

Kamarajar Port Limited
(erstwhile Ennore Port Limited)
(A Mini-Ratna Government of India Undertaking)
Rajaji Salai, Chennai - 600 001

Kamarajar Port Limited is looking for creative and talented professionals for the following position:

S. No	Designation	Grade	No. of Posts	Pay Scale	Upper age Limit
(1)	(2)	(3)	(4)	(5)	(6)
1	Secretarial Officer	E1	01 (UR)	Rs. 16400-40500/-	35 years

Qualification & Experience:

Educational Qualification:

ACS

Essential Experience:

Essential:

- (1) 2 Years of post qualification experience in the relevant area in a Govt./ Public Sector Undertaking or reputed private company with turnover of equivalent.

Desirable:

Experience as Company Secretary in listed / public company, Knowledge on securities listing, etc.

Age Relaxation:

1. Upper age limit is relaxable for Physically Handicapped Persons and Ex-servicemen as per existing Govt. Rules.
2. Upper age limit is relaxable by 5 years to candidates presently working in Central / State Government or Central / State PSU or Autonomous Bodies in permanent posts.
3. Upper age limit is relaxable by 5 years to candidates who have ordinarily been domiciled in Kashmir division of J & K State during 01-01-1980 to 31-12-1989.
4. Upper age limit is relaxable by 5 years for Children/family members of those who died in the 1984 riots.
5. No age relaxation would be available for SC/ST/OBC candidates applying for unreserved Post/vacancies.

General Conditions:

- (1) Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming appointment.
- (2) Education Qualification, Age and Experience limit prescribed is as on the date of Advertisement.
- (3) The Company reserves the right to consider only those candidates for Written test who according to its decision rank high in terms of eligibility criteria.
- (4) Decision of the Company with regard to eligibility of candidates will be final. Mere eligibility will not entitle any candidates for admission to written test or selection.
- (5) Company reserves the right to fill all or partially or not to fill any of the post/s. The No. of post/s to be filled may decrease or increase depending on the actual / future requirement of the Company.
- (6) Canvassing in any form will be eligible for disqualification.
- (7) No Correspondence will be entertained with the candidates not short-listed. Management reserves the right to reject the application of any candidate without assigning any reason.
- (8) Candidates should ensure that the details filled in the application form should duly tally with document enclosed. If any variation is observed in application form and document enclosed,

- the candidature of the candidate will be liable to be rejected. Documents attached with the application form, will be verified only for the candidates who get selected for the post.
- (9) Candidates should submit only single application for a post and application once submitted cannot be altered.
 - (10) Any legal proceeding arising out of this advertisement shall be subject to the exclusive jurisdiction of the courts in Chennai.
 - (11) Kamarajar Port Limited will not be responsible for any postal delays / wrong delivery / non-delivery of communication at any stage of the recruitment process.
 - (12) Kamarajar Port Limited reserves the right to shortlist candidates for written test. Management reserves the right to raise the standard of specifications to restrict the number of candidates to be called for written test.

Medical Standard:

Applicants should be of sound health and should meet the medical standard prescribed by the Company. Appointment of selected candidates will be subject to medical fitness duly certified by the Company's Authorized Medical Officers. No relaxation in health standard is allowed.

How to apply and Important Instruction for candidates:

- (1) Applications should be strictly submitted by registered/ speed /ordinary post. Professionals ready to take up the challenge and meeting the requirements may download the prescribed ***Employment Application Format*** and submit the filled in form with enclosures so as to reach the Address furnished below latest by **26-11-2017**:

The General Manager (CS & BD)

Kamarajar Port Limited
Vallur Post-600 120
Ph: 044 – 27950034 -40

- (2) The application should be accompanied with:
 - a. with self-attested photocopies of Certificate and Marks Sheets in proof of Educational Qualification (X Std / SSLC onwards)
 - b. with self-attested photocopies of Experience Certificate/s with a latest salary certificate containing detailed particulars of Basic Pay, Scale of Pay, Perks, etc.
 - c. SC/ST Category candidates should attach self-attested photocopy of Caste Certificate issued by the Competent Authority.
 - d. OBC (Non-Creamy Layer) category candidates should attach self-attested photocopy of recently obtained community certificate issued by the Competent Authority in the prescribed format (not older than 6 months as on date of advertisement).
 - e. in case of candidates from Government / Quasi Government / PSU, the application should be forwarded through proper channel or No Objection Letter from the present Employer has to be produced at the time of written test.
 - f. Candidates are requested to check their eligibility criteria with regard to age, Qualification and experience against the advertisement.

For Internal Candidates:

Conditions applicable to Internal candidates:

- (a) Qualification & Experience as mentioned in the advertisement will apply.
- (b) Age no bar.
- (c) Candidates intending to apply may do so by downloading the employment application format and forward the same through proper channel.
- (d) Application received after the due date will not be entertained.
- (e) Incomplete applications are liable to be rejected.

Benefits and Perks for the above posts:

The post will also carry following allowances apart from the statutory benefits viz Provident Fund / Gratuity as per relevant rules/Acts:

- Industrial Dearness Allowance (IDA) (as on October 2017) – 124.3% of Basic Pay.
- House Rent Allowance (HRA) – 30% of basic pay.
- Other Allowances – 47% of basic pay.
- Leave and Other benefits as per the company policy.

P.S: The above allowances and pay will undergo revision as per the 3rd PRC recommendations.

Click here to Download the Application Form

Last date for applying – 26-11-2017

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