



VISAKHAPATNAM PORT TRUST  
GENERAL ADMINISTRATION DEPARTMENT  
(PERSONNEL DIVISION)

ISO-9001

ISO-14001

OHSAS-18001

No. C2/Rect/Dy.CVO/2018 / 5827  
Dt. 01.06.2018.

To

The chairman  
All Major Port Trusts

Sir,

Sub: Filling up of the post of Deputy Chief Vigilance Officer (CL-I) on scale Rs.13000-350-18250 (revised scale of pay of Rs.24900-50500) in Visakhapatnam Port Trust- Reg.

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It is proposed to fill up the post of Deputy Chief Vigilance Officer (CL-I) on scale Rs.24900-50500 (pre-revised scale of pay of Rs. 13000-350-18250) in Visakhapatnam Port Trust as per the Recruitment Rules (enclosed) on deputation basis as per the terms and conditions enclosed.

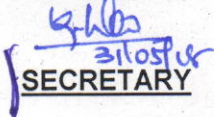
It is requested to circulate the proposal to fill up the above post amongst eligible officers of your Port. Names of eligible and willing officers, who satisfy the provisions of the approved Recruitment Rule for the post of Deputy Chief Vigilance Officer (CL-I) together with their applications, as per the bio data pro-forma enclosed, along with the following documents, may be furnished to the undersigned on or before 18.07.2018.

- 1) Copies of ACRs of the applicant for the last five years (for the period from 2013-14 to 2017-18). Non-availability of certificate should be enclosed, in case of non-availability of ACR of particular year.
- 2) Attested copies of all certificates.
- 3) No Objection Certificate of respective Port.
- 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.A 12022/10/205-PE-I dt.27.08.2010 and revised instructions issued thereon.

The officer appointed on deputation, will be governed by the enclosed terms and conditions of deputation. The period of deputation shall not ordinarily exceed three years and in any case, not to exceed five years.

Applications received through proper channel will only be entertained. Applications received after the last date or without the ACR's or otherwise found incomplete will not be considered.

Yours faithfully,

  
SECRETARY

Encl: As above.

VISAKHAPATNAM PORT TRUST  
GENERAL ADMINISTRATION DEPARTMENT  
(PERSONNEL DIVISION)  
**EMPLOYMENT NOTICE No. 07/2018, Dt.01.06.2018**

SL. No.		
1.	Name of the Post	Deputy Chief Vigilance Officer
2.	No. of Posts	1 (One) (Unreserved)
3.	Classification	Class - I
4.	Scale of Pay	Rs.13000-350-18250 (revised scale of pay of Rs.24900-50500)
5.	Whether Selection or Non-selection	Selection
6.	Upper Age limit for direct recruitment	N.A.
7.	Educational and Other qualifications prescribed for direct recruitment	N.A.
8.	Whether A) Age B) Educational Qualifications C) Experience For Direct recruits Will apply in the case of promotion / absorption / deputation	N.A.
9.	Period of Probation (in years)	02 (two) years
10.	Method of Recruitment (Whether by direct recruitment or by Promotion / absorption / deputation)	By deputation
11.	In case of recruitment by promotion/ absorption / deputation, grades from which it should be made	<b>Deputation</b> Officers holding analogous posts or officers holding posts in the pay scale of Rs.10750-16750 (revised scale Rs.20600 - 46500) with 4 years of regular service in the grade, in any Major Port Trusts / Central Govt. / State Govt. / Semi - Govt./ Public Sector Undertakings or Autonomous Bodies. In case no such eligible candidates are available then the officers of a combined regular service of 9 years in the scales of pay of Rs.10750-16750 and Rs.9100-15100 (revised scale of pay of Rs.20600-46500) in any Major Port Trusts / Central Govt. / State Govt. / Semi - Govt./ Public Sector Undertakings or Autonomous Bodies will be considered. Preference will be given to the persons having experience in Vigilance Work.
12.	Remarks	Deputation will normally be for a period of 3 years and in any case not to exceed 5 years.

