

ISO 9001:2008, ISO 14001:  
2004 & ISPS COMPLIANT PORT

வ.உ.சிதம்பரனார் துறைமுக பொறுப்புக்  
கழகம்

व.उ.चिदम्बरनार पत्तन न्यास

**V.O.CHIDAMBARANAR PORT TRUST**

**(MINISTRY OF SHIPPING, GOVERNMENT OF INDIA)**

ADMINISTRATIVE OFFICE, HARBOUR ESTATE, TUTICORIN 628 004,  
TAMIL NADU.



**SAGARMALA**  
PORT-LED PROSPERITY

No. S-5/3/2018-E.I.

Dated: 05.2018

## **VACANCY NOTIFICATION**

**Subject:** Filling up of the post of Personal Assistant to Head of Department in V.O.Chidambaranar Port Trust, Tuticorin by Direct Recruitment.

V.O.Chidambaranar Port Trust, Tuticorin, an autonomous body under the Ministry of Shipping, Government of India, invites applications for the post of **Personal Assistant to Head of Department** in Class II scale of pay of Rs.16400-40500 by Direct Recruitment.

1. Name of the Post : Personal Assistant to Head of Department
2. Classification : Class II
3. Number of Post : 1 (One) Un- Reserved
4. Scale of Pay : Rs.16400 - 40500.
5. Qualifications : **Essential:**

(i) Pass in regular Plus Two or its equivalent from recognized Board of Studies; and

(ii) A degree of a recognized University on regular pattern (OR) through correspondence.

(iii) Minimum speed of 40 words per minute in English Typewriting.

(iv) Minimum speed of 120 words per minute in English Shorthand.

**Note:**

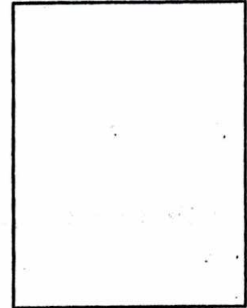
- (i). The crucial date for determining the qualification, experience, etc. shall be the first day of the month in which the post is notified /advertised as per the provisions contained in Tuticorin Port Trust Employees (Recruitment, Seniority and Promotion) Regulations, 2008.
- (ii) Competent authority reserves the right to reject applications without assigning any reason.
- (iii) Any candidate who is found to have knowingly furnished any particulars which are false or have suppressed material information of a character, which if known would ordinarily have debarred him from getting an appointment to a grade or post, is liable to be disqualified, and if appointed, to be dismissed from service.
6. The selection will be made on the basis of recruitment rule for Class II post of Personal Assistant to Head of Department as per the Tuticorin Port Trust Employees (Recruitment, Seniority and Promotion) Regulations, 2008.
7. The details regarding the organisation and the post application forms and other conditions can be downloaded from web site [www.vocport.gov.in](http://www.vocport.gov.in).
8. Application not in the prescribed format and incomplete applications will be summarily rejected. Applications without attested copies of certificates/ testimonials of proof of age, qualification and experience as enclosures, will also be treated as incomplete and summarily rejected. No correspondence will be entertained from the candidates in this regard. Applications received through e-mail, etc. will not be entertained.
9. Employees working in Central Government/State Government/PSUs/Autonomous bodies should forward through proper channel.
10. Application in the prescribed format (Annexure - I) along with attested copies of certificates relating to educational and technical qualifications, age proof, experience, etc., must reach the following address on or before 1700 Hours. of 30-06-2018.

The Secretary,  
V.O.Chidambaranar Port Trust,  
Administrative Office,  
Bharathi Nagar,  
Tuticorin - 628 004."

  
30/6/18  
SECRETARY  
V.O.CHIDAMBARANAR PORT TRUST

**Application for the post of Personal Assistant to Head of Department**

**PROFORMA**



- 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 Instt./ 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		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 recognised by the higher authority**

: 2 :

**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.**

**Place:**

**Date :**

**Signature.....**

**Name and Address of the applicant.....**

**CERTIFICATE TO BE GIVEN BY THE HEAD OF ORGANISATION**

1. The particulars furnished by ..... are correct.
2. It is certified that no disciplinary/Vigilance case is either pending or being contemplated against him and he is clear from vigilance angle.
3. His/Her integrity is certified.
4. It is certified that no major/minor penalties have been imposed on him during last 10 years.

Signature of the Head of Organisation

Name: . . . . .

Organisation. . . . .

Telephone/Mobile No.. . . . .