



VISAKHAPATNAM PORT TRUST  
GENERAL ADMINISTRATION DEPARTMENT  
(PERSONNEL DIVISION)

ISO-9001

ISO-14001

OHSAS-18001

No. C2/OE/Rect./DC/2017

Dt. 17.01.2016

To

All Major Ports

Sir,

Sub: Filling up the post of Deputy Conservator (HoD) on scale of pay of Rs. 51300 - 73000 in Visakhapatnam Port Trust, under Composite method of Recruitment – Reg.

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The post of Deputy Conservator (HOD) on scale of pay of Rs.51300-73000 in Visakhapatnam Port Trust will fall vacant w.e.f.01.04.2017. The post is to be filled up by absorption through composite method, officers holding analogous posts or holding the posts of Dy. Conservator in Category-II Ports or Harbour Master in Category-I ports in the scale of pay of Rs.18500-23900 (revised scale of pay of Rs.43200-66000) with 2 years regular service in the grade or officers holding the post of Harbour Master in the scale of pay of Rs.17500-22300 (revised scale of pay of Rs.36600-62000) with 4 years regular service in the grade in a Major Port Trust will be eligible, as per the Recruitment Rule (enclosed).

The names of the eligible and willing officers, who satisfy the provisions in the approved Recruitment Rules for the post of Deputy Conservator, may be forwarded together with their applications in the prescribed format (enclosed) along with the following documents to this Port Trust on or before 18-02-2017.

- 1) Copies of ACRs duly attested by an Officer not below the rank of Deputy HOD on each of the page of the ACR of the applicant, for the last five years (up to March, 2016). If ACR for a particular year/period is not available, the certificate to that effect may be attached.
- 2) Attested copies of all certificates, as a proof of educational qualification, qualifying service/experience in the respective feeder post & pay scale wise.
- 3) No Objection Certificate of respective Port Trust/Organization.
- 4) An Undertaking of the applicant not to withdraw, if selected.
- 5) Vigilance/Administrative clearance of the concerned Port in the prescribed proforma as per Ministry's letter No.A12022/10/205-PE-I, dt.27.08.2010.

(Continued)

If any major or minor penalty has been imposed on the applicant during the last 10 years, the details of the disciplinary case leading to such penalty along with necessary documents may be sent for forwarding to Government along with application.

It is also requested to ensure about the veracity of the University certificates and recognition of the Degree obtained by the applicants and certificate to that effect may be given by the Head of office. The applications received through proper channel only will be entertained. The applications received after the last date or without ACRs or otherwise incomplete will not be considered. Further, it is to inform that, the guidelines/directions issued by the Ministry from time to time, vide its letters dt.27.08.2010, 27.10.2010, 04.07.2012, 22.04.2013 and latest letter No.I-26/9/2014 PE-I, dt.17.06.2014 and 22.12.2016, may be complied with.

It is to inform that, if he is selected to the post of Deputy Conservator (HoD) on scale of pay of Rs.51300 – 73000 in Marine Department in Visakhapatnam Port Trust, under the Composite Method of Recruitment will be governed by the Service Rules and Regulations in force as amended from time to time.

Yours faithfully,

Sd/-  
SECRETARY

Encl: As above.



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**PROFORMA**

1. Name of the Officer :
2. Date of Birth :
3. Present post held along with the details of earlier post held in chronological order. :
4. Whether belongs to SC/ST :
5. Present basic pay and pay scale of the post indicating detailed break-up of emoluments. :
6. Service to which the officer belong :
7. Educational qualifications :
8. Other qualifications :
9. Experience :
10. Date of retirement :
11. Address for communication with telephone number. :
12. Any other points he may desire to mention. :

Place:

(SIGNATURE OF THE APPLICANT)

Date:

**CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE OF THE APPLICANT**

1. It is certified that the particulars furnished by the Officer are correct.
2. It is certified that no disciplinary / Vigilance case is pending or contemplated against the applicant and he is clear from the Vigilance angle.
3. His integrity is certified.
4. It is certified that no major / minor penalties have been imposed on the officer during the last 10 years (In terms of Ministry's letter No.A-12022/10/05-PE-E dt.01.02.2007, If any Major or Minor penalty has been imposed on the applicant during the last 10 years, the details of the disciplinary case leading to such penalty along with necessary documents will have to be sent).
5. Attested copies of ACRs for the last five years (i.e., from 01.04.2011-31.03.2012, 01.04.2012-31.03.2013, 01.04.2013 to 31.03.2014, 01.04.2014-31.03.2015 and 01.04.2015 to 31.03.2016) are enclosed.

**SIGNATURE OF THE HEAD OF THE OFFICE  
ALONG WITH THE OFFICE SEAL**

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**RECRUITMENT RULES FOR THE POST OF DEPUTY CONSERVATOR (HOD) IN VISAKHAPATNAM PORT TRUST**

Sl. No	Name of the post	No of posts	Classification	Scale of pay (Rs.)	Whether Selection or non Selection post	Whether the benefit of added years of service is admissible under Rule-30 of CCS (Pension Rules) 1972	Upper Age limit for direct recruitment (in years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b) Educational quantifications/ (c) experience for direct recruits will apply in the case of Promotion/ absorption/ deputation	Period of probation (in years)	Method of recruitment (Whether by direct recruitment or by promotion/ absorption/ deputation)	In case of promotion/ absorption/deputation grades from which it should be made	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
1.	Deputy Conservator (Category-1)	1	CL-I (HOD)	20500-500-26500 (revised Rs.51300-73000)	Selection	--	50 Years	1. Must hold a certificate of competency as master of foreign going ship issued by the Ministry of shipping Govt. of India or an equivalent qualification recognized by the Ministry of Shipping Govt. of India 2. Must hold Pilot license and have experience of 10 years either or in Piloting or cumulative.	a) No. b) Yes c) No.	N.A.	By absorption through composite method failing which by deputation and failing both by direct recruitment	<b>For absorption by composite method, officers holding analogous posts or holding the posts of Dy. Conservator in Category-II Ports or Harbour Master in Category -I ports in the scale of pay of Rs.18500-23900 (revised scale of pay of Rs.43200-66000) with 2 years regular service in the grade or officers holding post of Harbour Master in</b>	

