method in VOC Port Authority – Application called for -reg.

Sir,

Applications are invited for filling up of one post of Senior Deputy Secretary in the Class I Scale of Pay of Rs. 80,000-2,20,000/- in V.O.Chidambaranar Port Authority by absorption through composite method, from the eligible and willing officers of Major Port Authorities, fulfilling the eligibility criteria prescribed in the Recruitment Rules for the said post. The copy of Recruitment Rules is enclosed as **Annexure–I**.

2. The Selection is by merit for which overall grading in the APARs will not be below "Very Good".

3. Applications are invited from eligible and willing officers of all the Major Port Authorities possessing the prescribed qualification, experience and other conditions for the post of Senior Deputy Secretary in the Class I Scale of Pay of Rs. 80,000-2,20,000/- as per Recruitment Rules (**Annexure-I**). The application through proper channel may be sent in the prescribed Proforma enclosed as **Annexure-II** along with the following documents in an envelope, superscribing "Application for the post of Senior Deputy Secretary in V.O.Chidambaranar Port Authority, so as to reach to the Secretary, V.O.Chidambaranar Port Authority, Administrative Office, Harbour Estate, Tuticorin – 628 004, Tamilnadu on or before **02/12/2026**.

i. Copies of APARs for the last 5 years (2020-2021 to 2024-2025), attested by the Officer not below the rank of Dy. HoD on each page. If APAR for a particular year is not available, last available APAR may be furnished with a non-availability certificate.
ii. A statement showing year wise availability of APARs and grading duly signed by HoD or Secretary.
iii. Attested photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay-scale wise, duly verified by the Port while forwarding the application to this Port.
iv. No objection certificate from the respective Port.
v. Vigilance and Administrative Clearance of the concerned Port.
vi. Certificate to be given by Head of the Office, as per enclosed proforma as **Annexure III.**
vii. Vigilance report is to be furnished in the format prescribed, vide Ministry of Shipping's letter No.C-31018/5/2020-Vigilance dated 15/02/2022, copy of which is attached as **Annexure IV**.

viii. Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.

ix. The veracity of the qualification certificates and the recognition of the degree obtained by the applicant may be ensured and certified.

x. Two passport size photographs.

4. 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.

5. The crucial date for determining the eligibility criteria with regard to the qualification, experience, age, etc will be **02/12/2026** in line with Ministry's guidelines vide letter No.A-29018/4/2018-PE-I dated 11/08/2021.

6. In terms of Ministry's letter No. A-29018/4/2018-PE-I dated 30.05.2022 and 01.06.2022, the Appointing Authority as well as Disciplinary Authority for all Dy. HoD level posts will be Central Government i.e. Secretary (PSW) and accordingly, the recommendations of the Service Selection Committee shall be conveyed to the Ministry for obtaining approval, before issuing appointment order.

7. Also, as per aforesaid instruction dated 11/08/2021, Port Official, who withdraws his/ her candidature for the Post after his/her selection by the Service 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.

8. Circular along with annexures is also available on our website www.vocport.gov.in.

9. The said advertisement may be cancelled at any time without assigning any reason by the Competent Authority.

10. Incomplete application or application received <u>after the due date</u> will not be considered.

Encl.: As stated.

Yours sincerely,

(S.P. Mohan Kumar)
Secretary

<u>Copy to:</u>

1. The Under Secretary to the Govt of India, (PHRD Division) Ministry of Ports, Shipping and Waterways - for information.
2. The Managing Director, Indian Port Association-for information.

RECRUITMENT RULES FOR CLASS I POSTS OF GENERAL ADMINISTRATION DEPARTMENT (main administration), V.O.CHIDAMBARANAR PORT AUTHORITY

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)	Whether benefit of added years of service is admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972	Educational and other qualifications prescribed for direct recruitment
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
Senior Deputy Secretary	1	Class I	Rs. 80000-220000 (pre-revised Rs.32900-58000) (pre –pre-revised 16000-400-20800)	Selection by merit	42	No	Essential: (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/Government Undertakings. 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.

