

V.O.CHIDAMBARANAR PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
TUTICORIN - 628 004
(TAMIL NADU)

Applications are invited in the ***prescribed format*** from the eligible Persons **for the two posts (One for UR & one for OBC) in the grade of Junior Stenographer** in the Class III - scale of pay of Rs. 17700-44600 in V.O.Chidambaranar Port Trust. The filled in application along with copies of educational and experience certificates attested should reach the undersigned latest by 25.09.2017.

1. Number of Post : Two (1-UR, 1-OBC)
2. Upper age limit as on 01.09.2017 : 25 years (Age relaxation will be given for Persons as per Government norms)
3. Educational and other Qualification prescribed For direct recruitment :

Essential:

- (i) Pass in regular Plus Two or its equivalent from recognised Board of Studies: and
- (ii) A degree of a recognised university on regular pattern (OR) through correspondence.
- (iii) Minimum speed of 40 words per minute in English Typewriting;
- (iv) Minimum speed of 80 words per minute in English Shorthand.

Desirable:

- (i) Speed of 100/120 words per minute in English Shorthand;
- (ii) Computer knowledge.


SECRETARY(ST)

V.O.CHIDAMBARANAR PORT TRUST
TUTICORIN-628 004

**APPLICATION FOR THE POST OF JUNIOR STENOGRAPHER IN
V.O.CHIDAMBARANAR PORT TRUST**

1. Name (in capital letter) :
2. Father's Name :
3. Address for communication
with Pin code and Mobile No. :
(Aadhaar card should be enclosed)

Affix Passport
size photo

4. Date of Birth :
5. Present Age as on 01.09.2017 :
6. Academic and Professional Qualification:

Exam/Degree	Year of Passing	Name of Instt./ Board/ University	Marks Aggregated	Percentage
10 th				
12 th				
Bachelor Degree				
Master Degree				
If any				

(Copy should be enclosed)

7. Technical Qualification :

Technical Qualification	Year of Passing	Name of Instt./ Board/ University	Marks Aggregated	Minimum speed of words per minute	Percentage
Type Writing					
Shorthand					

(Copy should be enclosed)

8. Experience :

9. Whether belongs to UR/OBC :
(Copy should be enclosed)

10. E-mail ID :

11. Any other relevant information :

12. Enclosures (Please mention) :

13. 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.....

(Note: Please keep one passport size photo extra with application)

NOTE:

1. The crucial date for determining the qualification, experience and age limit shall be the first day of September, 2017.
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.

.....2

4. Conditions of Service:

The conditions of service of the 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 employees of V.O.Chidambaranar Port Trust. He / She will be governed by New Pension Scheme.

5. The selection will be made on the basis of the recruitment rules for the post of Junior Stenographer.

6. The details regarding the organization and the post, application format and other conditions can be downloaded from web site www.vocport.gov.in.

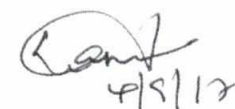
7. Application not in the prescribed format and incomplete applications will be summarily rejected. Applications without self attested copies of certificates/testimonials of proof of age, qualification and experience as enclosures, will also be treated as incomplete and summarily rejected.

8. Only the short-listed candidates will be intimated and no correspondence will be entertained from the candidates in this regard. Applications received through e-mail, etc., will not be entertained. Application received after the last date (25.09.2017) and without adhering to the above conditions said in this notification will not be considered.

9. Employees working in Central Government/State Government/ PSUs/Autonomous bodies should forward the application through proper channel.

10. Application should be sent to the following address, on or before 25.09.2017 in an envelope and the candidates should superscribe on the envelope as "Application for the post of Junior Stenographer in V.O.Chidambaranar Port Trust, Tuticorin- 628 004, the prescribed format (Annexure) along with self attested copies of certificates relating to educational and technical qualifications, age proof, experience, etc.,

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



SECRETARY(ST)
V.O.CHIDAMBARANAR PORT TRUST