



No. A9/DR/CI.I & II/2025-S

Dated: 10.07.2026

RECRUITMENT OF EXECUTIVE LEVEL POSTS IN COCHIN PORT AUTHORITY

1. Cochin Port Authority invites applications for filling up the following Executive Level vacancies through an All-India Direct Recruitment competitive examination:

Class I- Positions			
Sl. no	Name of the post	Pay scale	No. of Vacancies
1.	Asst. Executive Engineer (Civil)	Rs. 50, 000- 1,60,000 (Pre-Revised 9,100-15,100)	3 (1 SC, 1 UR, 1 OBC)
2.	Asst. Executive Engineer (Elec./E&C)	Rs. 50,000-1,60,000 (Pre-Revised 9,100-15,100)	2 (1UR,1OBC)
3.	Accounts Officer Gr.I	Rs.50,000-1,60,000 (Pre-Revised 9,100-15,100)	2 (2UR)
Class II- Positions			
4.	Asst. Engineer (Electrical)	Rs. 40000-140000 (Pre-Revised 8,600-14,600)	1(UR)
5.	Programmer	Rs. 40000-140000 (Pre-Revised 8,600-14,600)	1(1 ST)
6.	Asst. Engineer (Civil)	Rs. 40000-140000 (Pre-Revised 8,600-14,600)	3 (1 SC, 2 UR)

**The Management reserves the right to increase or decrease the number of posts advertised.*

2. Prospective candidates will have to apply online after carefully reading the detailed advertisement regarding the process of examination, eligibility criteria, online registration processes, payment of prescribed application fee/intimation charges, pattern of examination, issuance of admit cards /call letters etc. and ensure that they fulfill the stipulated criteria and follow the prescribed processes.

Please note the Important Dates: -

Activity	Date
Online Registration & Fee Payment – Start date	10.07.2026
Online Registration & Fee Payment – End date	10.08.2026

The crucial date for determining the eligibility will be 10.08.2026

Candidates have to submit application by online mode through link provided on CoPA website only. No other means/mode of application will be accepted.

Candidates are advised to regularly keep in touch with “Careers” section of Cochin Port Authority website www.cochinport.gov.in for further details and updates

Qualification and Experience

Class-I Posts		
Sl. No.	Designation	Essential Qualifications and experience
1.	Assistant Executive Engineer (Civil)	<u>Essential:</u> Degree or equivalent in Civil Engg. from a recognised University/ Institution. <u>Desirable:</u> Two years experience in executive cadre in Planning/ Construction/ Design/ Maintenance preferably of Port and Marine Structures in an Industrial/ Commercial/ Govt. Undertaking
2.	Assistant Executive Engineer (Electrical/ Electronics & Communications)	<u>Essential:</u> Degree or equivalent in Electrical/Electronics and Communication Engineering from a recognised university/ Institution. <u>Desirable:</u> Two years experience in relevant discipline in executive cadre in an Industrial/ Commercial/ Govt. undertaking
3.	Accounts Officer Gr. I	<u>Essential :</u> Member of Institute of Chartered Accountants of India or Institute of Cost and Works Accountants of India. <u>Desirable:</u> Two years experience in Executive Cadre in the field of Finance, Accounting in an Industrial/ Commercial/ Govt. Undertaking.
Class-II Posts		
4.	Asst. Engineer (Electrical)	Degree/AMIE in Electrical & Electronics Engineering from a recognized university/Institution
5.	Programmer	(i) Degree in Computer Engineering/Computer Science from a Recognized University/Institution. Or Degree in any discipline with P.G Diploma in computer Applications / Computer Science /IT from a recognized University/Institution. Or Degree in Engineering with P.G. Diploma in Computer applications/Computer Science/IT from a recognized University/Institution. (ii) Two years Post qualification experience in programming and Software development in an EDP Department having Client/Server Technology and Networking.
6.	Asst. Engineer (Civil)	Degree in Civil Engineering from a recognized university/ AMIE

- In the case of the post of Programmer, experience acquired after the date of passing/attaining of the qualification stipulated as per the notification shall only be considered.
- The eligibility of applicants will be determined based on their self-declaration in the online application, without initial verification of supporting documents. Candidates must ensure they provide accurate and complete information in their application. If at any stage of the recruitment process it is discovered that a candidate does not meet the eligibility criteria, has provided incorrect/false information, or not attached relevant documents as per the essential qualification

and experience (if applicable), or has withheld material facts, their candidature will be immediately disqualified. Furthermore, if such discrepancies are discovered after appointment, the organization reserves the right to terminate their services.

