

ADMINISTRATIVE OFFICE
COCHIN – 682 009.

No. A5/WE/Sr.ATM/2025- S

Dated : 31-01-2025.

To

The Chairperson,
All Major Port Authorities.

Sir,

Sub :- Filling up of the post of Senior Asst. Traffic Manager in
Cochin Port Authority by absorption/ deputation method.

Applications are invited for filling up of the post of Senior Asst. Traffic Manager, in the scale of pay of Rs.50,000-1,60,000 (Pre-revised scale Rs.10750-16750) in Cochin Port Authority by absorption/ deputation method from eligible and willing officers of Major Port Authorities fulfilling the eligibility criteria prescribed in the RR for the post. Copy of Recruitment Rule is attached as **Annexure-I**.

2. The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "Very Good".

3. Applications of suitable and willing officers, who satisfy the provision of RR for the post of Senior Asst. Traffic Manager, may please be forwarded as per the proforma enclosed (**Annexure II**) along with the following documents, duly superscribing the envelope as "Application for the post of Senior Asst. Traffic Manager under Cochin Port Authority" so as to reach the office of Secretary, Cochin Port Authority, Willingdon Island, Cochin – 682 009 on or before **18-03-2025**.

(a) Attested copies of Annual Performance Appraisal Reports (APARs/ACRs) of the applicant for the last 5 years (2018-19 to 2022-23).



(b) A statement showing year-wise availability of APARs/ ACRs grading duly signed by the HoD/Secretary. If APAR for a particular period during the last 5 years is not available, "No Report Certificate" may be furnished along with the APARs of preceding years.

(c) Attested copies of Certificates of academic qualification to prove eligibility.

(d) No-objection certificate of respective Port.

(e) Certificate by Head of Office of the applicant as per the format (**Annexure III**).

(f) An undertaking of the applicant not to withdraw his/her candidature, if selected.

(g) Vigilance clearance certificate in the Proforma prescribed by the Ministry (**Annexure-IV**). If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application.

4. The Veracity of the University Certificates and recognition of the degree obtained by the applicant may be ensured and certified.

5. The details of the applicant, length of service in feeder grade posts with pay scales, final APAR grading and eligibility position may be confirmed and clearly indicated by the Ports.

6. Crucial date of determining eligibility will be the last date of receipt of application ie., **18-03-2025**.

7. The applications received through proper channel only will be entertained. The applications received after the last date or without ACRs/APARs and other requisite documents or otherwise incomplete will not be considered. In case of receipt of advance copy of application in respect of any applicant by the Port, his/her candidature will not be considered if the application is not received through proper channel within 15 days of last date of receipt of applications.

8. The circular along with annexures is also available on the official website of Cochin Port Authority, www.cochinport.gov.in.

Yours faithfully,

Encl: As stated.

A circular blue stamp with the word "SECRETARY" in the center. Over the stamp, there is a handwritten signature in blue ink and the date "31/01/25" written in blue ink.

Copy to : The Traffic Manager, CoPA.

COCHIN PORT TRUST

Sl No.	Name of post	No. of posts	Classification	Scale of Pay. (Rs.)	Whether selection or non-selection	Upper Age limit for direct recruitment (in yrs)	Educational and other Qualifications prescribed for direct recruitment.	Whether (a) Age (b) Educational qualifications (c) Experience for direct recruits will apply in the case of promotion/absorption/deputation	Period of probation, (in yrs.)	Method of recruitment (whether by direct recruitment or by promotion /absorption/ deputation)	In case of promotion/absorption/ deputation, grades from which it should be made.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
2	Senior Assistant Traffic Manager	4	Class I	10750-300-16750	Selection	35	Essential: (i) A Degree from a recognized University. (ii) Five years experience in Shipping / Cargo Operations / Railway Transportation in executive cadre in an Industrial/ Commercial/ Govt. undertaking.	a) No. b) Yes. c) No	Two	By Promotion failing which absorption/Deputation, failing both by direct recruitment.	Promotion from Asst. Traffic Manager Grade I in the pay scale of Rs. 9100-15100 with five years regular service in the grade failing which Asst. Traffic Manager Gr. I in the scale of pay of Rs.9100-15100 with two years regular service in the grade and combined regular service of eight years in the scales of pay Rs. 9100-15100 & Rs. 8600-14600 in the respective discipline of the Traffic Department. Absorption/deputation will be of officers holding analogous posts or post of Asst. Traffic Manager Gr. I in the scale of pay of Rs. 9100-15100 with five years regular service in the grade in a Major Port Trust.	i) Existing post of Dy. Traffic Manager and Marketing Officer redesignated as Senior Asst. Traffic Manager.

