

write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at **FORM-V**.

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 VOCPA. No request for considering the candidature under any category other than in which applied will be entertained.

## II. EMOLUMENTS & BENEFITS:-

Law Officer Gr.I, Assistant Executive Engineer (Civil) & Assistant Executive Engineer (Mech):-

Basic pay of Rs.50,000 /- in the scale of Rs.50000-160000 (under revision) and other admissible allowances as applicable. Total emoluments at present Pay scale will be approximately Rs.90,000/- per month plus HRA as admissible (if not residing in VOC Port quarters).

## III STRUCTURE OF ON-LINE EXAMINATION:

### a) Law Officer Gr. I:-

Sl. No	Name of the Test	No. of Questions	Maximum Marks	Duration
1	General Knowledge	20	20	90 minutes
2	Logical Reasoning	20	20	
3	Numerical Ability	20	20	
4	Subject Knowledge	30	30	
5	Subject Knowledge (Descriptive)	2	10	30 minutes
	<b>Total</b>	<b>92</b>	<b>100</b>	<b>120 Minutes</b>

### b) Asst. Exe.Engineer (Civil):-

Sl. No	Name of the Test	No. of Questions	Maximum Marks	Duration
1	General Aptitude	10	10	90 Minutes
2	Technical Questions (Civil Engineering)	40	60	
3	Numerical Ability (Engineering Mathematics)	15	30	
	<b>Total</b>	<b>65</b>	<b>100</b>	<b>90 Minutes</b>

**c) Asst.Exe.Engineer (Mech):-**

Sl. No	Name of the Test	No. of Questions	Maximum Marks	Duration
1	Logical Reasoning	30	30	60 Minutes
2	Quantitative Aptitude	30	30	
3	English knowledge	30	30	
4	Subject Knowledge (Mechanical Engineering)	90	90	90 Minutes
	<b>Total</b>	<b>180</b>	<b>180</b>	<b>150 Minutes</b>

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

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

**Note 3:** No deduction of marks for any incorrect or unanswered questions except for the post of **Asst.Exe.Engineer (Mech)** for which **1/3 mark** will be deducted for each incorrect answer.

**IV.CUT OFF SCORE:**

**Cut off score shall be applied in two stages:**

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

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

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

**V. SELECTION PROCEDURE:**

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 VOCPA website. The selection will be made on the basis of overall performance in Online Examination and Interview.

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.

VOCPA 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 13.04.2024 to 12.05.2024 (both dates inclusive) by following the instructions for online payment given under the link [www.vocport.gov.in](http://www.vocport.gov.in) Career menu.

SC/ ST/PwD candidates /VOCPA and other Major Port Authority Employees	Rs. 100/- (Intimation Charges Only) + GST @18%
All candidates other than SC/ ST/PwD /VOCPA and other Major Port Authority Employees	Rs. 475/- (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 Centres:**

- Examination will be conducted at three centres : Chennai, Madurai and Tirunelveli.
- 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 Authority (VOCPA) reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- VOC Port Authority or designated organization on behalf of VOCPA 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 Authority will not be responsible for any injury or losses etc. of any nature.
- Examination Centre 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 VOCPA employees are required to produce the original VOCPA 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 Class I 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 Authority 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:

**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 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.
  - b) Please refer to Annexure for the prescribed formats of (SC, ST, and 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 (please refer to **FORM-I, II & III**) 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:

**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.
- (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.
  
- (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 (please refer to **FORM I, II & III**) 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. TRAVELING ALLOWANCE:-**

The Candidates will have to appear for the online tests at their own cost. However, Scheduled Caste/Scheduled tribe candidates called for interview are entitled to second class to & fro railway fare/bus fare by shortest route, from their place of residence, on production of evidence of travel (Rail/bus ticket/receipt etc.)

**XII. HOW TO APPLY:-**

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

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.

VOCPA 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.

The candidates are advised to satisfy themselves before they apply, that they fulfil requirement as to age, qualifications (**final result for the qualification must have been published on or before 01/04/2024**) 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.

## **DETAILED GUIDELINES/PROCEDURES FOR**

- A. APPLICATION REGISTRATION**
- B. PAYMENT OF FEES**
- C. DOCUMENT SCAN AND UPLOAD**

Candidates can apply online only from 13.04.2024 to 12.05.2024 and no other mode of application will be accepted.

## **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- (i) scan their :
  - photograph (4.5cm × 3.5cm)
  - signature (with black ink)
  - left thumb impression (on white paper with black or blue ink)
  - a hand written declaration (on a white paper with black ink) (text given below)ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged.(If a candidate is not having left thumb, he/she may use his/her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows –  
*“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”*
- (v) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. VOCPA may send intimation to download call letters for the Examination etc. through the registered e-mail ID. 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 no. before applying on-line and must maintain that email account and mobile number.



**APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)  
PAYMENT OF FEE ONLINE: 13.04.2024 to 12.05.2024**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

**A. Application Registration**

1. Candidates to go to the **VOCPA's** website and click on the option "**APPLY ONLINE**" which will open a new screen.
2. 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. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
3. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the **COMPLETE REGISTRATION BUTTON**.
4. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
5. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
6. 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".
7. Candidates can proceed to fill other details of the Application Form.
8. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
9. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
10. Click on 'Payment' Tab and proceed for payment.
11. Click on 'Submit' button.

**B. PAYMENT OF FEES**

**ONLINE MODE**

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.
9. **There is facility to print application form containing fee details after payment of fees.**

### **C. Guidelines for scanning and Upload of Documents**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken 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–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
- Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)