5. All candidates must possess valid mark sheets, certificates, degrees, diplomas, or membership documents proving their qualifications and experience as of the closing date of this advertisement. All candidates are advised to upload original Degree Certificate to prove their qualification and experience certificates (if applicable as per the respective post) to prove their requisite experience in OAP.
6. All candidates are further advised to submit their experience certificates from their concerned organizations in the proforma enclosed in this notification. If a candidate had previous experience in different organizations, experience pertaining to each organization should be produced separately in the proforma.
7. Applicants who are presently working in any company (Private/ Public sector/ Govt.), in the absence of an experience certificate, should submit copy of Appointment letter issued by the company, latest Pay Slip / copy of last Pay drawn and CTC Certificate during the current financial year/IT Form-16 of the previous financial year as proof of work experience.
8. Cochin Port Authority reserves the right to cancel the candidature of the applicants on failure of submission of these documents. Further submission of any documents at any point of time will not be entertained. Please note that the vacancy numbers listed for Cochin Port Authority are provisional, and the Cochin Port Authority reserves the right to cancel the selection process, modify vacancy numbers, or interchange positions across disciplines at any stage. Reservations will be applied according to prevailing Government Guidelines at the time of result finalization.

Important Information for Persons with Benchmark Disability (PwBD)

Physical Requirements for the vacancies advertised above are as follows: –

Sl. No.	Designation	Maximum Age as on last date of filing Application	Physical Requirements	PwBD Categories identified suitable
Class-I Posts				
1.	Assistant Executive Engineer(Civil)	Max.30Years	S, ST, W, BN, JU, CL, MF, RW, SE, C	a)D, HH b)OA, OL, LC, Dw, AAV c)SLD, MI d)MD involving (a) to (c) above
2.	Assistant Executive Engineer(Electrical/Electronics &Communications)	Max. 30Years	S,ST,W,BN,L. KC,PP,ME,R W, SE, C	a) D, HH b) OA,BA,OL,BL, OAL,CP,LC, Dw, AAV c) ASD (M),SLD,MI d) MD involving (a)to (d)above
3.	Accounts Officer Gr.I	Max. 30 years	S, BN, MF, RW, SE, C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c) above
Class-II Posts				

4.	Asst. Engineer (Electrical)	Max. 35 years	S,ST,W,BN, L,KC,PP,MF,R W,SE,C	a) D,HH b) OL,CP,LC,DW,AV c) ASD(M), SLD,MI d) MD involving (a) to (c) above
5.	Programmer	Max. 35 years	S,ST,W,BN,MF ,SE,C	(a) B,LV (b) D,HH (c) OA,BA,OL,BL,OAL, CP, LC,DE,AAV (d) ASD(M), SLD,MI (e) MD involving (a) to (c) above
6.	Asst. Engineer (Civil)	Max. 35 years	S,ST,W,BN, JU, CL, MF,RW,SE,C	a) D,HH b) OA, OL,LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH=Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY=Muscular Dystrophy, AAV=Acid Attack Victims, ASD=autism spectrum disorder (M=Mild, MoD=Moderate), ID=Intellectual Disability, SLD=Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

Please note:

1. Many positions may require mandatory outdoor work involving significant physical effort.
2. Candidates with Benchmark Disabilities (PwBD) shall be considered for appointment only after being assessed by the Medical Board constituted by the Cochin Port. The Board will evaluate both their medical fitness and their ability to meet the prescribed physical requirements as specified above. Only those PwBD candidates who are declared fit by the Medical Board on both these aspects shall be considered for appointment.

Additional Information:

- Candidates with a minimum of 40% impairment affecting their dominant writing extremity are eligible for an additional 20 minutes per hour of examination. To qualify, they must submit a certificate in the prescribed format, as provided in the Annexure to this advertisement, issued by the Chief Medical Officer, Civil Surgeon, or Medical Superintendent of a government healthcare institution.
- Candidates availing the assistance of a scribe must also submit an undertaking in the prescribed format, as outlined in the Annexure to this advertisement.
- The scribe shall not have an educational background in the same discipline as the examination they are facilitating for the PwBD candidate. (for Example, in case of Mechanical Engineering discipline the Scribe should not be a BE/BTech/Diploma

holder in Mechanical Engineering & allied field such as Automobile Engineering, Energy Engineering, Mechatronics Etc.)

