

वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

Port
Par-excellence
चेन्नै पत्तन प्राधिकरण
CHENNAI PORT AUTHORITY

प्रशासनिक कार्यालय :
ADMINISTRATIVE OFFICE :
नं.1, राजाजी सालै चेन्नै - 600 001.
No. 1, Rajaji Salai, Chennai - 600 001.
Website : www.chennaiport.gov.in
Phone : +91-044-2531 2000
+91-044-2536 2201

No.RC1/2264/2024/GA

Dated: 29.01.2025.

To

The Secretary, All Major Port Authorities (Except KPL).

Sir,

Sub: **ESTT. – Filling up of two posts of Hindi Translator (Class III) in the scale of pay of Rs.45800-121300 (Revised) (Pre-revised Scale of pay Rs.32500-83800) in General Administration Department, Chennai Port Authority on Deputation / Absorption Method – Regarding.**

Applications are invited for filling up of **two posts of Hindi Translator (Class III)** in General Administration Department, Chennai Port Authority in the pay scale of Rs.45800-121300 (Revised) (Pre-revised Scale of pay Rs.32500-83800) **on Deputation / Absorption** basis by inviting applications among the Major Port Authorities, who possess the prescribed qualifications, experience, as mentioned in the amended RR, enclosed at **Annexure-1**.

2. Eligible candidates have to apply through '**Online Application Portal (OAP) of the Ministry of Ports, Shipping & Waterways (http://onlinevacancy.shipmin.nic.in)** and a print-out of the online application should be sent through proper channel, along with the following documents within the stipulated time.

- Copies of educational qualifications and experience.*
- Attested copy of Community Certificate issued by the Competent Authority.*
- Undertaking of the applicant not to withdraw, if selected.*
- A self attested Passport Size Photo of the candidate to be affixed on the application.*

3. Ports have to forward the applications of suitable and willing employees who satisfy the requirements, along with the following documents, so as to reach **SECRETARY, CHENNAI PORT AUTHORITY, RAJAJI SALAI, CHENNAI – 600 001, on or before 28.02.2025: -**

- Photocopy of ACRs / APARs of the applicant for the last 5 years duly attested by an officer, not below the rank of Deputy Head of Department, on each of the page.*
- Willingness of the candidate for joining the post in case of selection.*
- No Objection Certificate of respective Port Authority to relieve the candidate.*

- d) **Vigilance / Administrative Clearance of the employee in the proforma prescribed at Annexure-2.**
- e) **The veracity of the University Certificates and the recognition of the Degree obtained by the applicant may be ensured and certified (Annexure-3).**
- f) **If ACR / APAR for a particular year / period is not available, a certificate to that effect should be enclosed.**
- g) **If any major or minor penalty has been imposed on the applicant during the last 10 years, the details of the disciplinary case leading to such penalty, along with necessary documents, have to be sent.**
- h) **Complete service details of the applicant with posts held till date in the prescribed format at Annexure-4.**

4. The employee selected for the above post will be appointed on **deputation / absorption** basis and will be governed by the terms and conditions, prescribed by the Central Government.

5. The crucial date for determining the eligibility is the last date of receipt of applications, **i.e. 28.02.2025.** Applications received through proper channel will only be considered. Applications received after the last date / without ACRs / APARs / without enclosures, etc. will not be considered.

6. The applications duly forwarded within the due date shall only be considered. Hence, the Port Authorities are requested to forward the applications with complete details, so as to reach the undersigned **on or before 28.02.2025.**

7. The Circular along with Annexures is also available on our Website www.chennaiport.gov.in.

Encl.:	1. Annexure-1	Proforma of the Application
	2. Annexure-2	Copy of the Recruitment Rules for the post
	3. Annexure-3	Proforma for Vigilance / Administrative Clearance
	4. Annexure-4	Certificate to be given by the Head of Office
	5. Annexure-5	Proforma for Service details of the applicants
	6. Annexure-6	Self Undertaking

Yours faithfully,

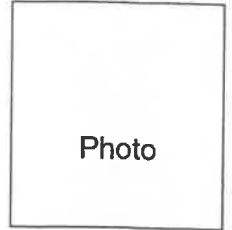
e. 2/20
SECRETARY

Copy to:

1. **The Secretary to the Govt. of India,** Ministry of Ports, Shipping & Waterways, Ports Wing, New Delhi -110 001. **Kind Attn.: The Director, MoPSW** (w.r.t. Ministry's letter No.I-26/2/2017-PE.I (Part (1)) dated 03.05.2017)
2. **All HoDs of ChPA** with a request to circulate among the employees of Chennai Port Authority

CHENNAI PORT AUTHORITY
Proforma of the Application for the post of Hindi Translator (Class III)

1. Name of the candidate :
2. Date of Birth & Present age as on 01.01.2025 :
3. Whether belongs to SC/ST/OBC/UR :
4. Father's /Husband's Name :
5. Academic & Professional Qualification:



Exam/Degree	Year of passing	Name of Instt. / Board / University	Marks Aggregated	Percentage

(Attach separate sheet, if required)

6. Employment History and Experience:

Name of the Port	Present Designation	Pay Scale	Basic Pay as on 01.01.2025	Whether post is held on regular or ad-hoc basis	Whether an appd. Probationer in the post now held and if so, date of declaration	Period	
						From	To

(Attach separate sheet, if required)

7. Please mention details of appreciation / outstanding work done, if any, which was duly recognised by the higher authority :
8. Residential Address (E- mail & Telephone No. / Mobile No. are to be given) :
9. Aadhar No. :
10. PAN No. :
11. Particulars of documents attached to this application :

Declaration:

I do hereby declare that all the information furnished by me in this application are true and correct to the best of my knowledge and belief and no information has been suppressed.

