



ISO 9001:2008, ISO 14001:2004 &  
ISPS COMPLIANT PORT

வ.உ.சிதம்பரனார் துறைமுக பொறுப்புக் கழகம்  
व.उ.चिदम्बरनार पत्तन न्यास  
**V.O.CHIDAMBARANAR PORT TRUST**  
(MINISTRY OF SHIPPING, GOVERNMENT OF INDIA)  
ADMINISTRATIVE OFFICE, HARBOUR ESTATE, TUTICORIN 628 004,  
TAMILNADU



## RECRUITMENT OF CLASS I AND III POSTS IN VOC PORT TRUST

V.O.CHIDAMBARANAR Port Trust (VOCPT), invites applications for recruitment in various posts by direct recruitment.

Prospective candidates will have to apply online after carefully reading the detailed advertisement regarding the process of examination, eligibility criteria, online registration processes, payment of prescribed application fee/intimation charges, pattern of examination, issuance of admit cards/call letters etc. and ensure that they fulfill the stipulated criteria and follow the prescribed processes.

**Please note the Important Dates:**

Activity	Date
On line Registration & Fee Payment - Start date	25.02.2019
Online Registration & Fee Payment - Closing date	26.03.2019
Date for online Examination at .....	

**Candidates have to submit application by online mode through link provided on VOCPT's website only. No other means/mode of application will be accepted.**

Candidates are advised to regularly keep in touch with authorized VOC Port Trust website [www.vocport.gov.in](http://www.vocport.gov.in) for further details and updates for online application log on to <https://ibpsonline.ibps.in/vocrtdec18/>.

### I. Eligibility Criteria

#### A. Post wise vacancies, Reservation, Essential & other qualifications:

Sl. No.	Name of the post & pay scale	No of Vacancies	Reservation	Essential Educational and other Qualification
1	Assistant Traffic Manager Gr. I Rs.20600-46500	3	OBC-1 UR-2	<b>Essential:-</b> Degree from a recognized university.  <b>Desirable:</b> Two years Executive experience in Shipping/Cargo operations/ Railway Transportation in an industrial /Commercial /Government/Undertaking

2	<b>Accounts Officer Gr. I Rs.20600-46500</b>	1	<b>UR - 1</b>	<p><b>Essential:-</b> Member of Institute of Chartered Accountants of India OR of Institute of Cost and works Accountants of India</p> <p><b>Desirable:</b> Two years experience Executive cadre in the field of Finance, Accounting in an Industrial/Commercial/ Government undertakings.</p>
3	<b>Assistant Secretary Gr. I Rs.20600-46500</b>	1	<b>UR-1</b>	<p><b>Essential :</b> A degree from a recognized University</p> <p><b>Desirable:</b></p> <p>i) Post graduate degree/diploma in Personnel Management,/ Industrial Relations/Social Works/Labour Welfare or allied subjects or degree in Law from a recognized University /Institutions.</p> <p>ii). Two years experience in Executive cadre in the field of General Administrations, Personnel/Industrial Relations etc., in an Industrial/Commercial/Government Undertakings.</p>
4	<b>Lower Division Clerk Rs.25200-59600</b>	3	<b>UR-1, OBC- 1 SC- 1</b>	<p><b>Essential:</b></p> <p>(i) Pass in regular Plus Two or its equivalent from recognised Board of Studies: and</p> <p>(ii) A degree of a recognised university on regular pattern (OR) through correspondence.</p> <p>(iii) Minimum speed of 30 words per minute in English typewriting and basic Computer knowledge with MS-Office course completion certificate</p> <p>Provided that ---</p> <p>(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</p>

				<p>computer with MS-Office course completion certificate.</p> <p>(1) Persons appointed on compassionate grounds</p> <p>(2) Ex-Servicemen;</p> <p>(b) Physically handicapped persons who is otherwise qualified to hold a clerical post does not possess the said qualification of typewriting 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</p> <p>(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.</p> <p><b>Desirable:</b> Possession of National Apprenticeship Certificate issued under Apprenticeship Training Scheme by the Regional Director, Apprenticeship Training Scheme.</p>
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Abbreviations stand for UR: Un- reserved; SC: Scheduled Caste; ST: Scheduled Tribe : OBC: Other Backward Classes. Candidates belonging to OBC/SC/ST category can apply against UR vacancies. However age relaxation does not apply to them as these are Unreserved posts.

**Note 1:** Candidates must possess the essential qualifications mentioned against each post. Qualifications mentioned above should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes duly approved by AICTE in regular course of study.