- All candidates must present original documents with photocopies for verification of category, nationality, age, educational qualifications, and other eligibility criteria.
- Category changes post-application submissions are not permitted.
- Results will be processed based on the applied category, subject to Government of India guidelines.
- Short listing or participation in the selection process does not guarantee employment.
- Requests to consider candidature under categories other than the one applied for will not be entertained.

1. Age Limits

Sl. No.	Designation	Maximum Age as on the Crucial date of determining eligibility
1.	Assistant Executive Engineer (Civil)	30 Years
2.	Assistant Executive Engineer (Electrical/Electronics & Communications)	30 Years
3.	Accounts Officer Gr. I	30 Years
4.	Asst. Engineer (Electrical)	35 Years
5.	Programmer	35 Years
6.	Asst. Engineer (Civil)	35 Years

Relaxation in upper age limit shall be as follows:

Sl. No.	Category	Age relaxation
1	Scheduled Caste /Scheduled Tribe	5 years
2	Other Backward Classes (Non creamy layer)	3 years
3	Persons with Benchmark Disability	10years (15 years for SC/ST and 13 years for OBC candidates)

Orders issued by the Central Government in favour of ex-servicemen with respect to age relaxation as applicable, will apply for the posts identified suitable. SC /ST candidates eligible for age relaxation as detailed above is for the posts reserved for SC/ST and OBC. However, SC, ST or OBC candidates applying against Unreserved (UR) category posts will not be eligible for age relaxation benefits.

Candidates applying under age relaxation categories must:

a. Submit copies of relevant certificates with their application

b. Present original certificates for verification during document scrutiny or at any stage of recruitment as required

Important conditions:

1. SC, ST, or OBC candidates applying against Unreserved (UR) category posts will not be

eligible for age relaxation benefits.

2. Employees of Major Port Authorities of India may apply if they possess the required qualifications and experience, with an upper age limit of 55 years.

3. Nationality

A candidate applying for recruitment under this process must be either–

- a) Citizen of India, or
- b) A subject of Nepal, or
- c) A subject of Bhutan, or
- d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- e) a person of Indian origin who has migrated from Pakistan, Bangladesh, Burma, Sri Lanka or the East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to category (a) shall produce such proof of his nationality as the Competent Authority may, from time to time require. Provided further that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

Provided also that a candidate in whose case the proof of nationality or a certificate of eligibility is necessary may be provisionally appointed, pending the production by him of the necessary certificate in his favour from the Central Government, as the case may be. In such cases, the provisional appointment shall not exceed a period of one year.

4. EMOLUMENTS & BENEFITS

The Pay Package will include Basic Pay, DA based on IDA pattern and Cafeteria allowances @ 35% of Basic Pay. In addition to the above, Gratuity, HRA or subsidized accommodation, medical benefits, leave encashment, etc. are also admissible as per Rules of Cochin Port Authority. National Pension Scheme will govern the appointed candidates as applicable in Central Autonomous Bodies.

5. Scheme of Examination

For Class I & II posts: Assistant Executive Engineer (Civil)/ Assistant Executive Engineer (Electronics & Communications)/ Accounts Officer / Asst. Engineer (Elec.)/Programmer/ Asst. Engineer (Civil)

Sl. No.	Computer Based Test (Objective type)	Maximum Marks	Number of questions	Duration
1	Questions relating to Specialization	50	50	90 Mins
2	Test of Reasoning	15	15	
3	Quantitative Aptitude	15	15	
4	General Awareness	10	10	
5	English Language	10	10	
	Total Marks in CBT	100		
	Marks for Interview	15		

The test will be conducted in English. Each incorrect answer will carry a negative marking of 1/4th marks allotted to that question. The Cochin Port Authority retains the right to modify the examination structure as needed.

Cochin Port Authority reserves the right to fix the qualifying cut-off marks and limit the number of candidates for short listing/interview/Skill Test as deemed necessary.

