



காமராஜர் துறைமுக நிறுவனம்  
कामराजर पोर्ट लिमिटेड  
**Kamarajar Port Limited**  
(A Company of Chennai Port Trust)  
(Ministry of Ports, Shipping and Waterways - Government of India)



01.03.2022

To

The Secretary, All Major Ports  
The Chief Executives of PSU's

Sub: Filling up of the post of Manager IIR post in Kamarajar Port Limited on deputation basis for a period of 3 years

Sir/Madam,

1. The post of Manager IIR in Kamarajar Port Limited (KPL) in the scale of pay of Rs. 70,000- 2,00,000 (Pre Revised Rs. 29,100-54,500) is to be filled in by deputation method from among the officers of Major Port Trusts/CPSEs/ Autonomous Body as per the Recruitment Rules of KPL (Annexure I).
2. The period of deputation shall be for an initial period of three years further extendable by 2 years on satisfactory performance.
3. Applications are invited from eligible and willing officers possessing the prescribed qualifications, experience and other conditions as per the Recruitment Rules.
4. Applications may be made in the attached form (Annexure II) and should be submitted through proper channel, along with copies of all required documents.
5. Applications may be forwarded by the respective organisation to the undersigned along with the following documents on or before 31.03.2022
  1. Certificate mentioned on the last page of the application form duly completed
  2. Attested copies of ACRs of the applicants for the last 5 years(2016-17 to 2020-21) (duly attested by an officer not below the rank of Dy. HoD/DGM on each page)
  3. Statement showing year wise availability of ACR's/APAR and grading for the last 5 years (Good, Very Good, Excellent etc). If ACR/APAR is not available, the certificate to that effect may be attached.
  4. Attested copies of educational and professional certificates
  5. No Objection certificates of respective organisation
  6. Vigilance Clearance of the concerned ports in the proforma prescribed by the Ministry (Annexure III)

Corporate cum Registered Office :  
2<sup>nd</sup> Floor (North Wing) & 3<sup>rd</sup> Floor,  
Jawahar Building, No.17,  
Rajaji Salai, Chennai - 600 001.  
Phone : 044 - 2525 1666 - 70  
Fax : 044 - 2525 1665  
CIN : U45203TN1999GO1043322

निगम सह पंजीकृत कार्यालय :  
दूसरी मंजिल (उत्तर विंग) & तीसरी मंजिल  
जवाहर बिल्डिंग, न.17,  
राजाजी सालै, चेन्नै - 600 001.  
फोन : 044 25251666 - 70 फेक्स : 044 - 2525 1665

Port Office : Vallur Post, Chennai - 600 120  
Phone : 044 - 27950030 - 40 Fax : 044 - 27950002  
पोर्ट कार्यालय : बल्लूर पोस्ट, चेन्नै - 600 120  
फोन : 044 - 27950030 - 40 फैक्स : 044 - 27950002  
टोल फ्री संख्या / TOLL FREE NUMBER : 1800 - 425 - 1203

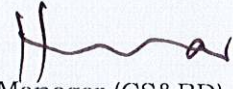
website : [www.kamarajarport.in](http://www.kamarajarport.in) e-mail : [info@kplmail.in](mailto:info@kplmail.in)

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**RAJAJI SALAI, CHENNAI -1**

No advance copy of application from the applicant will be accepted. Competent Authority of the respective organisation must forward every application. Those applications, which are forwarded by the Competent Authority of the respective organisation, will only be considered. The crucial date to determine the qualification, experience and age will be 01.02.2022.

The last date for receipt of application duly completed, by the organisation is 31.03.2022. Incomplete applications or applications received after the due date will not be considered. Circular along with annexure is also available on our website [www.kamarajarport.in](http://www.kamarajarport.in)

Yours Sincerely



General Manager (CS&BD)  
Kamarajar Port Limited

Enclosures

1. Annexure I
2. Annexure II
3. Vigilance Clearance Format

CC to: [SOPE1@nic.in](mailto:SOPE1@nic.in) for posting on Ministry of Ports, Shipping & Waterways  
The Managing Director, IPA, For uploading vacancy circular on IPA's website

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**Annexure I**

Grade	Pay Scale	Name of Post	Educational Qualification	Experience (as on date of advertisement)	Age
E4	70000-200000	Manager – HR	Post graduate degree with specialization in HR / Public Administration / IR	Essential:  (1) 10 Years of post qualification experience in the executive cadre in the relevant area in a Govt./ Public Sector Undertaking  Desirable: Experience in Statutory HR compliances, Reservation norms, FR/SR, etc	40

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**Annexure II**

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**APPLICATION FORM**

**FOR THE POST OF MANAGER HR ON DEPUTATION BASIS**

Affix recent  
passport size color  
photo

1. Name of the officer :
2. Present Designation :
3. Address for communication with telephone no/Email ID :
4. Date of Birth :
5. Age as on 01.02.2022 :
6. Date of initial appointment :
7. Qualification possessed by the Officer(if any qualification has been treated as equivalent to one prescribed, state the authority for the same) :
8. Details of employment/experience in Chronological order. Enclose a sheet duly authenticated by your signature if the space is insufficient

Name of Organization & Department	Post Held	From	To	Total Period	Scale of pay & Basic pay	Nature of basic duties

9. State clearly whether in the light of entries made by you above, you meet the requirement of the post :
10. Nature of present employment/post held i.e. adhoc/temporary/permanent/Contract/Transfer/Deputation :
11. In case the present employment post held is on deputation/contract basis, please state  
a. Date of initial appointment  
b. Period of appointment on deputation/contract  
c. Name of the parent office/Organization to which you belong
12. Whether belongs to SC/ST/OBC :
13. Training /courses if any attended abroad :
14. Papers submitted if any :
15. Any other information :

In the event of selection to the above post, I will not withdraw and undertake to accept the post.

(SIGNATURE OF THE CANDIDATE)

Name of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

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**CERTIFICATE TO BE GIVEN BY THE HEAD OF OFFICE**

Shri/Smt.....

Designation.....

1. It is certified that the particulars furnished by the officer are correct and he/she is fulfilling the eligibility criteria.
2. It is certified that no disciplinary/Vigilance case is pending or contemplated against the applicant and that he/she is cleared from the Vigilance angle
3. His/her integrity is certified
4. It is certified that no Major/Minor Penalty has been imposed on the officer during the last 10 years
5. Copies of APARs for the last 5 years(2016-17 to 2020-21) duly attested by the officer not below the rank of Dy.HoD/DGM are enclosed.
6. The veracity of the university certificates relating to the educational qualification has been ensured and certified
- 7.

Dated:

Signature of the Head of Office  
along with office seal.

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**Annexure III**

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

1. Name of Officer (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 officer belongs including batch/year cadre etc. whereve applicable
7. Positions held (during the ten preceding years):

S.No.	Designation & Place of Posting	From	To
1.			
2.			
3.			

8. Whether the officer 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 officer during the last 10 years and if so, with what results(\*) :
10. Whether any punishment was awarded to the officer 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 officer as on date.(If so, details to be furnished – including reference no., if any of the Commission) :
12. Is any action contemplated against the officer as on date. (If so, details to be furnished)(\*) :

Date :

**Name &Signature**