The candidate must possess valid Mark-sheet / Degree/Diploma /Certificate /Membership of the necessary qualification and Experience as on **01.01.2019**

**Note 2:.** The Port reserves the right not to select any candidate from any of the disciplines mentioned above. The discipline wise number of vacancy may vary and /or can be interchanged at any stage of recruitment process, which is purely depending upon the organizational requirement. The reservation under

various categories will be as per prevailing Government Guidelines at the time of finalization of result.

**Note 3:** Candidates can apply for more than one post subject to their eligibility. However, separate applications are required to be submitted for each post applied for, with separate fees/charges.

**Note 4:** Not more than one application should be submitted by any candidate for one discipline. In case of multiple applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

**Note 5:** Candidates must possess the essential qualifications mentioned against each post, i.e., for example where essential qualification is Degree, candidates not possessing Degree will not be eligible.

**Note 6:** Most of the jobs may demand outdoor work requiring considerable physical efforts & technical skills.

**B. Minimum/Maximum Age [To be reckoned as on 31.01.2019 ]**

**Class I:-**

**Minimum Age: 18 years      Maximum Age: 30 years**

**Class III:-**

**Minimum Age: 18 years      Maximum Age: 25 years**

Candidate must have been born not earlier than 01.02.21989 and not later than 31.01.2001 (both days inclusive) for Class I.

Candidate must have been born not earlier than 01.02.1994 and not later than 31.01.2001 (both days inclusive) for Class III posts.

**Relaxation in upper age limit shall be as follows (only for vacancy ear marked for SC/ST/OBC):**

<b>Sl.No.</b>	<b>Category</b>	<b>Age relaxation</b>
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non creamy layer)	3 years

**Note 7:**

- i. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification at the time of scrutiny/verification of documents and /or at the time of any stage of recruitment process as may be required by VOCPT.
- ii. If any SC, ST or OBC category candidate applies for a post under UR, then he is not eligible for relaxation in age.
- iii. As per Regulation 9 of VOCPT Employees (RSP) Regulations, 2010, there is no age limit in case of existing VOC Port Trust Employees.
- iv. In the case of a candidate, who is an ex-serviceman, i.e., ex.employee of India's Defence Forces and who has put in not less than 6 months continuous service in the Defence Forces, upto the extent of the service rendered by him in the Defence Forces plus 3 years where the vacancy to be filled is a vacancy reserved for such ex-servicemen and dependants of those killed in action and upto the extent of the service

rendered by him in the Defence Forces, where the vacancy to be filled in an unreserved vacancy; and.

### **C. Nationality:**

A candidate applying for recruitment in the VOC Port Trust must be either-

(a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or (e) a person of Indian origin who has migrated from Pakistan, Burma (Myanmar), Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to category (a) shall produce proof of his nationality;

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

### **D. Guidelines for Persons with Disabilities using a Scribe**

Those PWD candidates whose writing speed is affected can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/ her own scribe at his/her own cost.
- The scribe may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- The same scribe cannot be used by more than one candidate. In addition, the scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the application form. Any subsequent request may not be favorably entertained.

### **E. Guidelines for candidates with Locomotor disability**

An extra time of twenty minutes per hour shall be permitted for the candidates with Locomotor disability where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

**Note 8: Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of**

their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for online examination/ appearing for and being shortlisted in the online examination and subsequent processes does not imply that a candidate will necessarily be offered employment in VOCPT. No request for considering the candidature under any category other than in which applied will be entertained.

## II. EMOLUMENTS & BENEFITS

### a) Class I:-

Basic pay of Rs.20600/- in the scale of Rs.20600-46500 (under revision) and other admissible allowances as applicable. Total emoluments at present Pay scale will be approximately Rs.56000/- per month plus HRA as admissible (if not residing in VOC Port Trust quarters).

### b) Class III:-

Basic pay of Rs.25200/- in the scale of Rs.25200-59600 and other admissible allowances as applicable. Total emoluments at present Pay scale will be approximately Rs.26900/- per month plus HRA as admissible (if not residing in VOC Port Trust quarters).