In case of a tie between candidates, the tie will be broken according to the following criteria:

- i. The candidate scoring higher marks in the Specialisation section of the question paper will be given preference.
- ii. If there's still a tie after considering the technical section scores, the candidate with the higher date of birth (i.e., the older candidate) will be given preference.

6. Selection Procedure

The Management will select candidates based on their overall performance in the examination & interview process. Candidates will be shortlisted for interview in a 1:6-12 ratio (vacancies to candidates), subject to applicable reservation rules. The final selection will be based overall Marks secured by the Candidates in Written Test & interview.

Prior to Interview, all selected candidates must submit original documents for verification to Cochin Port Authority as specified in this advertisement. It is important to note that failure to provide the required original documents will result in immediate disqualification from the recruitment process. Additionally, if the submitted documents do not meet the specified eligibility criteria, the candidate's application will not be considered further. Candidates are therefore advised to ensure that all their documents are authentic and comply with the prescribed requirements before the verification process.

7. Application Processing Fee

Candidates must pay Application processing fees online during the designated application period. Follow the online payment instructions provided on the Application Portal.

Unreserved (UR)candidates	Rs.500
Other Backward Classes (OBC) and Economically Weaker Sections (EWS)	Rs. 300
Scheduled Caste (SC), Scheduled Tribe (ST), PwBD & Ex- Servicemen	No fee as per rules

Important Notes:

1. Candidates are responsible for any additional bank transaction or payment gateway charges and Taxes.
2. Fees once paid are non-refundable and non-transferable to other examinations or selections.

8. Examination Centre & Date

- The date & venue of examination will be intimated around 14 days before the examination.
- The organizing authority reserves the right to:
 - Cancel any examination centre
 - Add new examination centres

These decisions will be based on factors such as response rate and administrative feasibility.

- Candidates will attend the examination at centre at their own risk and expense. The organizing authority will not be liable for any injuries or losses incurred.

9. Candidates will not be permitted to appear for the examination without the following documents

Candidates must present the following documents to be allowed entry in to the examination hall:

1. Valid Call Letter/Admit Card for the specific date and session of the examination
2. Original photo-identity proof (as specified below)
3. Photo copy of the photo-identity proof

Identity Verification Process

In the examination hall and during document verification, candidates must submit:

- Admit Card
- Original photo ID
- Photocopy of photo ID

Acceptable photo IDs (name must match Admit Card exactly)

- Aadhaar card/e-Aadhaar card
- PAN Card
- EPIC/e-EPIC
- Passport
- Permanent Driving License.
- Any valid Photo Identity Card issued by Central/State Government.

The invigilator will verify the candidate's identity against the Admit Card, Attendance List, and submitted documents. Candidates with doubtful identity will not be permitted to take the examination.

Additional Requirements

- Current employees of Major Ports of India must also produce their original port-issued photo ID.
- Candidates who have changed their name must provide original Gazette Notification, original marriage certificate, or original Affidavit.

Important Notes

1. Learner's Driving Licenses are not accepted as valid ID proofs.
2. The name on the Admit Card must exactly match the name on the photo ID. Any mismatch will result in the candidate being barred from the examination.
3. Candidates arriving after the specified reporting time on the Admit Card will not be allowed to take the examination.
4. For the convenience and benefit of all candidates, it is strongly recommended to arrive at the examination venue at least one hour before the scheduled start time. Although the exam duration is One & Half hours, early arrival ensures sufficient time to complete all essential pre-examination formalities in a timely manner.
5. To avoid disputes, ensure the name recorded during registration is identical to the name on your authorized identity proof.

Registration Name

To avoid disputes, ensure the name recorded during registration is identical to the name on your authorized identity proof.

10. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF DOCUMENT VERIFICATION / INTERVIEW

Candidates must submit the following original documents and self-attested photocopies at the time of document verification / interview:

- Document Verification/Interview/ Call Letter
- Valid system-generated print out of online application form and e-receipt
- Proof of Date of Birth (Municipal-issued Birth Certificate or SSLC /Std. X Certificate with DOB)
- Photo Identity Proof as specified in the “IDENTITY VERIFICATION” section of the advertisement
- Mark-sheets and certificates of educational qualifications and relevant eligibility documents for the specific post
- For SC/ST/OBC candidates: Caste Certificate with caste validity certificate, issued by the competent authority in the prescribed format as stipulated by the Government of India
- For government/quasi-government/Public Sector Undertaking employees: “No Objection Certificate” from the employer
- Experience certificates, as applicable (As per the proforma attached in the notification)
- For candidates falling under categories (b), (c), (d), and (e) of Nationality criteria as specified at Para VI of the Advertisement, Certificate of eligibility issued by the Government of India
- Persons with Benchmark Disabilities (PwBD) must furnish a valid disability certificate that conforms to the Rights of Persons with Disabilities Rules, 2017.
- Any other relevant documents supporting eligibility
- Biometric data may be collected before the interview/Skill Test/Document Verification or at a later stage.

Important Notes

- Failure to submit these documents may result in the candidate being barred from the document verification/ interview and further participation in the recruitment process.
- Candidates will not be allowed to appear for document verification/ interview without producing the relevant eligibility documents, in original.
- The eligibility criteria specified are the basic requirements for applying for the post.
- No changes to application data will be permitted after completing the online application registration process.
- Candidates must produce original documents and a self-attested photocopy supporting their identity and eligibility (category, nationality, age, educational qualifications, etc.) as indicated in their online application form.

11. Special instructions for SC/ST/OBC

For SC/ST/OBC candidates, only certificates issued by the following authorities in the prescribed form will be accepted as proof of caste/tribe/community:

- District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluk

Magistrate / Executive Magistrate /Extra Assistant Commissioner (not below the rank of First-Class Stipendiary Magistrate)

- Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
- Revenue Officer (not below the rank of Tehsildar)
- Sub-Divisional Officer of the area where the candidate and /or their family normally reside.

Important Notes

i. At the time of Interview, candidates must submit the original caste validity certificate from the appropriate authorities of the state/ union territory that issued the caste certificate, along with a self- attested photocopy.

ii. For OBC candidates:

- The certificate should specifically state that the candidate does not belong to the creamy layer section excluded from reservation benefits in civil posts & services under the Government of India.
- The OBC certificate containing the non-creamy layer clause should be valid as of the date of the crucial date of determining eligibility specified in this advertisement.
- The caste name in the certificate must match letter-for-letter with the Central Government list/notification.
- OBC candidates falling under the creamy layer or whose caste is not in the Central List are not entitled to OBC reservation. They should indicate their category as General (UR) in the online application form.

iii. All Government of India directives regarding caste status shall apply.

12. HOWTO APPLY

Eligible candidates meeting the requisite qualifications should apply online through the link provided as under <https://cochinportrecruitment.info> Candidates are responsible for receiving, downloading, and printing:

- Call Letter/Admit Card for examination.
- Call Letter /Admit Card for Interview /Skill Test /Document Verification and Physical tests.

Cochin Port Authority is not responsible for:

- Loss of emails due to invalid /wrong email Ids provided by candidates
- Emails delivered to Spam/Bulk mail folders.

Important Notes

i. All details in the online application (including Name, Category, Date of Birth, Address, Mobile Number, Email ID, Examination Centre) are considered final. No changes/modifications are allowed after submission.

ii. Candidates should fill the online application carefully. No correspondence regarding detail changes will be entertained.

iii. Cochin Port Authority is not responsible for consequences arising from incorrect/incomplete details or omissions in the application form.

iv. Applications considered invalid include:

- Incomplete online applications.
 - Applications without proper photograph and signature uploaded.
 - Applications with unsuccessful fee payment.
- v. Candidates are advised to apply well before the closing date to avoid issues such as: Website disconnection, inability to log on due to heavy internet traffic, website congestion.
 - vi. Cochin Port Authority is not responsible if candidates cannot submit applications by the deadline due to the above reasons or any other reason.
 - vii. This online application process is the only valid method. No other application modes will be accepted.
 - viii. Information submitted in the application is binding on the candidate. Candidates are liable for prosecution/civil consequences if any information/details provided are found false later.