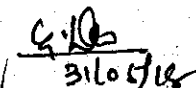
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**Other conditions:**

1. The appointment will be on deputation as per the terms and conditions enclosed.
2. Applicants should furnish their bio-data as per the pro-forma enclosed through the Competent Authority of their Organisation.
3. Age limit for deputationist is not prescribed, but maximum age limit for an appointment made on deputation does not exceed 56 years on the closing date of application and the crucial date for determine the eligibility criteria is also on the closing date of application.
4. Applicants should furnish the duties and responsibilities held by them in their existing post duly attested by the Competent Authority of their Organisation including Pay and DA pattern.
5. Organizations, which are forwarding the eligible applications, should enclose ACRs for the last 5 years (i.e. from 2013-14 to 2017-18) duly attested on the each page of the ACR of the applicants along with the clearance from Disciplinary/Vigilance angle.
6. No advance copies of application from the applicant will be accepted. Competent Authority of the respective Organisation must forward every application with in the due date. Those applications, which are forwarded by the Competent Authority of the respective Organisation and received within due date will only be considered.
7. Incomplete applications and applications received after due date and applications which are not forwarded by the Competent Authority of respective Organisations will summarily be rejected. No correspondence from the applicants shall be entertained.

In view of the above, interested Candidates may furnish their applications with full particulars of Name, Address, Date of Birth, Qualifications and Experience etc., as detailed in the pro-forma enclosed, with copies of Certificates duly attested should be sent through the Competent Authority of their Organisation to reach "THE SECRETARY VISAKHAPATNAM PORT TRUST, VISAKHAPATNAM -530035" on or before **18.07.2018.**

The above information is also available in Port Web site No. **www.vizagport.com**

  
SECRETARY



VISAKHAPATNAM PORT TRUST  
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PROFORMA

1. Name of the Officer
2. Date of Birth
3. Date of Retirement
4. Present post held along with the details of earlier post held in chronological order.
5. Present basic pay and pay scale of the post indicating detailed break up of emoluments.
6. If applicant is on revised pay scale indicate the date from which revision took place and also indicate the pre-revised scale.
7. Service to which the officer belong
8. Educational qualifications
9. Other qualifications
10. Experience
11. Whether belongs to SC/ST
12. Address for communication with Telephone number.
13. 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 / she is clear from the Vigilance angle.
3. His / her 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 05 (five) years i.e., from 2013-14 to 2017-18 are enclosed

SIGNATURE OF THE HEAD (COMPETENT AUTHORITY) OF THE OFFICE  
ALONG WITH THE OFFICE SEAL

TERMS AND CONDITIONS OF DEPUTATION OF THE POST OF  
DEPUTY CHIEF VIGILANCE OFFICER (CL-I)  
IN VISAKHAPATNAM PORT TRUST.

1. PERIOD OF DEPUTATION

The period of deputation will be 3 (three) years from the date of taking overcharge of the post subject to curtailment / extension.

2. PAY & Allowances

During the period of deputation Shri/Smt \_\_\_\_\_ will have the option either to get his/her pay fixed in the scale of Rs.24900-50500 (pre-revised 13000-350-18250) attached to the post of Deputy Chief Vigilance Officer (CL-I) in Visakhapatnam Port Trust under the normal rules or the pay attached to the post held by him in his/her parent department viz., \_\_\_\_\_ plus Deputation (duty) Allowance in accordance with and subject to the conditions as modified from time to time and such general or special orders issued by the Ministry of Shipping in this regard.

3. DEARNESS ALLOWANCE

Shri/Smt \_\_\_\_\_ will be entitled to dearness allowance under the rules of the parent Department/ Organization or under the rules of Visakhapatnam Port Trust according as he/she retains his/her scale of pay under the parent Department/ Organization or he/she draws pay in the scale attached to the post under the Visakhapatnam Port Trust.

4. JOINING TIME PAY AND TRANSFER T. A.

He/She will be entitled to TA and joining time both on joining the post in Visakhapatnam Port Trust and on reversion there-from to his/her parent Department/ Organization under the rules of Visakhapatnam Port Trust. The expenditure on this account will be borne by the Visakhapatnam Port Trust.

4 (A) T. A. FOR JOURNEY ON DUTY DURING THE PERIOD OF DEPUTATION. To be regulated under rules of the Visakhapatnam Prot Trust.

5. LOCAL ALLOWANCES LIKE COMPENSATORY (CITY ALLOWANCE & HRA):

To be regulated under the rules of Visakhapatnam Port Trust. He/She is not entitled to HRA in case he/she is provided VPT Residential Accommodation.

