


TUTICORIN PORT EDUCATIONAL AGENCY

	ADMINISTRATIVE OFFICES		Phone : 0461 - 2352290
	V.O.CHIDAMBARANAR PORT TRUST		0461 - 2372999
	TUTICORIN – 628 004.		Fax : 0461 - 2354274
PATRON S. NATARAJAN	PRESIDENT V. MURALIDHARAN	SECRETARY N.V.PERUMAAL	TREASURER A.RAJAMANICKAM

RECRUITMENT FOR THE POST OF B.T. Assistant

Tuticorin Port Educational Agency invites applications in the prescribed format, from eligible Indian Nationals for filling up of vacancies and for drawing a panel of candidates for the grant post of B.T. Assistant (English) on CONTRACT basis. Details of essential and desirable qualifications for these categories of posts, Pay Scale, Age limit, Relaxation of age, Mode of Selection and other related details are given below:-

Sl.No	Name of Post	Number of Vacancies				
		GEN	SC	ST	OBC	TOTAL
01.	B.T. Assistant (English)	1				1

1. PAY SCALE : Rs. 4,000/- (Consolidated pay – Per month)

2. ESSENTIAL QUALIFICATIONS:

(i) **B.T.Assistant**

B. A. (English) and

B.T. or B.Ed. or L.T. and

Trained Teachers certificate to collegiate Grade.

3. AGE LIMIT FOR THE ABOVE POST IS IN ACCORDANCE WITH TAMILNADU EDUCATIONAL RULES.

AGE RELAXATION:

The cut-off-date for determining various eligibility criteria (Educational Qualifications, age limit etc.) will be 01.03.2013. Applicants are advised to satisfy themselves about their eligibility as on 01.03.2013 before applying. Prescribed essential qualifications are only a criterion of eligibility for consideration and do not entitle a candidate to be necessarily selected.

MODE OF SELECTION: INTERVIEW

1. The decision of Tuticorin Port Educational Agency about the mode of selection to the above post and eligibility conditions of the applicants for interview shall be final and binding. No correspondence will be entertained in this regard.
2. Date of Interview, venue, etc. will be intimated to only eligible & shortlisted candidates by Port Trust.

HOW TO APPLY

3. The last date for receipt of the application in the prescribed format is 14.03.2013.
 - (i) Applications must be submitted in the prescribed format published as Annexure to this advertisement. If needed this format can be photocopied, typed or printed on white paper of foolscap (size 21cm x 30 cm). All candidates must attach attested copies of their educational qualification certificates / mark sheets (Year wise of each year) and other certificates such as experience, SC Category certificates. Proof of disability etc. A recent passport size photograph must be pasted in the space provided in the application format. Only those OBC categories which are recognized by Government of India will be considered for appointment under OBC Category. The OBC Certificate should be in the prescribed format of Government of India issued latest by the Competent Authority.
 - (ii) **Fee:** For GEN & OBC Category the application must be accompanied by a non-refundable fee of Rs.100/- (Rupees one hundred only) in the form of Demand Draft valid for 6 months (3 months in the case of locally drawn pay orders) in favour of the **Secretary, Tuticorin Port Educational Agency, payable at Tuticorin.** Application fee enclosed in the form of IPO/M.O./Crossed cheque/currency notes or treasury challan etc. will not be accepted. Such applications will be summarily rejected.
 - (iii) No fee is required to be paid by candidates belonging to SC/ST/PWDs/Ex-Servicemen categories.
 - (iv) Envelope containing the duly filled in application must be superscribed in bold letters as APPLICATION FOR THE POST OF "B.T. Assistant (English)".

- (v) Duly filled in application, complete in all respect must reach by Postal Department Ordinary Post only, at the address given below:

THE SECRETARY,
TUTICORIN PORT EDUCATIONAL AGENCY,
PORT ADMINISTRATIVE BUILDINGS,
V.O.Chidambaranar Port Trust,
TUTICORIN – 628 004.

Website: www.vocport.gov.in

(Application sent at any other addresses will not be entertained)

- (vi) Tuticorin Port Educational Agency will not be responsible for any postal delay or non-receipt of application due to any reason. Applications received after closing date of this advertisement or incomplete in any respect or not accompanied with requisite application fee will be rejected. No Correspondence will be entertained in this regard and application fees will not be refunded. No intimation regarding rejection of application will be sent to the candidates.

GUIDELINES FOR FILLING UP THE APPLICATION FORM

- a) Correction if any, in the application form should be legible and signed by the candidate.
- b) While filling information in boxes relating to Name, Address, Father's Name etc. one box should be left blank between the names/words. All entries should be made by black pen in BLOCK LETTERS ONLY.
- c) Those required to apply Through Proper Channel must see that their application are received from their employer well before the last date. On the top of the application ADVANCE COPY must be written in bold letters. It must accompany all the desired documents. The candidate may also note that in case a communication is received by Tuticorin Port Educational Agency from the applicant's employer, withholding the candidate to appear in interview, his/her application will be rejected and his/her candidature shall be cancelled.
- d) Canvassing in any form will disqualify a candidate.
- e) Tuticorin Port Educational Agency may take up the verification of eligibility of the candidate at any point of time prior to or after the completion of the selection process. Even if interview call letter is issued to a candidate by oversight or due to lack of information in the application form or otherwise and if it is found that the candidate is not eligible, his/her candidature shall be summarily rejected.
- f) Any dispute with regard to this recruitment will be subject to the court having its jurisdiction in TUTICORIN only.