13. Action against candidates found guilty of misconduct

1. Candidates are strongly advised to provide only truthful and accurate information in their application. They should not: Furnish false, tampered, or fabricated details; Suppress any material information.
2. During the examination or any subsequent selection procedures, candidates found guilty of the following actions will face severe consequences:
 - Using unfair means
 - Impersonating or arranging impersonation by any person
 - Misbehaving in the examination /interview /Skill Test Hall or document verification venue
 - Disclosing, publishing, reproducing, transmitting, storing, or facilitating transmission and storage of test contents or related information in any form (verbal, written, electronic, or Mechanical)
 - Employing irregular or improper methods in connection with their candidature
 - Obtaining support for their candidature through unfair means
 - Carrying mobile phones or similar electronic communication device in to the examination /interview /Skill Test Hall.
 - Indulge in any inappropriate action/ activity deemed to be misconduct by the Management.
3. Candidates engaging in any of the above actions may face the following consequences, in addition to potential criminal prosecution:
 - Disqualification from the examination
 - Permanent or temporary debarment from any examination conducted by Cochin Port Authority
 - Termination of service if already employed by a Major Port.

14. General Information

• Application Status and Employment:

It is hereby notified that mere application submission, short listing, or success in examination and /or any recruitment stage does not constitute a guarantee of employment in Cochin Port Authority. Cochin Port Authority explicitly states that no requests for consideration under categories or posts other than those initially applied for shall be entertained.

- **Examination Administration**

Cochin Port Authority acknowledges the possibility of administrative or technical complications during examination conduct. In such eventualities, remedial measures shall be implemented, including but not limited to candidate relocation to alternative examination centres or administration of subsequent examinations. Cochin Port Authority's decision in such matters shall be deemed final and binding. Candidates unwilling to comply with such arrangements shall forfeit their candidature.

15. ELIGIBILITY AND VERIFICATION PROTOCOLS

(i) Candidate verification

Application shall be subject to rigorous verification processes. Detection of incorrect information or procedural violations at any stage shall result in immediate disqualification and may affect future participation in Cochin Port recruitment processes. Retrospective disqualification may be applicable for violations detected post-selection / appointment.

(ii) Documentation requirements

- (a) Age, Qualification, Experience and category related documentation should be mandatorily submitted for verification.
- (b) Category certificates (SC/ ST/ OBC) must be accompanied by valid caste verification certificates from Designated Authorities, explicitly stating:
 - Candidate's caste classification
 - Applicable Act/ Order of recognition
 - Original residential details of the candidate

(iii) Employment Status Declarations:

- (a) Government/ Quasi-Government/ Public Sector employees must furnish "No Objection Certificates" during document verification.
- (b) Selected candidates shall be required to submit unconditional discharge/ relieving letters from current employers (Government / Public / Private Sectors) prior to assuming duties.

16. EXAMINATION AND SELECTION PROCEDURES

(a) Selection Methodology

The selection process shall comprise Tests and Interview as applicable. Cochin Port Authority reserves the authority to:

- Conduct additional assessments as deemed necessary
- Modify, add, or remove examination centres
- Implement changes in the selection protocol

(b) Examination Regulations

Prohibited Items in Examination Premises:

- Electronic devices including mobile phones and calculators
- Head wear, time pieces.
- Stationery, documentation, wallets.
- Eye wear (excluding prescription glasses)
- Jewellery or metallic items.

Cochin Port Authority disclaims responsibility for safe keeping of personal effects.

17. APPOINTMENT AND SERVICE CONDITIONS

(a) Medical Requirements

All candidates selected for appointment are required to undergo and successfully obtain medical fitness certification from the designated Medical Board of the Cochin Port Authority. This certification must be completed and submitted within the prescribed time limit. Failure to obtain and submit the required medical fitness certification within the stipulated timeframe will result in automatic cancellation of candidature. Such cancellation shall be final and irrevocable, and no further correspondence shall be entertained in this matter.

(b) Service Terms

Appointed candidates shall be governed by the Service Regulations of the Cochin Port Authority. Appointment shall be contingent upon:

- Satisfactory completion of all verification processes
- Medical fitness certification
- Compliance with Service and Conduct regulations.

18. LEGAL AND ADMINISTRATIVE PROVISIONS

i. Jurisdictional Matters

Legal proceedings pertaining to this recruitment process shall fall exclusively within the jurisdiction of Courts in Cochin.

ii. Authority and Modifications:

Cochin Port Authority retains the right to:

- Cancel or modify the recruitment exercise partially or completely
- Make final decisions regarding eligibility and selection
- Reject correspondence or representations regarding selection decisions

iii. Official Communications:

The detailed advertisement published on the official website of Cochin Port Authority, www.cochinport.gov.in shall be considered authoritative in cases of discrepancy.