## III Structure of On-line examination:

### (a) For the posts of Assistant Traffic Manager Gr I :-

Sl. No.	Name of Tests (Objective type)	No. of Questions.	Maximum Marks	Version	Duration
1	General Knowledge	10	20	Only English	120 Minutes
2	Test of Reasoning	10	20		
3	Knowledge of computer	10	20		
4	English Comprehension	5	10		
5	Port Scenario in India	10	20		
	<b>Total</b>	<b>45</b>	<b>90</b>		

### (b) For the posts of Accounts Officer Gr I

Sl. No.	Name of the Test	No. of Questions.	Maximum Marks	Version	Duration
1	Accountancy including Cost Accounts & Financial Management	20	40	Only English	90 Minutes
2	Taxation	10	20		
3	Other Acts (Major Port Trusts Act, 1963)	5	10		

4	Proficiency in English	5	10		
5	Reasoning Abilities	5	10		
	<b>Total</b>	<b>45</b>	<b>90</b>		

**(c) For the posts of Assistant Secretary Gr.I**

Sr. No.	Name of the Test	No. of Questions.	Maximum Marks	Version	Duration
1	General Knowledge	5	10	Only English	60 Minutes
2	Logical Reasoning	10	20		
3	English Grammer	10	20		
4	Numerical Ability	10	20		
5	Essay Writing (English)	2	20		45 Minutes
	<b>Total</b>	<b>37</b>	<b>90</b>		

**(d) For the posts of Lower Division Clerk:-**

Sl No	Name of Tests (Objective type)	No. of Questions.	Maximum Marks	Version	Duration
1	General Knowledge	5	10	Only English	60 Minutes
2	Test of Reasoning	10	20		
3	English	10	20		
4	Arithmetic	20	40		
5	<b>Total</b>	<b>45</b>	<b>90</b>		

**Note 1:** Medium of the online test will be English.

**Note 2:** VOC Port Trust reserves the right to modify the structure of the online test.

**IV. Cut off Score:**

**Cutoff score shall be applied in two stages:**

- (i) On scores in individual tests.
- (ii) On Total Score.

**Note 1:** VOC Port Trust reserves the right to alter the minimum score required for being considered for short listing, if required.

**Note 2:** VOC Port Trust reserves the right to restrict the number of candidates for short listing/Interview as applicable.

**V. Selection Procedure:**

For Class I posts, the candidates have to appear for an online test as mentioned in Para III of the advertisement. The shortlisted candidates from online test will be called for interview. List of candidates shortlisted for Interview will be made available on VOCPT website. The selection will be made on the basis of overall performance in Online Examination and Interview. For Class II & Class III posts selection will be done based on the written examination, alone.

The selection of shortlisted candidates for all the posts will be subject to verification of required documents as indicated in this advertisement, in original. Non submission of requisite documents by the candidate during this process will disqualify his candidature from further participation in the recruitment process. Further, in case it is found during verification that requisite documents do not meet the prescribed criteria, his candidature will not be considered any further in the recruitment process, even if found qualified in written examination.

VOCPT reserves the right to modify the selection procedure if deemed fit.

**VI. Intimation Charges/Application Fee (Non-Refundable):**

Candidates are required to pay intimation charges/Application fees on-line from ..... to ..... (both dates inclusive) by following the instructions for online payment given under the link [www.vocport.gov.in](http://www.vocport.gov.in) Vacancy menu.

SC/ ST/PwD candidates/VOCPT and other Major Port Trust Employees	Rs. 100/- (Intimation Charges Only) + GST @18%
All candidates other than SC/ ST/PwD/VOCPT and other Major Port Trust Employees	Rs. 500/- (Application fee including intimation charges) +GST@18%

**Note 1: Additional Bank transaction charges, for online payment of intimation charges/fees is to be borne by the candidate.**

**Note 2: Fee/ Intimation charges once paid will NOT be refunded on any account nor can it be appropriated for any other examination or selection.**

**VII. Test Centre for Online Test:**

**Examination Centers:**

- The examination will be conducted online in venues in the area as given in the respective admit cards.
- No request for change of post/centre/venue/date/session for Examination shall be entertained.
- VOC Port Trust (VOCPT) reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
- VOC Port Trust or designated organization on behalf of VOCPT also reserves the right to allot the candidate to any other centre.
- Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and VOC Port Trust will not be responsible for any injury or losses etc. of any nature.
- Examination Center will be based on the applications received.



**VIII. Dates of online examination:** The dates of online examination will be intimated around 10 days before the examination in the port website or the mode of intimation to be specified.

**IX. Candidates will not be permitted to appear for the online examination without the following documents:**

- (1) Valid Admit Card for the respective date and session of Examination
- (2) Photo-identity proof (as specified) in original bearing the exact same name as it appears on the Admit Card/ Application Form and
- (3) Photocopy of the above photo-identity proof (as detailed below\*)

**\*IDENTITY VERIFICATION**

In the examination hall as well as at the time of Verification of Documents, the Admit Card along with the original and a photocopy of the candidate's currently valid photo identity bearing the same name as it appears on the Admit Card such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid Identity Card issued by a recognized college/ university/ Aadhar card/E-Aadhar card with a photograph/ Employee ID should be submitted to the invigilator and the original shall be produced for verification. The candidate's identity will be verified with respect to his/her details on the Admit Card, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Additionally, existing VOCPT employees are required to produce the original VOCPT Identity card for verification.

