

COCHIN PORT AUTHORITY
W/ISLAND, COCHIN –682009, KERALA STATE, INDIA
Ph: 0484-258-2113
Website: www.cochinport.gov.in
E-mail id : copa.career@cochinport.gov.in

NOTICE

A/Secretarial Assistant on contract/2025/S

Dated : 13-08-2025.

Applications are invited from qualified candidates for engagement to the post of **Secretarial Assistant** on contract basis.

Sl. No.	Name of Post	Minimum Educational qualification & Experience
1	SECRETARIAL ASSISTANT on contract basis No. of Posts - 3 (Three) (UR) Upper age limit – 35 years Consolidated pay per month (All inclusive) - Rs.25,000/- Tenure : Three Years	<u>Educational Qualification:</u> (i) Degree from a recognized University (ii) Typewriting English (H) & English Shorthand (L)/ Stenographer and Secretarial Assistant Course or equivalent from a recognized Institute. <u>Experience :</u> 2 years experience in relevant field as Stenographer/Personal Assistant/ Executive Assistant or a personal staff in an Industrial / Commercial / Govt.Undertaking. <u>Desirable :</u> Proficiency in computer application. Fluency in speaking & writing English & Hindi.

2. Vacancies indicated above are tentative and may increase / decrease or may become NIL at the time of finalisation of the contract engagement process. Engagement will be purely on contract basis and will not confer any right for regular appointment.

3. Eligible and willing candidates have to submit their applications through the Online Application Portal (OAP) in the link which is published in career page of website of Cochin Port Authority (www.cochinport.gov.in), which will be opened from 13-08-2025. The OAP link for applying is https://career.ilttd.in/careers_cochin_port/login_form.php?id=MTI=

4. **This online application process is the only valid method. No other application modes will be accepted.**

5. Online registration on the portal will close on **12-09-2025** at 23:59 hrs. Candidates are advised to regularly check the website/ OAP/ e-mail for any

updates regarding the selection process. Candidates are advised to keep the essential documents ready by the time of start of online registration. CoPA shall not be responsible for any omission on part of the candidates to keep themselves informed of the updates provided through the website/ portal/e-mail.

6. While applying for the post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and /or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand rejected. If any of the above shortcoming(s) is/are detected even after contract engagement, his/her services are liable to be terminated without any notice.

7. The mere fact that a candidate has submitted the application against the advertisement would not bestow upon him/her the right to be considered for the contract engagement.

8. Cochin Port Authority reserves the right to shortlist the number of candidates for interview out of eligible candidates. The short listing will be based on higher qualification, length and range of experience, accreditations, certifications and special achievements / test as deemed appropriate by CoPA.

9. It is advised that the Employees working in Central/State Government/Semi-Govt. Autonomous Bodies/CPSEs shall get approval from their competent authority to apply. They shall be required to submit No Objection Certificate, if shortlisted.

10. The crucial date for determining the qualification and age shall be 12-09-2025. **(closing date of on-line registration in the OAP).**

11. Vacancy advertised can be cancelled at the discretion of Cochin Port Authority without assigning any reasons thereof. Canvassing in any form will disqualify the candidate(s).

12. The date and schedule of interview, if any, will be intimated to the shortlisted applicants through **email ID only** provided in the applications by the candidates. For any enquiries, candidates may contact the office of Secretary, Cochin Port Authority (Ph.No.0484-258-2113) during office hours (09:30 hrs to 17:30 hrs).

13. Candidates are advised to complete their online application process well in advance to avoid any difficulties due to internet traffic surges towards the closing date.

14. Candidates may contact CoPA in the telephone no./e-mail ID provided above, for any queries/clarifications.

Sd/-

SECRETARY