[(1)] 2012-11-11

INDIA : KERALA : PTT

APPLICATION FORM

Affix passport size Photograph

Post applied for :

1. Full Name (in block letters) :
2. (a)Address for Communication
(b)Telephone no/Mobile no.
(c)E-mail address :
3. Date of Birth
4. Dated of Retirement :
5. Whether belongs to SC/ST/OBC/UR :
6. Present post with scale of pay
7. Date of continuous regular appointment :
in the present post
8. Educational and other qualifications:-

Educational Qualification	Name of University	Year of passing	Class and percentage obtained	Subjects

9. Details of fulfilling qualifying service in the feeder grade :

Name of posts & organization	Post held & scale of pay	From	To	Nature of duties

Note: (1) The above columns shall be clearly filled in

(2) pay scale granted as financial upgradation under Modified Assured Career Progression Scheme (MACPS) should not be indicated as it is not a regular service in the grade.

10. Details of Employment/Experience in chronological order

Name of the Organization	Posts held	Scale of Pay	From	To	Nature of Duties

11. Languages knows
(Read, Write and Speak)
12. Any other information desired to be furnished :

I do hereby, declare that the particulars furnished above by me are true to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, my candidature/appointment may be cancelled/terminated without any notice. In the event of my selection to the above post, I will not withdraw my candidature and undertake to accept the appointment/posting.

Place:

Date:

(SIGNATURE OF THE APPLICANT)

CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE

Certificate in respect of Shri/Smt. -----
(Name and Designation)

1. It is certified that the particulars furnished by the officer, are correct and he/she fulfills the eligibility criteria.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. His/her integrity is certified.
4. It is certified that no major/minor penalties have been imposed on the Officer during the last 10 years.
5. Attested copies of ACRs for the last 5 years are attached.
6. The veracity of the academic qualification is certified.

Dated :

SIGNATURE OF THE FORWARDING AUTHORITY
NAME ALONG WITH OFFICE SEAL

Particulars of the official for whom vigilance Comments/clearance is being sought
(To be furnished and Signed by the CVO or HOD)

1. Name of the Official (in full) :
2. Father's Name :
3. Date of Birth :
4. Date of Retirement :
5. Date of Entry into service :
6. Service to which the official belongs :
Including batch/year cadre etc,
wherever applicable
7. Positions held (during the ten preceding years) :

Sl No	Organization (Name in full)	Designation & Place of Posting	Administrative/nodal Ministry/Deptt. Concerned (in case of officers of PSU etc.)	From	To

8. Whether the official has been Placed on the "Agreed List" or "List of officers of Doubtful Integrity". (If yes, details to be given) :
9. Whether any allegation of misconduct involving vigilance angle was examined against the official during the last 10 years and if so, with what result.(*):
10. Whether any punishment was awarded to the official during the last 10 years and if so, the date of imposition and details of the penalty (*):
11. Is any disciplinary / criminal proceedings or charge sheet pending against the Official as on date. (If so, details to be furnished – Including reference no., if any, of the Commission) :
12. Is any action contemplated against the official as on date. (If so, details to be furnished)(*):
13. Whether the officer/Official has submitted his/her Annual Immovable property return of the previous Year as required under Rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed limit :
14. Details of complaint pending against the official as on dated :

Date:

(Name & Signature)

(*): If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.