**Note 1: Ration card and Learner's Driving License are not valid ID proofs for this process.**

**Note 2: In case of candidates who have changed their name, will be allowed only if they produce original Gazette Notification/their original marriage certificate/Affidavit in original.**

**Note 3: Candidates have to produce, in original the photo identity proof and submit photocopy of the photo identity proof along with Examination Admit Card as well as the Verification Admit card while attending the examination/ Verification respectively, without which they will not be allowed to take up the examination/Verification. **Candidates must note that the name as appearing on the Admit Card (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. If there is any mismatch between the name indicated in the Admit Card and Photo Identity Proof the candidate will not be allowed to appear for the examination. To avoid any dispute, name recorded at the time of registration should be identical to authorized identity proof.****

**CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the Admit Card for Examination will not be permitted to take the examination. The reporting time mentioned on the Admit Card is prior to the start time of the test. Though the duration of the examination is 1<sup>1/2</sup> hours (90 minutes), candidates may be required to be at the venue for about 3 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc. and including disruption beyond control.

#### **X. Interview:**

Candidates who have been shortlisted in the online examination for all Class I posts will subsequently be called for an interview. The address of the venue, time and date of interview will be informed to the shortlisted candidates in the call letter.

Please note that any request regarding change in date/venue/time etc. of interview will not be entertained. However, VOC Port Trust reserves the right to hold supplementary process on particular date/venue/time etc. at its discretion, under unforeseen circumstances, if any.

a) LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW  
(applicable for Class I post):

**The following documents in original and self-attested photocopies** in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. **Non submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.**

- (i) Interview Call Letter
- (ii) Valid system generated printout of the online application form Registered for the online examination and e-receipt.
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identify Proof as indicated in **\*IDENTITY VERIFICATION** of the advertisement
- (v) Mark-sheets & certificates of educational qualifications and relevant eligibility documents as indicated against relevant posts.
- (vi) Caste Certificate, along with caste validity certificate, issued by the competent authority in the prescribed format as stipulated in Annexure I and II for respective categories.
- (vii) Special instructions for SC/ST/OBC:

- a) The Caste/Tribe/Community certificate issued by the following Authorities in the prescribed form for SCs/STs and for OBCs will only be accepted as proof in support of a candidate's claim as belonging to the SC/ST/OBC categories:

- (1) District Magistrate / Additional District Magistrate /Collector/Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).
- (2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (3) Revenue Officer not below the rank of Thasildar.
- (4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

**Note:** a) Caste validity certificate in original, from the appropriate authorities of the state/union territory from which the caste certificate was issued along with self-attested Photostat copy is to be submitted at the time of Interview.

b) Please refer to Annexure for the prescribed formats of (SC, ST, OBC) certificates to be submitted at the time of Interview etc.

c) If the SC/ST/OBC Certificate \has been issued in a language other than English/Tamil/Hindi, the candidate should submit a self certified translated copy of the same either in English/Tamil/Hindi.

(viii) Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a “No Objection certificate” from their employer at the time of Interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

(ix) Experience certificates, as applicable.

(x) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. of India.

(xi) Disability certificate in prescribed format (pl refer to Annexure) issued by District Medical Board in case of Persons with Disability category.

(xii) Any other relevant documents in support of eligibility.

**Note: Candidate will not be allowed to appear for the Interview if he/ she fails to produce the relevant eligibility documents as mentioned above**

**Note:** The eligibility criteria specified herein are the basic criteria for applying for the post. At the time of Interview the Candidates must necessarily produce the relevant documents in original and a self-attested photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form. Please note that no

change of application data will be permitted at any stage after completion of registration process of the online application.

b) LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF CERTIFICATE VERIFICATION (applicable for Class I & III posts):

**The following documents in original and self-attested photocopies** in support of the candidate's eligibility and identity are to be invariably submitted at the time of certificate verification failing which the candidate may not be permitted to take up certificate verification. **Non submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.**

- (i) Valid system generated printout of the online application form Registered for the online examination and e-receipt.
- (ii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- (iii) Photo Identify Proof as indicated in **\*IDENTITY VERIFICATION** of the advertisement
- (iv) Mark-sheets & certificates of educational qualifications and relevant eligibility documents as indicated against relevant posts.
- (v) Caste Certificate, along with caste validity certificate, issued by the competent authority in the prescribed format as stipulated in Annexure I and II for respective categories.
- (vi) Special instructions for SC/ST/OBC:

The Caste/Tribe/Community certificate issued by the following Authorities in the prescribed form for SCs/STs and for OBCs will only be accepted as proof in support of a candidate's claim as belonging to the SC/ST/OBC categories:

- (1) District Magistrate / Additional District Magistrate /Collector/Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).
- (2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (3) Revenue Officer not below the rank of Tehsildar.
- (4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

**Note:** a) Caste validity certificate in original, from the appropriate authorities of the state/union territory from which the caste

certificate was issued along with self-attested Photostat copy is to be submitted at the time of Interview.

