

- **Application –**

Interested and eligible candidates may apply in the format indicated below:-

APPLICATION FOR THE POST OF _____

Photo
Signature

1. Mode of recruitment viz. Promotion / : _____
Deputation / Direct Recruitment / Contract
(whichever applicable, please specify)
2. Name of the Candidate (in Block letters) : _____
3. Father's/Husband's Name : _____
4. (a) Date of Birth in Christian era
(in dd/mm/yyyy format) : _____
- (b) Age as on last date for receipt of : Years Months Days
applications
5. Permanent Address (with PIN code) : _____

6. Address for Correspondence (with PIN : _____
code)_____
7. E-mail address, Phone Numbers (Office, : _____
Residence & Mobile) along with Fax
Number, if any _____
8. (a) Religion : _____
(b) Whether belonging to SC/ST/MBC/BC, if : _____
yes, please specify
(c) Whether physically disabled, if yes, : _____
please specify
(d) Gender: Male / Female : _____
9. Details of Educational Qualifications from
Matriculation onwards (Enclose a separate
sheet, duly authenticated by your
signatures, if the space below is :
insufficient)

Sl. No.	(1)	(2)	(3)	(4)	(5)
a. Examination passed					
b. Year of passing					
c. Name of College / Institute					
d. University / Board					
e. Main subjects					
f. Total aggregate & percentage of marks obtained, division and remarks, if any					

10. Details of experience (in chronological order). Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient

Sl. No.	(1)	(2)	(3)	(4)	(5)
a. Name of organization					
b. Post held and period of tenure with dates (in dd/mm/yyyy format)	Post Held				
	From				
	To				
c. Whether permanent / regular or adhoc or temporary or quasi-permanent or deputation or contract basis (Please specify)					
d. Scale of Pay (Please indicate Grade Pay, if pre-revised pay scale)/Level in Pay Matrix and current basic pay					
e. Nature of duties highlighting experience required for the post applied for					

- 11 Are you in a revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale along with the DA pattern applicable (Please enclose a self-attested copy of the latest pay slip) : _____

12 Total emoluments per month now drawn:

Basic Pay in the PB / Pay Matrix	Grade Pay / Level in Pay Matrix	Total Emoluments

- 13 Please indicate the present rate of DA and the date (dd/mm/yyyy format) from which it is applicable : _____

14 Age of retirement applicable in parent department : _____

15 Your date of retirement in the parent department : _____

16 Contact details of the officer(s) in personnel / HR / Admn. Deptt. who could be contacted regarding the ACRs / NOC / Vigilance / Discipline clearance, etc. **(if there are different officers dealing with these matters, please indicate their complete details, separately):**

Name _____
Designation : _____
Address (with PIN code) : _____
Tel.No./ Fax No.: _____
E-mail ID: _____
Website : _____

- 17 Additional Information, if any, which would you like to mention in support of your suitability for the post (Enclose a separate sheet, duly authenticated by your signatures, if the space is insufficient) : _____

- 18 Whether applied for the similar post in KPL in the last one year, if so, please indicate the post applied for, date of advertisement and date of interview, if any : _____

DECLARATION

I also hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons there for. Mere submission of application does not confirm the candidature and the candidature shall remain provisional till the verification / certification of the details furnished by the candidate.

Date : _____
Place: _____

Signature : _____
Name : _____

VERIFICATION

(To be completed by the parent department)

It is certified that the particulars given by the candidate in his/her application, regarding the details of educational qualification, relevant experience and pay particulars, etc. have been verified from the service records and are true, correct and complete. In case of selection, it is confirmed that the officer shall be relieved within the time frame stipulated by Kamarajar Port Limited.

2. **Integrity Certificate:** It is certified that integrity of the officer is beyond doubt.
3. **Vigilance / Disciplinary Clearance Certificate:** Certified that no vigilance case or disciplinary proceedings or criminal proceedings are either pending or contemplated against the officer.
4. **No Penalty Certificate:** Certified that no minor or major penalty has been imposed on the officer during the last ten years OR list of major / minor penalties imposed on the officer during the last 10 years is as under: -

Sl. No.	Nature of penalty (Major / Minor)	Type of Penalty	Date of imposition of penalty	Period of currency of penalty alongwith date until the penalty is valid	Remarks, if any

Date : _____
Place : _____

Signature : _____
Name : _____
Designation : _____
Address : _____
Tel. No. _____
Official seal : _____

Important conditions:

1. The Department/Organization concerned while forwarding the application should:
 - (a) Enclose **attested** copies of Annual Confidential Reports for the last **five** years along with a discipline/vigilance clearance certifying that no penalty is imposed against the officer for last ten years, integrity certificate and no penalty certificate.
 - (b) Certify that the particulars given by the candidates in their application, regarding the details of educational qualification, relevant experience and pay particulars, etc. have been verified from the service records and are true, correct and complete for post applied for.
 - (c) certify the position / status of the candidate in the hierarchical structure of the organization along with respective grades and pay scales.
2. Applications not submitted **strictly** in the prescribed format or incomplete in any respect, especially without details of pay scales shall be liable for summary rejection. The candidates are advised to fill the application format carefully in accordance with the eligibility criteria and experience mentioned above. It may be noted that any subsequent clarification regarding job profile / experience etc. at a later date will not be entertained under any circumstances.
3. **Wherever the pre-revised pay scale(s) have been mentioned in the application, the corresponding revised pay scales should also be indicated. Similarly, wherever the revised pay scale(s) have been mentioned, the corresponding pre-revised pay scale(s) should also be indicated.**
4. If a large number of applications are received, only those candidates who are short listed on the basis of qualifications, experience, tenure and level of service in the relevant field shall be considered for selection.
5. **The candidates who apply for the post in respect to the vacancy circular shall not be allowed to withdraw the candidature subsequently. Once a candidate applies for being considered and is considered and selected by KPL, he / she should not decline the appointment. If he / she declines the appointment, his / her candidature shall not be considered for any further appointment by KPL for a period of two years from the date of cancellation of offer of appointment.**
6. **Candidates who are due to retire from their parent cadre within two years, as on closing date for receipt of applications also need not apply.**
13. Crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications.
14. Canvassing or bringing influence in any form will disqualify the candidature.
15. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there for.
16. Duly filled-in applications, along with the requisite information / documents stated in above paras, may be sent by Registered/Speed Post, through proper channel wherever applicable, to the following address, **so as to reach latest by 04.07.2019 :**

The Dy.General Manager (Civil)

Kamarajar Port Limited
Jawahar Building,
17, Rajaji Salai, Chennai-01.

17. However, if the candidate anticipates delay in forwarding of his/her application from parent department, he/she should submit an advance copy of the application before the last date prescribed for the receipt of application. Applications routed through proper channel from the parent department along with requisite information/documents should reach KPL at the earliest. It may please be noted that the applications received through e-mail or fax shall be summarily rejected. This notice is also available on KPL website: www.ennoreport.gov.in. The envelope containing the application should be super-scribed with the name of the post applied for.

18. Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be published only on the website of Kamarajar Port Limited and will not be published in the newspapers. Therefore, the candidates are advised to check the website of Kamarajar Port Limited regularly.