Date.....

Signature of the Applicant

ANNEXURE - 2

RECRUITMENT RULES FOR THE POST OF HINDI TRANSLATOR (CLASS III) IN GENERAL ADMINISTRATION DEPT.

Sl. No.	Name of the Post	No. of posts	Classification	Scale of Pay	Whether Selection or Non-Selection	Upper Age limit for direct recruitment (in years)	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 years)	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)												
14.	Hindi Translator	As specified in the Schedule of Employees and approved by Ministry from time to time	Class III	(Rs.) 21000-53500	Selection	Not exceeding 30 years. In case of employees of any Major Port Trusts, the age limit shall not exceed fifty five years. [MOS's notification GSR No. 778(E), Dated 14.08.2018]	a) Master's Degree of a recognized University in Hindi/ English with English/ Hindi as main subject at degree level. OR Master's Degree of a recognized University in any subject with Hindi and English as main subject at degree level. OR Master's Degree of a recognized University in any subject with Hindi/ English medium, and English/ Hindi as a main subject at degree level. OR Master's Degree in Hindi/ English or in any other subject with Hindi/ English medium, with English/ Hindi as main subject or as medium of examination at Degree level. OR Bachelor's Degree with Hindi and English as main subject or either of the two as medium of examination and the other as a main subject plus recognized	(a) No (b) Yes (c) Not Applicable (Authority: BR No.95 Dated 27.09.2024 Notified in the TN Govt. Gazette Dated 27.11.2024)	1	By departmental Circular among all Departments, failing which deputation / absorption from Major Port Trusts, failing both by direct recruitment [Authority: BR No.111, Dated 24.01.2020 Notified in the TN Govt. Gazette Dated 12.08.2020]	NA	(13)

Diploma Certificate Course in translation from Hindi to English and vice versa of two years' experience of translation work from Hindi to English & vice-versa in Central/State Govt. Offices, including Govt. of India Undertakings.

NOTE: The qualification regarding experience is relaxable at the discretion of the Chairman in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if at any stage of Selection, the Chairman is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

APPLICATION FORM FOR VIGILANCE CLEARANCE

Part – A (To be filled by the concerned Department)	
1.	Name of the Applicant
2.	IBM No. & Department
3.	Designation
4.	Purpose for seeking Vigilance Clearance (Any other details, as applicable)
5.	Whether any Disciplinary Proceedings Contemplated / initiated against the Individual (Also indicate previous record, if any, in the last 10 years)
6.	If Yes, indicate details / status
7.	Whether under punishment period
8.	Whether any local police case filed / Pending
9.	Whether Property Returns submitted (previous year / current year)
10.	In case of resignation, is the employee / Officer is bound by obligation / agreement to serve Ch.P.A.
11.	In case of foreign training wherever Execution of bond is required, it may be Stated whether on completion of training the employee / officer has the required minimum years of service left before superannuation
	Date
	Competent Authority
Part – B (To be filled by Vigilance Department)	
12.	Remarks of Vigilance Department (Indicate Complete Status and Recommendations, if any. Attach separate sheet, if required)
13.	Vigilance Clearance
	ACCORDED / NOT ACCORDED
	V.C. Report No.:
	Date:
	Chief Vigilance Officer / Dy. Chief Vigilance Officer

Certificate to be given by the Head of the Office

Certificate in respect of Shri / Smt _____
(Name & designation)

1. It is certified that the particulars furnished by the applicant are correct and he / she fulfil the eligibility criteria.
2. The veracity of the qualification certificates and caste certificates submitted by the applicant are ensured and certified
3. It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
4. His / Her integrity is certified.
5. It is certified that no major / minor penalties have been imposed on the employee during the last 10 years.
6. Attested copies of ACRs / APARs for the last five years are enclosed.

Dated:

**Signature of the Head of the Office
Name along with official seal**

SERVICE PARTICULARS OF THE APPLICANTS TO BE FURNISHED BY THE PORTS CONCERNED

Sl. No.	Name and Designation of the employees D.O.B. /D.O.R. & Date of joining in the Port	Educational Qualification	Posts held in the Port Sector with name of the Department and Port / Method of Recruitment (Please mention whether Adhoc / Regular)	Scale of Pay	Period		Vigilance Status (Clear / Not clear)	Minor / Major penalty imposed for the last 10 years with date of order, if any	Whether ACRs / APARs for the last five years, viz., 2018-19 to 2023 -2024 are enclosed (If not, whether No Report certificate for that year / period is enclosed)
					From	To			

Dated:

**Signature of the Head of the Department
along with official seal**

SELF UNDERTAKING

I, _____ (Name & Designation) _____ hereby
undertake that in the event of my selection to the post of _____,
_____ Authority, I shall not withdraw my candidature, if selected to the said
post.

SIGNATURE OF THE APPLICANT