- d) Please refer to Annexure for the prescribed formats of (SC, ST, OBC) certificates to be submitted at the time of Interview etc.
- e) If the SC/ST/OBC Certificate \has been issued in a language other than English/Tamil/Hindi, the candidate should submit a self certified translated copy of the same either in English/Tamil/Hindi.
- (vii) Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a “No Objection certificate” from their employer at the time of Interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- (viii) Experience certificates, as applicable.
- (ix) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. Of India.
- (x) Disability certificate in prescribed format (pl refer to Annexure) issued by District Medical Board in case of Persons with Disability.
- (xi) Any other relevant documents in support of eligibility.

**Note:** The eligibility criteria specified herein are the basic criteria for applying for the post. At the time of Certificate verification the Candidates must necessarily produce the relevant documents in original and a self-attested photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form. Please note that no change of application data will be permitted at any stage.

## **XI. HOW TO APPLY**

Candidates meeting the eligibility criteria, requisite essential qualifications shall apply online through the link available on VOCPT website [www.vocport.gov.in](http://www.vocport.gov.in) under Vacancy menu.

Responsibility of receiving, downloading and printing of Admit Card for online test / Admit card for Interview and Physical tests shall be that of the candidates. VOCPT will not be responsible for any loss of E-mail sent, due to invalid/wrong E-mail ID provided by the candidate or delivery of e-mails to Spam/ Bulk mail folder etc.

### **Detailed Guidelines/Procedures for:**

- A. Applying Online
- B. Payment of Fees/charges

### C. Photograph & Signature Scan and Upload

**Candidates can apply online only and no other mode of application will be accepted.**

**Note:** The candidates are advised to satisfy themselves before they apply, that they fulfill requirement as to age, qualifications (**final result for the qualification must have been published on or before \_\_\_\_\_ 2019**), experience and physical requirements and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing in the ONLINE EXAMINATION will not automatically confer any right of being selected for the said post.

#### PRE-REQUISITES FOR APPLYING ONLINE:

Before applying online, candidates should-

- (i) Scan their photograph and signature ensuring that both the photograph (4.5X3.5 c.m.) and signature adhere to the required specifications as given under **Guidelines for Photograph & Signature scan and Upload.**
- (ii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. All official communication will be sent to the registered e-mail id of the candidate. Under no circumstances, a candidate should share with/mention email-ID to/of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile number before applying on-line and must maintain that email account and mobile number.
- (iii) Educational Qualification, percentage of marks, year of Passing and Name of Institute/University.
- (iv) Date of Birth (as mentioned in High School or Class X Equivalent Board Examinations) or (School Leaving Certificate)
- (v) Experience Certificate wherever required as per essential/ desirable qualification.

#### **A. Procedure for applying online:**

1. Candidates to go to the VOC Port Trust's website **www.vocport.gov.in** under 'Vacancy' menu, and click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent to the Registered Mobile Number.
3. In case the candidate is unable to complete the Application Form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.

4. All the information given by the candidate in the application is treated as final and no correction is allowed after the final submission. Candidates are advised to carefully fill and verify the details in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate and his /her Father/ Husband etc. should be spelt correctly in the application and should be the same as it appears in the Certificates/ Mark sheets as well as on the photo id. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

### **B. Payment of Fees/Charges (Online Mode Only)**

- 1 The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- 2 The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/Mobile Wallets.
- 3 After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
- 4 On successful completion of the transaction, **an e-receipt** will be generated.
- 5 Non-generation of 'E-receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- 6 Candidates are required to **take a printout of the e-receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- 7 For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- 8 To ensure the security of your data, please close the browser window once your transaction is completed.

### **C. Guidelines for Photograph & Signature Scan and Upload**

- IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.

- CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.

### **PHOTOGRAPH IMAGE**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background. Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

### **SIGNATURE IMAGE**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The Signature will be used to put on the admit card and wherever necessary.
- The Applicant's signature obtained on the admit card and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.
- Ensure that the size of the scanned image is not more than 20KB.

