

ENNORE PORT LIMITED
(A Mini Ratna Government of India Undertaking)
Vallur Post, Chennai – 600 120

Ennore Port Limited is looking for creative and talented professionals for the following positions:

S. No	Designation	Grade	No. of Posts	Pay Scale	Upper age Limit *	educational qualification	Minimum No. of Years of Experience
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Secretarial Officer	E1	01(UR)	Rs.16,400-40,500/-	35 years	ACS	3 years

Qualification & Experience:

For the post of **Secretarial Officer**

EDUCATIONAL QUALIFICATION: ACS.

EXPERIENCE: Should have post qualification (ACS) experience of 3 Years.

General Conditions:

- (1) Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming appointment.
- (2) Reservation for SC/ST/OBC (non Creamy layer) and Persons with disabilities (PWD) / Ex-Servicemen category exists as per Government of India Guidelines. Candidates belonging to OBC Category are required to submit recent certificate stating that they do not come under the purview of “Creamy Layer” from a competent authority in the prescribed format issued by the Government of India.
- (3) Education Qualification, Age and Experience limit prescribed is as on the date of Advertisement.
- (4) The Company reserves the right to consider only those candidates for interview who according to its decision rank high in terms of eligibility criteria.
- (5) Decision of the Company with regards to eligibility of candidates will be final. Mere eligibility will not entitle any candidates for admission to interview or selection.
- (6) 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.
- (7) Canvassing in any form will be eligible for disqualification.
- (8) 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.
- (9) 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 shortlisted for interview.
- (10) Candidates should submit only single application for a post and application once submitted cannot be altered.
 - (11) Any legal proceeding arising out of this advertisement shall be subject to the exclusive jurisdiction of the courts in Chennai.
 - (12) Ennore Port Limited will not be responsible for any postal delays / wrong delivery / non-delivery of communication at any stage of the recruitment process.
 - (13) Ennore Port Limited reserves the right to shortlist candidates for interview. Management reserves the right to raise the standard of specifications to restrict the number of candidates to be called for written test/interview. In case the response is high, Ennore Port Limited may consider conducting written test, if required.

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 Medical Officers. No relaxation in health standard is allowed.

How to apply and Important Instruction for candidates:

- (1) Applications should be of strictly submitted by 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 25th February 2014:
The Senior Manager (CS)
Ennore Port Limited
#23, 1st Floor, Rajaji Salai,
Chennai – 600 001
- (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 and 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 Interview.
 - 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 relaxation of 5 years.
- (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 January 2014) – 90.5% of basic pay.
- House Rent Allowance (HRA) – 30% of basic pay.
- Other Allowances – 47% of basic pay.
- The total emolument at the initial pay scale will be Rs. 43,870/-
- 30 Days of Earned Leave, 20 Days of Sick Leave / HPL and 12 Days of Casual Leave as per Company Rules.

Last date for applying – 25th February 2014

**Senior Manager (CS)
Ennore Port Limited**