CH.PA.Item Code No.1000000122

SAGARMALA
PORT-LED PROSPERITY

चेन्नै पत्तन प्राधिकरण
CHENNAI PORT AUTHORITY

PM GatiShakti

प्रशासनिक कार्यालय :
ADMINISTRATIVE OFFICE :
नं.1, राजाजी सालै चेन्नै - 600 001.
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No.RC1/1257/2026/GA

Dated: 10 .11.2026.

To

The Chairpersons of All Major Port Authorities **(Except KPL)**

Sir,

Sub: **ESTT. – Filling up of the post of Secretary (HOD) in the scale of pay of Rs.100000-260000 (Revised) (Pre-revised R.43200-66000) by Composite Method of Recruitment in GA Department, Chennai Port Authority – Regarding.**

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The post of **Secretary (HoD)** is likely to fall vacant w.e.f. 01.05.2027 in the scale of pay of Rs.100000-260000 (Revised) (Pre-revised Rs.43200-66000) and to be filled by **Absorption through Composite Method**, from the Officers of Major Port Authorities, those who are fulfilling the eligibility criteria as per the RR **(Annexure-I).**

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

3. The incumbent will be initially appointed in the HoD post in the scale of pay of Rs.100000-260000 (Pre-revised Rs.43200-66000) and **after completion of 3 years regular service in the post,** he / she will be elevated to the scale of pay of Rs.120000-280000 (Pre-revised Rs.51300-73000) subject to fulfilling the relevant conditions as per the Ministry's guidelines vide Letter No.A-12023/15/2018-PE-I dated November 19, 2019. It may be noted that any changes as directed by the Ministry from time to time, will be made applicable.

4. Applications are invited from suitable and willing officers, who satisfy the eligibility criteria for the post, as per the RR including the Note mentioned in the attached RR **(Annexure-I).** The application may be submitted through 'Online Application Portal" (OAP) of the Ministry of Ports, Shipping and Waterways website https://onlinevacancy.shipmin.nic.in. No application other than OAP shall be accepted.

5. The candidate will have to submit the printout of application that is already uploaded in OAP to the administrative Port for onward forwarding. The Ports are required to forward the application of the candidates along with the following documents **before** 24.12.2026 super scribing **"Application for the post of Secretary, Chennai Port Authority".**

(i) Copies of ACRs / APARs for the last 5 years (2021-22 to 2025-26) duly attested by an Officer not below the rank of Dy.HoD on each page.

(ii) If ACR / APAR for a particular year during the last 5 years period is pending / not available, "No Report Certificate" may be furnished along with ACRs / APARs of the preceding years.

(iii) Attested photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.

(iv) No objection certificate from the respective Port.

(v) Certificate by the Head of the Office of the applicant **(Annexure-II)**

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

(vii) Vigilance and Administrative Clearance of the concerned Port, as per enclosed proforma **(Annexure-III).**

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

6. Further, as per the Ministry's guidelines dated 26.09.2019, 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 by the Ministry, if his / her application is not received through proper channel by the Port within 15 days of the last date of receipt of applications, i.e. on or before **24 .12.2026.**

7. Further, the Ministry vide letter dated 20.09.2022 has issued the advisory in continuation to its earlier guidelines dated 26.09.2019 regarding filling up the HoD level posts in Major Port Authorities, wherein, it is inter-alia stated that "In this connection, it is clarified that certain documents viz. obtaining vigilance clearance, APARs of the candidate may take some time due to administrative formalities. In such scenario, the Ports need to forward the application of the officer with the approval of the competent authority (i.e. through proper channel) to the Port which has issued advertisement before the due date of submission of applications. Such applications through proper channel (even though without APARs, Vigilance, etc.) will be taken into consideration by the Ministry for appointment to HOD level posts. However, for consideration of candidature of the candidate by the Selection Committee, the Ports are required to forward the remaining documents without unnecessary delay. At various instances, the Ports forward the applications of the candidates in the last hours. Thus, it becomes impossible for the application to reach the Port that issued advertisement before the due date of submission. In such cases, the Ports are required to forward his application (through proper channel i.e. forwarding of the Port along with printout of OAP application) via email so that the candidature of the candidate could be considered for the post. Subsequently, the complete application of the candidate along with other documents may be forwarded by the Port by registered post to the Port that issued advertisement".