6. LEAVE AND PENSION

During the period of deputation he/she will continue to be governed by the leave, pension, Rules of the parent Department/ Organization applicable to him before his deputation to Visakhapatnam Port Trust. The Visakhapatnam Port Trust shall pay the Leave Salary and Pension Contribution to his/her parent Department/ Organization in respect of his/her period of deputation in accordance with the orders issued by the Government under F. R. 116 within 15 days from the end of each financial year or the end of the deputation if the deputation expires before the end financial year. The Leave Salary and Pension contribution shall be paid at the rates intimated by the parent Department/ Organization. The leave salary in respect of the leave availed during deputation period shall be borne by the parent Department/ Organization.

(Continued)

**7. PROVIDENT FUND BENEFITS**

During the period of deputation he/she will be governed by the rules of parent Department/ Organization. The Visakhapatnam Port Trust will deduct the subscription by contribution on this account from his/her pay and allowances and remit it to the parent Department/ Organization.

**8. MEDICAL ATTENDANCE & TREATMENT**

The deputationist will be entitled to Medical Attendance & Treatment facilities under the rules of Visakhapatnam Port Trust.

**9. RESIDENTIAL ACCOMMODATION**

He/She will be entitled to residential accommodation according to the rules of Visakhapatnam Port Trust, when residential accommodation is provided by the Visakhapatnam Port Trust, he/she will have to pay rent to the Visakhapatnam Port Trust as per the Regulations of VPT plus additional charges for Water and Electricity etc., as per the rules of Visakhapatnam Port Trust.

**10. INSURANCE SCHEME:**

The Visakhapatnam Port Trust will deduct the contribution on this account from his/her pay and Allowance and remit it to parent Department/ Organization.

**11. RESIDUARY MATTER:**

All matters relating to the conditions of service not covered by the paras 1 to 10 above will be governed by the rules and orders applicable to him/her in parent Department/ Organization.



**8. Educational Qualifications (Academic / Technical) As on 18.07.2018 :  
(from SSC onwards)**

<b>Educational Qualifications</b>	<b>Board / University</b>	<b>Year of Passing</b>	<b>Percentage of Marks</b>	<b>Elective Subject</b>

(Enclose copy of certificates)

**9. Experience as on 18.07.2018.**

<b>Name of the Organisation</b>	<b>Joining Date</b>	<b>Leaving Date</b>	<b>Duration</b>			<b>Designation</b>
			<b>Y</b>	<b>M</b>	<b>D</b>	

(Enclose copy of certificates)

**10. Name & Address of the Present Employer with contact no's (If any)**

**11. N O C submitted : YES / NO**

**12. VIGILANCE / ADMINISTRATIVE CLEARANCE : YES / NO**

**13. Languages known:**

I do hereby declare that having understood contents given in the Advertisement, I submit the application and the information furnished is true and in case any of my declaration and documents attached herewith found to be un-true / bogus and if I am unable to produce relevant documents in support of the eligibility condition within stipulated time, my candidature may be cancelled at any stage of recruitment process. In the event that the any wrong statement is detected / noticed even after my appointment, I here by agree that my services are liable to be terminated without notice.

Dt. . . .2018

SIGNATURE



**RECRUITMENT RULES FOR THE POST OF DEPUTY CHIEF VIGILANCE OFFICER (C-1) OF VIGILANCE DEPARTMENT**

Sl. No.	Name of the post	Class / Specification	Scale / Salary	Whether Selection Or non-Selection post	Upper Age limit for direct recruitment	Educational and Other qualifications prescribed for direct recruitment	Whether A) Age B) Educational Qualification 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 recruitment by promotion/absorption / deputation, grade to which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
1	Deputy Chief Vigilance Officer	Class J	13000-350-18250 (revised scale Rs.24900-50500)	Selection	N.A.	N.A.	N.A.	02 (two)	By composite method of promotion/ deputation/ transfer	Promotion/deputation/transfer: Officers holding analogous posts or officers holding posts in the pay scale of Rs.10750-16750 with 4 years of regular service in the grade, in any Major Port Trusts / Central Govt. / State Govt. / Semi Govt./ Public Sector Undertakings or Autonomous Bodies.	Deputation will normally be for a period of 3 years and in any case not to exceed 5 years.
<p>In case no such eligible candidates are available then the officers of a combined regular service of 9 years in the scales of pay of Rs.10750-16750 and Rs.9100-15100 in any Major Port Trusts / Central Govt. / State Govt. / Semi Govt./ Public Sector Undertakings or Autonomous Bodies will be considered.</p> <p>Preference will be given to the persons having experience in Vigilance Work.</p>											