Sd/-

SR.DY.SECRETARY

IMPORTANT NOTICE

Any attempt of canvassing in any form shall result in immediate disqualification of candidature. Candidates are advised to regularly monitor the official website for updates and modifications to these guidelines.

This document supersedes all previous communications, if any, regarding the recruitment process and shall be considered binding on all applicants.

Enclosure:–

1. Undertaking for availing benefit under Ex-Servicemen Category.
2. Certificate regarding Physical Limitation in an Examination to write.
3. Letter of Undertaking for using own Scribe.
4. Experience Certificate Format (for Executive cadre) Annexure -II
5. Experience Certificate Format - Annexure -II (a) for the post of Programmer

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL
POSTS**

UNDER EX-SERVICEMEN CATEGORY

G.I., Dept. Of Per. & Trg., O.M. No. 36034/ 2/ 91-Estt. (SCT), dated 3-4-1991.

I understand that if selected on the basis of the recruitment / examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-servicemen (Re-employment in central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that I shall be not eligible to be appointed to a vacancy reserved for Ex-servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

Place: Signature of Candidate

Date:

Certificate regarding physical limitation to write

This is to certify that I have examined Mr./Ms./Mrs.(name of the candidate, with benchmark disability), a person with(nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o.....,a resident of(village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

**Chief Medical Officer/Civil Surgeon/ Medical Superintend of
A Government Health Care Institution**

Name & Designation

Name of Government Hospital/ Health Care Centre with Seal.

Place:

Date:

Letter of Undertaking for Using Own Scribe

I....., a candidate with (name of the disability) appearing for the (name of the examination) bearing Roll No.at (name of the centre) in the District....., (name of the State). My qualification is

I do hereby state that (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

[COMPANY / ORGANIZATION LETTERHEAD]
(Company Address, Phone Number, Email ID, Website)

EXPERIENCE CERTIFICATE (Executive Cadre)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Shri/Smt. [Employee's Full Name], S/o / D/o [Father's/Mother's Name], was employed with [Company/Organization Name] as [Designation] in the [Department Name] Department from [Start Date] to [End Date].

During the above-mentioned period, he/she worked in the executive cadre having administrative control and supervision of subordinates alongwith decision making authority and was entrusted with the following duties and responsibilities:

1. [Description of Duty/Responsibility 1]
2. [Description of Duty/Responsibility 2]
3. [Description of Duty/Responsibility 3]
4. [Description of Duty/Responsibility 4, if applicable]

The nature of employment was [Regular / Contractual / Full-Time / Part-Time]. During the period of service, he/she was paid a consolidated remuneration of Rs. [Amount]/- (Rupees [Amount in Words] Only) per month.

Throughout the tenure of employment, his/her performance, conduct, integrity, and dedication towards work were found to be satisfactory. He/She discharged the assigned duties responsibly and maintained good professional relations with colleagues and management.

This certificate is being issued at the request of the employee for the purpose of submission towards Direct Recruitment / Government Recruitment Process.

For [Company/Organization Name]

[Authorized Signatory's Name]
[Designation]

(Official Seal of the Organization)

Date of Issue: [DD/MM/YYYY]
Place: [City Name]

[COMPANY / ORGANIZATION LETTERHEAD]
(Company Address, Phone Number, Email ID, Website)

EXPERIENCE CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Shri/Smt. [Employee's Full Name], S/o / D/o [Father's/Mother's Name], was employed with [Company/Organization Name] as [Designation] in the [Department Name] Department from [Start Date] to [End Date].

During the above-mentioned period, he/she worked in programming and Software development in an EDP Department having Client/Server Technology and Networking and was entrusted with the following duties and responsibilities:

1. [Description of Duty/Responsibility 1]
2. [Description of Duty/Responsibility 2]
3. [Description of Duty/Responsibility 3]
4. [Description of Duty/Responsibility 4, if applicable]

The nature of employment was [Regular / Contractual / Full-Time / Part-Time]. During the period of service, he/she was paid a consolidated remuneration of Rs. [Amount]/- (Rupees [Amount in Words] Only) per month.