### **SCANNING THE PHOTOGRAPH & SIGNATURE**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point "C" above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.



**If the file size and format are not as prescribed, an error message will be displayed.**

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Candidate should ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

### **Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button

**NOTE: Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The VOC Port Trust will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.**

**An online application which is incomplete in any respect such as without proper size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam. The VOC Port Trust does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason. Please note that the above procedure is the only valid procedure for applying. No other mode of application would be accepted. Incomplete applications would be rejected.**

*Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.*

## **XII. Download of Admit Cards**

Candidates will have to visit our website [www.vocport.gov.in](http://www.vocport.gov.in) under 'Vacancy' Menu for downloading admit card for online test. Intimation for downloading

admit card will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for admit card download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the admit card. Candidate needs to affix recent recognizable photograph on the admit card preferably the same as provided during registration and appear at the examination centre with

- (i) Admit Card
- (ii) Photo Identity Proof in original as stipulated earlier under Identity Verification and also specified in the admit card and
- (iii) A photocopy of the same Photo Identity Proof as brought in original.

### **XIII. Action against candidates found guilty of misconduct**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of online examination, or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

i) Using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or (iv) resorting to any irregular or improper means in connection with his/her candidature or (v) obtaining support for his/her candidature by any unfair means or (vi) carrying mobile phones or similar electronic devices of communication in the examination / interview hall, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- a) To be disqualified from the examination for which he/she is a candidate.
- b) To be debarred, either permanently or for a specified period, from any examination conducted by V.O.Chidambaranar Port Trust.
- c) For termination of service, if he/she has already joined the Port Trust (The V.O.Chidambaranar Port Trust).

### **XIV. General Information**

1. Merely applying for the post and being shortlisted in the online examination and/ or any stage of recruitment process does not imply that a candidate will necessarily be offered employment in the Port. No request for considering the candidature under any category / post other than the one in which applied will be entertained.

2. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or conducting another examination if considered necessary. Decision of the V.O.Chidambaranar Port Trust in this regard shall be final. Candidates not willing to accept such change shall lose their candidature for this exam.

3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

4. The responses (answers) of individual candidates will be analyzed & compared with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, the V.O.Chidambaranar Port Trust reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

5. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in V.O.Chidambaranar Port Trust recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

6. While applying on-line for the post, the applicant should ensure that he/she fulfils the eligibility and other criteria mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. **In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.**

7. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website jam.

8. V.O.Chidambaranar Port Trust does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason whatsoever.

9. Applicants are advised to register online themselves and to keep their e-mail id alive during the recruitment exercise. The candidates should give their mobile number in the application form for SMS service from the V.O.Chidambaranar Port Trust.

10. The selection of the candidates will be on the basis of Online Test & Interview as applicable. The VOC Port Trust reserves the right to hold any other test wherever deemed necessary as well as the right to add, delete or allot any centre at its discretion.

**11. Admission to Online Test will be purely provisional without verification of age / qualification / category (SC/ST/OBC) etc. of the Candidates with reference to documents.**

12. Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of verification. **Caste certificate accompanied with caste**

**validity certificate** must be submitted by candidates seeking reservation as SC/ST/OBC in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the village/town the candidate is originally a resident of.

**13. At any stage if falsification of caste certificate is noticed, the candidature will stand cancelled automatically.**

14. Candidates serving in Government / Quasi Government Offices, Public Sector undertakings will be required to forward their application through proper channel failing which they have to submit "No Objection Certificate" from their employer at the time of Verification/certificate scrutiny, failing which their candidature may not be considered. Candidates who are selected are required to submit unconditional discharge letter / relieving letter from their employer (Govt/Public sector / Private) at the time of joining V.O.Chidambaranar Port Trust, WITHOUT WHICH THEY WILL NOT BE ALLOWED TO JOIN.

15. The candidates will have to appear for the tests at their own cost.

16. Appointment of selected candidates will be subject to medical fitness as per the prescribed medical standard and they will be required to undergo medical examination at Port Hospital, prior to appointment after due selection. If found medically unfit his/her selection against the vacancy will stand cancelled. Such appointment will also be subject to the service and conduct rules of the V.O.Chidambaranar Port Trust.

17. Decisions of the V.O.Chidambaranar Port Trust in all matters regarding eligibility, conduct of online examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the V.O.Chidambaranar Port Trust in this regard.

18. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in responses thereto can be instituted only in Tuticorin Courts/ Tribunals/Forums at Tuticorin only shall have sole and exclusive jurisdiction to try any cause/dispute.

