

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

Applications are invited in the *prescribed format* from eligible Persons for **filling up of Seven posts ( Four - UR, two - OBC & one - SC ) in the grade of Lower Division Clerk** in the Class III - scale of pay of Rs. 16300-38200 in V.O.Chidambaranar Port Trust. The filled in application along with copies of certificates to prove the age and educational qualifications duly attested should reach the undersigned on or before 31.05.2018.

1. Number of Post : Seven (4-UR, 2-OBC & 1-SC)
2. Upper age limit as on 01.04.2018 : 25 years (Age relaxation will be given 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 30 words per minute in English Typewriting; and basic Computer knowledge with MS-Office course completion Certificate.

Provided that ---

- (a) The following persons not possessing the said qualification in typewriting and computer knowledge may be appointed subject to the condition that he/she shall not be eligible for drawal of increments in the pay scale or for permanency till he/she acquires a speed of 30 words per minute in English typewriting and acquires the prescribed knowledge in computer with MS-Office course completion certificate.
- (1) Persons appointed on compassionate grounds

- (2) Ex-Servicemen;
- (b) Physically handicapped persons who is otherwise qualified to hold a clerical post does not possess the said qualification of typewriting on computer may be appointed subject to the condition that the Medical Board attached to the Special Employment Exchange for the handicapped or when there is no such Board, the Port Medical Board certifies that the said handicapped person is not in a fit condition to be able to type; and
- (c) Meritorious sportsmen who had represented State or Country in the National or International Competition and who had represented Universities in the Inter-University tournament are exempt from the requirement of typewriting and computer qualification.

Desirable:

Possession of National Apprenticeship Certificate issued under Apprenticeship Training Scheme by the Regional Director, Apprenticeship Training Scheme.

A copy of Recruitment Rules for the post of Lower Division Clerk and necessary notification in the prescribed forms are enclosed for reference. Since recruitment is to be made immediately as per direction of Ministry of Shipping, Government of India, within scheduled time, the list may be sent to this department on or before 31.05.2018.

  
(SECRETARY

V.O.CHIDAMBARANAR PORT TRUST  
TUTICORIN-628 004

**APPLICATION FOR THE POST OF LOWER DIVISION CLERK 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)
4. Date of Birth :
5. Present Age as on 01.04.2018 :
6. Academic and Professional Qualification:  
(as detailed below)

Affix Latest Passport size photo
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Exam/Degree	Year of Passing	Name of Instt./ Board/ University	Marks Aggregated	Percentage
10 <sup>th</sup>				
12 <sup>th</sup>				
Bachelor Degree				
Master Degree				
Other degree / PG degree / Diploma, if any				

(Attested copies of certificates to 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					
Basic Computer Knowledge with MS office					

(Attested copies of certificates to be enclosed)

8. Experience :
9. Whether belongs to UR/OBC/SC :  
(Copy of certificate to be enclosed)
10. E-mail ID, if any :
11. Any other relevant information :
12. Enclosures (Please mention) :
13. Declaration:

I, hereby, solemnly declare that all the statements made in the above pro-forma are true and correct to the best of my knowledge and belief.

Place:

Date :

Signature.....

Name and Address of the applicant.....

**(Note:** Attach one passport size photo extra with the application)

**NOTE:**

1. The crucial date for determining the qualification, experience and age limit shall be the last day of April, 2018.
2. The Competent Authority reserves the right to summarily reject the application 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 on a later date would ordinarily be debarred him /

her from getting an appointment to a grade or post and also liable to be disqualified, and if appointed, to be dismissed from service.

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 Lower Division Clerk.

6. The details regarding the organization and the post, application format and other conditions can be downloaded from the Port web site [www.vocport.gov.in](http://www.vocport.gov.in).

7. Applications which are not in the prescribed format and incomplete applications will be summarily rejected. Applications without enclosures of copies of certificates/testimonials of proof of Age, Qualification and Experience 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 due date i.e, 31.05.2018 and without adhering to the above conditions as 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 or should enclose a "NO OBJECTION CERTIFICATE" from the employer.

10. Application should reach the following address on or before 31.05.2018 in an envelope super-scribed (on the envelope) as "Application for the post of Lower Division Clerk in V.O.Chidambaranar Port Trust" the prescribed format (Annexure) along with attested copies of certificates relating to educational and technical qualifications, age proof, experience, etc.,

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

  
SECRETARY

V.O.CHIDAMBARANAR PORT TRUST