

OFFICE OF THE SECRETARY
No. 4104/2/Per/10/16
Received on: **22 NOV 2016**
Despatched on: **23 NOV 2016**

OFFICE OF THE CHIEF SECRETARY
PUDUCHERRY.
No. 4127/02/2016
Received on: 18/11/16
Despatched on: _____

V.O.CHIDAMBARANAR PORT TRUST
(General Administration Department)



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Certified under ISO 9001:2008
Certified under ISO 14001 : 2004 & ISPS Compliant Port

No. S-5/3/2016-E.I./D. 4086

Dated: 15-11-2016

To
The Secretary,
All Major Port Trusts/Other PSUs /Central, State Governments and their Undertakings.
(As per list attached)

Sub: Filling up of the post of Personal Assistant to Head of Department in V.O.Chidambaranar Port Trust by transfer on absorption/deputation basis -Regarding.

Sir,

Applications are invited for filling up of the post of Personal Assistant to Head of Department in V.O.Chidambaranar Port Trust in the Class II scale of pay of Rs.16400-40500 by transfer on absorption/deputation basis, from eligible employees of Major Port Trusts, Central Government, Autonomous Bodies, State Government, Public Sector Undertakings, who possess the prescribed qualifications, experience and satisfy other conditions as mentioned in the Recruitment Rules proposed for the post of Personal Assistant to Head of Department(enclosed).

2. The application of the eligible employees for the above post in the prescribed format (Annexure - I) may be sent to the undersigned on or before 15-12-2016, along with the following documents:-

- Photo copy of ACRs of the applicant for the last five years duly Attested (not below the rank of Deputy HOD on each page);
- Photo copy of all educational qualification Certificates duly Attested;
- Certificate to be given by the Head of office of the applicant;

SSD
Secretary (Per)

vs (press)

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SSD (3)
24/11/16

- (d) Three copies of recent colour passport size photographs;
- (e) Disciplinary/Vigilance Clearance.

Yours faithfully


~~SECRETARY~~
15/11/10

- Encl: (a) Proforma (Bio-Data)
(b) Copy of proposed Recruitment Rule
(c) Certificate to be issued by Head of Orgn.
(d) Terms and conditions of Deputation.

Copy to the Senior Deputy Director, EDP - for publishing in the Port's Web site.