Throughout the tenure of employment, his/her performance, conduct, integrity, and dedication towards work were found to be satisfactory. He/She discharged the assigned duties responsibly and maintained good professional relations with colleagues and management.

This certificate is being issued at the request of the employee for the purpose of submission towards Direct Recruitment / Government Recruitment Process.

For [Company/Organization Name]

Authorized Signatory's Name]
[Designation]

Official Seal of the Organization)

Date of Issue: [DD/MM/YYYY]
Place: [City Name]

GUIDELINES FOR PAYMENT OF APPLICATION FEE ONLINE

To make the online payment for application processing fee, the candidates may follow the steps below:-

1. The Candidates can directly go to the website of State Bank Collect with the link <https://www.onlinesbi.sbi/sbcollect/icollecthome.htm>. In the page of SB collect, click on the menu '**Govt. Departments**'. Select the option 'Cochin Port Trust' from the dropdown menu

OR

click on the direct link provided to make payment through "**Payment details**" window in the application portal .

2. In the payment category select "**Application Fee – Assistant Executive Engineer(Civil), Assistant Executive Engineer (Electrical/ Electronics & Communications), Accounts Officer Gr.I, Asst. Engineer (Electrical), Programmer, Asst. Engineer (Civil)**"

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3. The candidates should fill in "**Application reference No.**" received at the time of basic registration.
4. Fill in "**Remarks**" if any and enter the mandatory details.

Payment Category* Application Fee - Law Officer Gr.I

Application Reference No.* CP/2024/APPLNO-XXX

Application Fee* 400
Fixed:Rs.400

Remarks: XXXXXXXXXX

5. Click on the check box for agreeing the Terms and conditions and enter Captcha.

Enter Your Details

☒ Individual ☐ Organisation / Corporate

Name * : XXXXXXXX

Date of Birth * : [dd/mm/yyyy]

Mobile No * : XXXXXXXX

Email ID : XXXXXXXX@gmail.com

On successful completion of payment, you will receive the transaction reference number on this mobile number

On successful completion of payment, you will receive the transaction reference number on this email ID

☒ I have read and agreed to the [Terms & Conditions](#)

Enter the text as shown in the image * : fxf37

Select one of the Captcha options *

☒ Image Captcha

☐ Audio Captcha



6. Make the payment through various payment modes provided viz. Net banking, Card payment or other payment mode.

✓

Select Payer

✓

Enter Payment Details

✓

Verify Payment Details

●

Complete Payment

○

Print Receipt

Net Banking

**State Bank of India**
Bank Charges: 11.8
[Click Here](#)

**Other Banks Internet Banking**
Bank Charges: 12.7
[Click Here](#)

Card Payments

This payment mode is not available between 23:30 hours IST and 00:30 hours IST

**Rupee Debit Card**
Bank Charges: 0.0
[Click Here](#)

**Credit Cards**
Bank Charges: 12.08
[Click Here](#)

**Prepaid Cards**
(Not Rupee PPC)
Bank Charges: 12.08
[Click Here](#)

Other Payment Modes

**Branch**
Bank Charges: 16.0
[Click Here](#)

**NEFT/RTGS**
Bank Charges: 15.0
[Click Here](#)

UPI is not available between 23:30 hours IST and 00:30 hours IST

**UPI**
Bank Charges: 0.0
[Click Here](#)

7. After making the payment, download the payment receipt, which shall be uploaded in the application portal in the “**Payment details**” window

SB Collect

<https://www.onlinesbi.sbi/sbcollect/remittance/remittanceurl.htm>

e-Receipt for State Bank Collect Payment



COCHIN PORT TRUST

COCHIN PORT TRUST, WILLINGDON ISLAND, COCHIN, , COCHIN-682009

Date: 12-Nov-2024

SBCollect Reference Number :	DUN [REDACTED]	Category :	Application Fee - Law Officer Gr.I
Amount :	₹400		
Application Reference No. :	CP/2024/APPLNO-[REDACTED]		
Application Fee :	400		
Transaction charge :	0.00		
Total Amount (In Figures) :	400.00	Total Amount (In words) :	Rupees Four Hundred Only
Remarks :	Application fee in respect of [REDACTED]	Notification 1:	
Notification 2:			