19. Selected candidates will be governed by the terms and conditions of the Service Regulations of the V.O.Chidambaranar Port Trust in force.

20. Use of Mobile Phones, calculator or any such devices is strictly prohibited inside the examination hall. Candidates, before entering examination premises, are likely to be frisked to ensure compliance.

Mobile phones or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

Candidates are advised in their own interest not to bring any of the banned item including mobile phones to the venue of the examination, as no arrangement for safekeeping will be available.

21. Candidate's admission to the online test/other tests is strictly provisional. The mere fact that the admit card has been issued to the candidate does not imply

that his/her candidature has been finally cleared by the V.O.Chidambaranar Port Trust.

22. The V.O.Chidambaranar Port Trust reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.

23. For any queries/ issues regarding online applications, candidates may contact at email **secyvocport@gov.in**.

***IN CASE OF ANY DISCREPANCIES, THE DETAILED ADVERTISEMENT PUBLISHED IN THE VACANCY SECTION OF OUR WEBSITE [www.vocport.gov.in](http://www.vocport.gov.in) 'Vacancy' menu SHALL BE FINAL. CANDIDATES ARE ADVISED TO VISIT THE VACANCY SECTION OF OUR WEBSITE FOR DETAILED ADVERTISEMENT, TO APPLY ONLINE AND FOR FURTHER UPDATES ON THE RECRUITMENT EXERCISE.***

**CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION OF THE CANDIDATE.**

-/Sd/-

**SECRETARY**

**V.O.Chidambaranar Port Trust**

ANNEXURE I

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM

1. This is to certify that Sri / Smt / Kumari\* \_\_\_\_\_ son / daughter\* of \_\_\_\_\_ of village / town\* \_\_\_\_\_ in District / Division\* \_\_\_\_\_ of the State / Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste/ Scheduled Tribe\* under:

- \* The Constitution (Scheduled Castes) Order, 1950;
- \* The Constitution (Scheduled Tribes) Order, 1950;
- \* The Constitution (Scheduled Castes)(Union Territories)Orders, 1951;
- \* The Constitution (Scheduled Tribes)(Union Territories)Order, 1951;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order, 1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act, 1976]:

- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- \* The Constitution (Pondicherry) Scheduled Castes Order 1964;
- \* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970;
- \* The Constitution (Sikkim) Scheduled Castes Order, 1978;
- \* The Constitution (Sikkim) Scheduled Tribes Order, 1978;
- \* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
- \* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1991;
- \* The Constitution (ST) Orders (Second Amendment) Act, 1991;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1996.

# 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons, who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri / Smt / Kumari\* \_\_\_\_\_ Father /Mother\* of Sri / Smt / Kumari\* \_\_\_\_\_ -

\_\_\_\_\_ of village /  
 \_\_\_\_\_ town \_\_\_\_\_ in  
 District/Division\* \_\_\_\_\_ of the State/Union  
 Territory\* \_\_\_\_\_ who belong to  
 the \_\_\_\_\_ Caste / Tribe\* which is recognized as a Scheduled  
 Caste/Scheduled Tribe\* in the State/Union Territory\* issued by the  
 \_\_\_\_\_ [Name of the authority] vide their order  
 No. \_\_\_\_\_  
 \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Smt/Kumari\* \_\_\_\_\_ and/or\*  
 his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_  
 of \_\_\_\_\_ District / Division\* of the State / Union Territory\* of  
 \_\_\_\_\_

Signature

Designation

Place: [With seal of  
 Office]  
 Date : State/Union Territory

Note : The term "Ordinarily resides" used here will have the same meaning as in  
 Section 20 of the Representation of the Peoples  
 Act, 1950.

----- \* Please delete the words which are not applicable.  
 # Delete the paragraph which is not applicable.

**List of authorities empowered to issue Caste / Tribe Certificates :**

- (1) District Magistrate / Additional District Magistrate /Collector/Deputy  
 Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-  
 Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra  
 Assistant Commissioner (Not below the rank of First Class Stipendiary  
 Magistrate).
- (2) Chief Presidency Magistrate/Additional Chief Presidency  
 Magistrate/ Presidency Magistrate.
- (3) Revenue Officer not below the rank of Tehsildar.
- (4) Sub-Divisional Officer of the area where the candidate and/or his  
 family normally resides.

