



## V.O.CHIDAMBARANAR PORT TRUST

General Administration Department  
Tuticorin- 628 004



File No:- S-5/3/2016-E.I

Dated:28-8-2017

**WANTED PERSONAL ASSISTANT TO THE HEAD OF DEPARTMENT**  
**FOR**  
**V.O.CHIDAMBARANAR PORT TRUST**

V.O.Chidambaranar Port Trust, an autonomous body under the Ministry of Shipping, invites applications for filling up the post of Personal Assistant to the Head of Department (Class II) reserved for Unreserved category in the scale of pay of Rs.16400-40500 by direct recruitment.

Further details regarding age, educational qualifications, experience, mode of applying, etc., can be obtained by visiting this Port's Website at [www.vocport.gov.in](http://www.vocport.gov.in). Last date for the receipt of application in this Port is **29-9-2017**.

Applications received after due date, incomplete applications, etc., will not be considered.

**SECRETARY**

# V.O.CHIDAMBARANAR PORT TRUST

PHONE:2352290(40Lines)

FAX : 0461 – 2352301

E-Mail:

[info@vocport.gov.in](mailto:info@vocport.gov.in)

Web:[www.vocport.gov.in](http://www.vocport.gov.in)



GeneralAdministrationDepartment

Administrative Office Building

TUTICORIN – 628 004.

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

No. S-5/3/2016-E.I.

Dated:28 -8-2017

## VACANCY NOTIFICATION

Sub: Filling up of the post of Personal Assistant to Head of Department reserved for Unreserved category in V.O.Chidambaranar Port Trust, Tuticorin under direct recruitment.

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V.O.Chidambaranar Port Trust, an autonomous body under Ministry of Shipping, Government of India, invites applications for filling up of the post of Personal Assistant to Head of Department (Class II) reserved for Unreserved category by direct recruitment. Following are the details thereon:-

1. Name of the post : Personal Assistant to Head of Department
2. Classification : Class II
3. Number of post : 1 (one) (Reserved for Unreserved category)
4. Scale of pay : Rs.16400-40500.
5. Age limit : 30 years (Relaxable as per rules)
6. 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.**Desirable:** Computer knowledge.

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**NOTE:**

1. The crucial date for determining the qualification, experience and age limit shall be the first day of the month in which the post is notified/advertised.
2. The Competent authority reserves the right to reject applications without assigning any reason therefor.
3. Any candidate, who is found to have knowingly/willfully furnished any particulars, which are false or have suppressed material information of a character, which if known later would ordinarily be debarred him from getting an appointment to a grade or post, is liable to disqualified, and if appointed, to be dismissed from service.
4. Conditions of Service:  
The conditions of service of the officers and other employees of this Port in the matters of allowances, leave, provident fund, age of superannuation, retirement benefits, medical facilities, etc., shall be regulated in accordance with rules and regulations as applicable to the officers and employees of V.O.Chidambaranar Port Trust. He will be governed by New Pension Scheme.
5. The selection will be made on the basis of the recruitment rules for the post of Personal Assistant to Head of Department.
6. The details regarding the organization and the post, application format and other conditions can be downloaded from web site [www.vocport.gov.in](http://www.vocport.gov.in).
7. 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.
8. Only the short-listed candidates will be intimated and no correspondence will be entertained from the candidates in this regard.

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9. Applications received through e-mail, etc., will not be entertained.
10. Employees working in Central Government/State Government/ PSUs/Autonomous bodies should forward the application through proper channel.
11. Application in the prescribed format (Annexure) along with attested copies of certificates relating to educational and technical qualifications, age proof, experience, etc., should reach the following address, on or before 29-9-2017.

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

SECRETARY (ST)  
V.O.CHIDAMBARANAR PORT TRUST

**Annexure-I**

**Application for the post of PERSONAL ASSISTANT TO HEAD OF  
DEPARTMENT RESERVED FOR UNRESERVED CATEGORY**

PROFORMA

**1. Name :**

**2. Father's/Husband's Name :**

**3. Date of Birth & Present age :**

**4. Whether belongs to SC/ST/OBC/PH :**

**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**

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**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.. . . . .