Whether a) age b)educational qualifications c) experience prescribed 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	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
[9]	[10]	[11]	[12]	[13]	[14]
Age: No Qualifications : yes	Not applicable	By absorption through composite method failing which by deputation from other Government Organization and failing both by direct recruitment.	For absorption through composite method, Officers holding the post of Senior Deputy Secretary or the post of Deputy Secretary and officers in the respective discipline of General Administration Department (such as Chief Public Relation Officer/Deputy Estate Manager/Deputy Chief Law Officer/ Personnel Officer) in the scale of Rs. 60000-180000 pre-revised (Rs.24900-50500 revised) with 3 years regular service in the grade in a Major Port Authority OR Deputy Secretary and Senior Deputy Secretary in the respective discipline of General Administration Department with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs. 50000-160000 (pre revised Rs.20600-46500) and Rs. 60000-180000 (pre-revised Rs.24900-50500) in the respective discipline of General Administration Department in a Major Port Authority will be eligible. For deputation, officers holding the post of Senior Deputy Secretary or post of Deputy Secretary and officers in the respective discipline of General Administration Department in the scale of pay of Rs. 60000-180000 (pre-revised Rs.24900-50500) in Government/Semi Government/ Public Sector Undertakings or Autonomous Bodies with 3 years regular service in the grade will be eligible. The selection is by merit for which bench mark in overall grading in the Annual Confidential Reports will not be below “Very Good”.	i) Chairperson – Chairman ii) Deputy Chairperson – Member iii) Head of Department in charge of the Department in which the vacancy occurs - Member iv) Head of the Department in charge of the Personnel – Member v) Representative of Scheduled Caste/Scheduled Tribes & Other Backward Class nominated by the Chairperson – Member	

Annexure – II

Application for the post of Senior Deputy Secretary in
V.O.Chidambaranar Port Authority by absorption through composite method

PROFORMA

Affix passport size photograph

1. Name :

2. Father's/Husband's Name :

3. Date of Birth & Present age :

4. Whether belongs to SC/ST/OBC/UR :

5. Address for communication
with Telephone/Mobile No. :

6. Academic and Professional Qualification:

Exam/Degree	Year of Passing	Name of Inst./ Board/ University	Marks Aggregated	Percentage

(Attach separate sheet, if required)

7. Employment History and Experience:

Name of the Ministry/ Dept./ Govt. organisation/ Autonomous Body/ company/ Corporation	Designation	Pay scale	Whether post is held on regular or ad-hoc basis	Period with date, month & year		Nature of work in brief
				From	To	

(Attach separate sheet, if required)

8. Please mention details of appreciation/
Outstanding work done, if any, which
was duly recognized by the higher authority

9. Enclosures (Please mention) :

10. Declaration:

I, hereby, solemnly declare that all the statements made in the above proforma are true and correct to the best of my knowledge and belief. If selected, the candidature will not be withdrawn:

Place:
Date:

Signature.....
Name and Address of the applicant.....

Annexure – III

Certificate to be given by the Head of Office of

Shri / Smt ……

Designation …….

1. It is certified that the particulars furnished by the Officer are correct and he/ she is fulfilling the eligibility criteria.

2. The veracity of the qualification certificates and caste certificate 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 that he/she is clear from the Vigilance and Administrative angle.

4. His / Her integrity is certified.

5. It is certified that no Major/Minor penalty has been imposed on the Officer during the last 10 years.

6. Copies of APARs for the last 5 years from 2020-21 to 2024-2025 are enclosed.

Dated:

Signature of the forwarding authority
along with office seal.

Annexure – IV

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 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.	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) (*) :

13. Whether the officer/official has submitted his/her annual immovable property return of the previous year required under Rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed limit. :

14. Details of complaint pending against the Officer as on dated. :

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.