ANNEXURE - II  
FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD  
CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF  
INDIA

This is to certify that Shri/ Smt./ Kumari  
.....son/daughter of  
..... of village/ town  
.....  
In District/ Division ..... in the State / Union Territory  
.....belongs to the  
..... community which is recognized as  
a backward class under the Government of India, Ministry of Social Justice and  
Empowerment's Resolution  
No. .... dated .....\*. Shri/ Smt./ Kumari  
..... And/or his/her family ordinarily reside (s) in the  
..... District/ Division of the  
..... State/Union Territory. This is also to certify  
that he/she does not belong to the  
persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the  
Government of India, Department of Personal & Training O. M. No. 36012/22/93 –  
Estt.(SCT) dated 08.09.1993\*\*.

District Magistrate  
Deputy Commissioner etc.

Dated:

Seal

\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the people Act, 1950.



ANNEXURE - III

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size  
Attested  
Photograph  
(Showing face  
only) of the  
person  
with disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum.

\_\_\_\_\_ son/wife/daughter of Shri

\_\_\_\_\_ Date of Birth  
(DD / MM / YY) \_\_\_\_ \_\_\_\_ \_\_\_\_

Age \_\_\_\_\_ years, male/female Registration No.  
\_\_\_\_\_ permanent resident of House  
No. \_\_\_\_\_ Ward/Village/Street  
\_\_\_\_\_ Post Office

\_\_\_\_\_ District \_\_\_\_\_ State

\_\_\_\_\_, whose photograph is affixed above, and am satisfied that :

**(A)** he/she is a case of :

Locomotor disability   Blindness

(Please tick as applicable)

**(B)** The diagnosis in his/her case is \_\_\_\_\_

(A) He/She has \_\_\_\_\_% (in figure) \_\_\_\_\_ percent (in words) permanent physical impairment/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines (to be specified)

2 . The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued

FORM - II

Disability Certificate  
(In case of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PPSize  
Attested  
Photograph  
(Showingface  
only) of the person  
with disability

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum.

\_\_\_\_\_  
son/wife/daughter of Shri

\_\_\_\_\_ Date of  
Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_ \_\_\_\_

Age \_\_\_\_ years, male/female \_\_\_\_\_ Registration No.  
\_\_\_\_ permanent resident of House No. \_\_\_\_\_  
Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District  
\_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above,  
and are satisfied that :

**(A)** He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		

4	Hearing	£		
---	---------	---	--	--

	impairment			
5	Mental retardation	X		
6	Mental- illness	X		

**(B)** In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows :-

In figures :- \_\_\_\_\_ percent

In words:-

\_\_\_\_\_ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is : (i) not necessary, Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued

FORM - III

Disability Certificate

(In cases other than those mentioned in Forms I and II)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size Attested Photograph (Showing face only) of the person with disability
---

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum.

\_\_\_\_\_  
son/wife/daughter of Shri

\_\_\_\_\_  
(DD / MM / YY) \_\_\_\_\_ Date of Birth

Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_

permanent resident of House No. \_\_\_\_\_

Ward/Village/Street \_\_\_\_\_

Post Office \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_, whose photograph is affixed above, and am satisfied

that he/she is a Case of \_\_\_\_\_ disability. His/her

extent of percentage physical impairment/disability has been evaluated

as per guidelines (to be specified) and is shown against the relevant

disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		

4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary, Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_ \_\_\_\_ \_\_\_\_

@ - e.g. Left/Right/both arms/legs # - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned  
 {Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb  
impression of the  
person in whose  
favour disability  
certificate is issued

**Note :** In case this certificate is issued by a medical authority who is not a government servant , it shall be valid only if countersigned by the Chief medical Officer of the District.

**Note:** The principal rules were published in the Gazette of India vide Notification number S.O.908 (E), dated the 31st December, 1996.



**SCRIBE DECLARATION FORM**

We, the undersigned, Shri/Smt/Kum. \_\_\_\_\_ **eligible candidate** for the \_\_\_\_\_ examination and Shri/Smt/Kum. \_\_\_\_\_ **eligible writer (scribe)** for the eligible candidate, do hereby declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice.

The candidate is affected by **loco-motor impairment and his/her writing speed is affected** and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.

2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.

3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.

4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination and has not appeared as a Scribe for more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

Given under our signature:-

Signature of the scribe: \_\_\_\_\_

Signature of the candidate \_\_\_\_\_

Postal Address:

Registration No:

Roll No:

Postal Address:

Educational Qualification  
of the scribe

STD code \_\_\_ phone No \_\_\_\_\_

STD code \_\_\_ Phone No. \_\_\_\_\_

Cell No, if any \_\_\_\_\_

Cell No, if any \_\_\_\_\_

PHOTO OF  
THE SCRIBE

\_\_\_\_\_  
Signature of the Invigilator