8. The crucial date for determining eligibility of the applicants will be **01.05.2027 i.e.** the date of arising of vacancy in terms of MoPSW's letter No.I-26/25/2013-PE.I dated 26.09.2019.

9. 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. The Vigilance report is to be furnished in the format prescribed, vide Ministry of Ports, Shipping and Waterways letter No.A-12023/2/2021-PE-I dated 20.01.2021, copy of which is attached as **Annexure-III**.

10. As per the Ministry's guidelines dated 26.09.2019 regarding filling up the HoD level posts in Major Port Authorities, Port official, who withdraws his candidature for the post after his selection by the Service Selection Committee, will be liable for debarment from future selection to HoD level posts in all Major Port Authorities for a period of two years.

11. Incomplete applications or applications not made following the stated procedure or received after due date will not be considered.

Yours faithfully,

SECRETARY

Encl.: 1. Annexure-I — Copy of the Recruitment Rules for the post
2. Annexure-II — Certificate to be given by the Head of Office
3. Annexure-III — Proforma for Vigilance / Administrative Clearance

Copy to:

1. **The Secretary to the Govt. of India,**
Ministry of Ports, Shipping & Waterways,
Ports Wing, New Delhi -110 001.
Kind Attn.: **Shri Devendra Kumar,**
Deputy Secretary (PHRD)

2. **All HoDs of ChPA**
with the request **to circulate among the Officers of Chennai Port Authority**

Annexure - I

RECRUITMENT RULES FOR THE POST OF SECRETARY

Sl. No.	Name of the Post	No. of posts	Classi-fication	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	Whether (a) age (b) Educational qualifications (c) experience for direct recruits will apply in the case of promotion / absorption / deputation	Period of Proba-tion (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
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
5	Secretary (Category-I Ports)	1	**Class I (HOD)**	100000-260000 * **(the pay scale will be elevated to the scale of pay of Rs.120000-280000 after three years regular service, with the approval of Central Government)**	Selection	45	**Essential :-** (i) A degree from a recognized university. (ii) Seventeen years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations, etc., in an Industrial / Commercial / Govt. Undertaking. **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.	(a) No. (b) Yes (c) No	N.A.	By absorption through composite method of recruitment ie. through promotion / transfer / deputation on absorption 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 posts in the scale of pay of Rs.80000-220000 with 3 years regular service in the General Administration Department of a Major Port Authority will be eligible. **For deputation**, officers holding analogous posts or post of Secretary and equivalent posts in General Administration Department / HRD in the scale of pay of Rs.100000-260000 (Revised) (Pre-pre-revised Rs.18500-23900) with 2 years regular service in the grade **or** officers holding post of Sr. Dy. Secy and equivalent posts in General Administration Department /HRD in the scale of pay of Rs.80000-220000 (Pre-pre-revised Rs.16000-20800) and above with 5 years regular service in the grade in Govt./ Semi Govt./PSUs **or** Autonomous Bodies (** other than Major Port Trusts) 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".	Elevation of Pay Scale from Rs.10000-260000 to Rs.120000-280000 shall be granted in terms of Ministry letter dated 19.11.2019 subject to the following conditions: (a) Recommendation of the Port Chairperson. (b) The APARs of the officer for last five years should not be below bench marks of "Very Good'. (c) The officer should be clear from Vigilance angle. (d) Approval of Ministry.

*** RR is yet to be notified**

*** As per MoS letter No.A-12023 /15 / 2018-PE-I dated 19.11.2019.**

**** As per MoS letter No.A-12012/02/ 2019-PE-I dated 19.08.2019.**

ANNEXURE – II

CERTIFICATE TO BE GIVEN BY THE HEAD OF ORGANISATION

Certificate to be given by Head of Office of

Shri / Smt _____

Designation _____

1. It is certified that the particulars furnished by the applicant are correct and he / she fulfil 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.

Signature of the Head of the Office
Name along with official seal

Dated:

ANNEXURE – III

PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS / CLEARANCE IS FURNISHED

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)	
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	

Sl. No.	Designation & Place of posting	From	To

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