- g) The selected candidates are liable to be posted as per the discretion of the management within the Organisation.
- h) Selected candidates will be appointed temporary for a Specified period, which can be extended at the discretion of the Competent Authority.
- i) The candidate must have the prescribed qualification as mentioned in 2 (i). Any candidate seeking claim of equivalence of their qualifications with that of the notified one should furnish documentary evidence in support of their claim, otherwise such cases will be rejected. Similarly if grades have been given, the position of the mark-sheets showing equivalent percentage of marks should be attached. Attested copies of the caste certificates must be enclosed for relaxation in age / payment. In qualification column the candidate should mention the exact marks. No round of marks will be permitted.

SECRETARY/TPEA

APPLICATION FORM

APPLICATION FOR THE POST OF B.T.Assistant. (English) – ON CONTRACT BASIS

Please affix your
recent passport
size photo

IMPORTANT NOTES:

- (i) Before filling this form, read the instructions carefully
- (ii) All entries should be made in capital letters
- (iii) All attested copies of documents must be enclosed

1. Candidate's name

(in BLOCK LETTERS):

2. Father's/Husband's name

(in BLOCK LETTERS):

(Please mark (✓) tick in the appropriate box) Father ☐ Husband ☐

3. Mailing Address of Candidate with Name :

Name							
Address							
Area							
City /Town				District			
State				Pin code		<input type="text"/>	<input type="text"/>

Contact Telephone No. (With STD Code):

4. Sex : Male ☐ Female ☐

5. Date of Birth (DD-MM- YYYY)

6. Age as on 31.12.2011.

Years	<input type="text"/>	<input type="text"/>	Month	<input type="text"/>	<input type="text"/>
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7. Category -I (Please mark (✓) tick in the appropriate box):

SC ☐ ST ☐ OBC ☐ Gen ☐ Blind ☐

Physically handicapped ☐ Woman ☐

8. Category – II (Please mark (✓) tick in the appropriate box):

Ex-Servicemen (Only service personnel not dependents) ☐

VOCPTPT Regular Employees ☐

9. Whether Age relaxation claimed. If so, indicate category ☐

10. Academic / Professional Qualifications (Beginning from 10th)

Name of Examination	Board/ University	Year of Passing	Total Marks Obtained	Maximum Marks	% of Marks *	Duration Course (in years)
10 th (SSC/SSLC)						
12 th (H.Sc/Sr.sec)						
Degree passed						
PG Degree passed						
B. Ed / M. Ed.						

11. Technical Qualification:

Name of Diploma/degree	Duration of Course	Year of Passing	Board /University/ Institution	Maximum Marks	% of Marks *

Note: * if instead of marks, grades are given, then grades should be converted to percentage (%) as per approved pattern of the concerned University/Board.
Please attach attested copy of mark- sheets showing such conversion.

12. Experience:

Name of the Employer	Period of Service		Designation and pay Scale	Total emoluments drawn.
	From	To		

13. For Ex-servicemen (applying for _____ Post):

- a) Total service rendered in
trade_____
- b) Name of the wing of defense service

- c) Whether Trade proficiency certificate in _____ has been
obtained (Yes/No) If yes, attach attested photocopies.
- d) Number and date of discharge certificate _____

14. Do you have knowledge of Computer Operations: Yes No

15. Application fee: (Demand draft / Pay order only in favour of “ The Secretary, Tuticorin Port Educational Agency, payable at 'Tuticorin')

Bank Draft/Pay Order No.....dt.....for Rs.____/-
Drawn on.....(Name of Bank)..... (Branch)

16. DistrictState.....

17. Name and Address of two nos. of referees: (a)

.....

(b)

.....

18. Any other relevant information

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that -

- (i) I am an Indian National.
- (ii) I have read all the provisions and various criteria for the post for which I am applying as contained in the advertisement of Tuticorin Port Educational Agency
- (iii) All statements made and information given by me in this application is true, complete and correct to the best of my knowledge and belief and nothing has been concealed. In the event of any information or part of it being found false or incorrect before or after the exam / interview or appointment, action can be taken against me by Tuticorin Port Educational Agency and such in an eventually I am aware that my candidature/ appointment shall automatically stand cancelled / terminated.
- (iv) I further declare that I fulfill all the conditions of eligibility regarding age, educational, professional qualifications, etc. prescribed for the post applied for which I have applied. I possess the educational certificates / marks – sheets / provisional certificate in respect of the educational qualification prescribed for the post for which I am applying.

Place:.....

Signature of candidate

Date:.....