

**COCHIN PORT AUTHORITY**

Administrative Office,  
Cochin-682 009.

No.A9/Sr.AS(PR)/2025-S

Dated: 25.09.2025

To

The Secretary,  
All Major Port Authorities.

Sub:- Filling up of the post of Sr. Asst. Secretary (Public Relations) in Cochin Port Authority on Absorption/Deputation method - reg.  
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1. Applications are invited for filling up of 1 (one) post of Sr. Asst.Secretary (Public Relations) (Class-I) in the scale of pay of Rs.50000-160000 (Pre-revised Rs.10750-16750) under General Administration Department in Cochin Port Authority by Absorption/deputation from officers holding analogous posts or post of Asst.Secretary Gr.I / Asst.Secretary Gr.I(O.L) / Welfare Officer / Asst.Estate Manager Gr.1/Law Officer Gr.I, in the scale of pay of Rs.9100-15100 (Revised Rs. 50000-160000 with five years regular service in the grade in a Major Port Trust.
2. Essential Educational Qualifications prescribed as per the RR for the post are (i) Degree of a recognised University & (ii) Degree or Diploma in Public Relations/ Journalism from a recognised University/Institution. Copy of RR is attached as **Annexure-I**.
3. Applications of eligible and willing officers, who satisfy the provisions of Recruitment Rule for the post of Sr.Asst.Secretary (Public Relations) Cochin Port Authority, may please be forwarded as per proforma enclosed (**Annexure-II**) through proper channel with the following documents to the undersigned so as to reach on or before **20.11.2025**
  - (i) Attested copies of ACRs/APARs of the applicant for the last 5 years. If ACR/APAR for particular period during the last 5 years is not available, "No Report Certificate" may be furnished along with the APARs of preceding years.
  - (ii) Attested copies of certificates of academic qualification to prove eligibility.
  - (iii) No objection certificate of the respective Ports.
  - (iv) An undertaking of the applicant not to withdraw his candidature, if selected.
  - (v) Vigilance and Administrative clearance of the concerned Port in Proforma prescribed by the Ministry (**Annexure-III**). 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.
  - (vi) Certificate of Head of Office of the applicant as per the format (**Annexure-IV**)
  - (vii) The veracity of the University Certificates and the recognition of the essential qualification required for the post in respect of the applicant must be ensured and certified.

4. The crucial date of determining eligibility will be the last date of receipt of application i.e 20.11.2025.

5. 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.

6. The circular along with Annexures is also available in the official website of Cochin Port Authority [www.cochinport.gov.in](http://www.cochinport.gov.in).

Yours faithfully,

Sd/-

Encl: As stated.

SECRETARY

**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 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
13	Sr. Asst. Secretary (Public Relations)	1	Class I	10750-300-16750	Selection	35	<u>Essential:</u> (i) Degree of a recognized University. (ii) Degree or Diploma in Public Relations/ Journalism from a recognised University/ Institution. (iii) Five years experience in Officer Cadre in Public Relation Work in Port / Public Sector / Reputed Public Ltd. Company. <u>Desirable:</u> (i) Post Graduate Degree / Diploma in Business Administration. (ii) Knowledge of Computer Packages.	a) No. b) Yes c) No.	Two	By Promotion failing which by absorption/deputation, failing both by direct recruitment.	Promotion from Asst. Secretary Gr.I/ Asst. Secretary Gr.I (O.L) / Welfare Officer/ Asst. Estate Manager Gr.I/ Law Officer Gr.I in the pay scale of Rs. 9100-15100 with five years regular service in the grade failing which Asst. Secretary Gr.I/ Asst. Secretary Gr.I (O.L) / Welfare Officer/ Asst. Estate Manager Gr.I/ Law Officer Gr.I, in the scale of pay of Rs.9100-15100 with two years regular service in the grade and a combined regular service of eight years in the scales of pay Rs. 9100-15100 and Rs. 8600-14600 in the respective discipline of Genl. Admn. Deptt. Absorption/deputation will be of officers holding analogous posts or post of Asst. Secretary Gr.I/ Asst. Secretary Gr.I (O.L) / Welfare Officer/ Asst. Estate Manager Gr.I/ Law Officer Gr.I, in the scale of pay of Rs. 9100-15100 with five years regular service in the grade in a Major Port Trust.	

[भाग II-खण्ड 3(i)]

भारत का राजपत्र : असाधारण

## APPLICATION FORM

POST APPLIED FOR: -----

Method of Recruitment: Absorption /Deputation (strikeout whichever is not applicable)

Affix passport  
size Photograph

1. Name of the Officer :
2. (a)Address for Communication  
(b)Telephone no/Mobile no.  
© 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 appointment :  
in the present post

8. Educational and other qualifications:-

Exam/Degree	Year of passing	Name of instt./ Board/University	Class and percentage obtained	Special subjects

9. Details of qualifying service:

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

10. Language Known:  
(Read,Write and Speak)
11. Any other information desired to be furnished
12. Declaration

I do hereby declare that the particulars furnished above by me are correct 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 and in the event of selection to the above post, I will not withdraw and undertake to accept the appointment/posting.

Place:

Date:

(SIGNATURE OF THE APPLICANT)

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.

**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 certificates submitted by the applicant ensured and certified..

Dated:

SIGNATURE OF THE FORWARDING AUTHORITY  
NAME ALONG WITH OFFICE SEAL