

Kamarajar Port Limited
(A Company of Chennai Port Authority)
Rajaji Salai, Chennai - 600 001

Advertisement No. 01/2025

Kamarajar Port Limited is looking for sincere and talented professionals for the following positions:

S. No	Designation	Grade	No. of Posts and category	Pay Scale	Upper age Limit
(1)	(2)	(3)	(4)	(5)	(6)
1	Company Secretary	E5	01 (UR)	Rs.80000-2,20,000	50 years

Educational Qualification:

Grade	Pay Scale	Name of Post	Educational Qualification	Experience (as on date of advertisement)	Age Limit (Years)
E5	80,000-2,20,000	Company Secretary	ACS	Essential: (1) 10 Years of post-qualification experience in the relevant area in a Govt./Public Sector Undertaking or reputed private sector company with turnover not less than 1000 crores (FY 2023-24). Desirable: Experience as Company Secretary in listed/public company, knowledge on securities listing, etc.	50

Age Relaxation: Age will be reckoned as on 19.03.2025 (date of advertisement):

1. Upper age relaxation up to a maximum of 5 years if a candidate belonging to SC or a ST category; as per orders issued by Central Government from time to time.
2. Upper age relaxation upto a maximum of 3 years if a candidate belongs to OBCs in accordance with Government instruction from time to time.
3. Upper age relaxation upto a maximum of 10 years if the candidate is a physically handicapped person as per the instruction issued by GOI from time to time.
4. Upper age relaxation for Ex-serviceman will be as per instruction issued by GOI from time to time.
5. Upper age relaxation upto a maximum of 5 years to candidates presently working in Central/State Government or Central/ State PSU or Autonomous bodies.
6. Upper age relaxation upto a maximum of 5 years to candidates who have ordinarily been domiciled in Kashmir division of J & K U.T during 01-01-1980 to 31-12-1989.
7. Upper age relaxation upto a maximum of 5 years for Children/family members of those who died in the 1984 riots.

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 date of declaration of result / issuance of mark as mentioned in the certificate sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.

- (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 regard 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.
- (7) Canvassing in any form will result in 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 produced during verification. If any variation is observed, the candidature of the candidate will be liable to be rejected. The Documents 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) Kamarajar 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 interview.

Medical Standard:

Applicants should be of sound health. 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 post or in drop box. 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 **8-April-2025:**

General Manager (CS & BD)

Kamarajar Port Limited

2nd Floor North wing & 3rd Floor, Jawahar Building,

No. 17, Rajaji Salai, Chennai 600 001 Ph: 044 – 25251664

- (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./contract letter of company
 - c. with Annual report or audited financial statement of the present Employer indicating the turnover value (in Crores) not less than Rs.1000 Crores in any one of the last three financial years (in case the Employer is a reputed private sector company).
 - d. 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. (not applicable for private sector)
 - e. 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) Education Qualification & Experience as mentioned in the advertisement will apply. However for internal candidates, stipulation of degree to be regular degree is relaxed.
- (b) Age is no bar.
- (c) Candidates intending to apply may do so by filling and submitting the downloaded application and forward through proper channel.
- (d) 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 2025) – 49.6% of Basic Pay.
- House Rent Allowance (HRA) – 27% of basic pay.
- Other Allowances – 35% of basic pay.
- Leave and Other benefits as per the company policy.

Last date for receipt of application :- 8-April-2025

**General Manager (CS & BD)
Kamarajar Port Limited
Chennai 600 001
Ph: 044 – 25251664**