



VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

ISO-9001

ISO-14001

OHSAS-18001

No. C2/Rect./PO/2018

Dt. 14.03.2018

To

Sir,

Sub: Filling up of the vacant post of Personnel Officer (CL-I) on scale of pay of Rs.24900-50500 (pre-revised Rs.13000-18250) in Personnel Division of General Administration Department, Visakhapatnam Port Trust by Absorption/Deputation basis – Reg.

It is proposed to fill up the post of Personnel Officer (CL-I) on scale of pay of Rs.24900-50500 on absorption/deputation basis, among Major Ports in Personnel Division of General Administration Department Visakhapatnam Port Trust, as per the RR (copy enclosed), on the terms and conditions drawn for the post, enclosed.

It is requested to circulate the VPT proposal to fill up the above post amongst eligible officers of your Port. Names of eligible and willing officers, who satisfy the RRs for the said post, 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 30.04.2018.

- 1) Copies of latest ACRs of the applicant for the last five years (up to March, 2017). Non-availability certificate is necessary in case of non-availability of ACR to that 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 absorption/deputation, will be governed by the enclosed terms and conditions of deputation. The period of deputation shall not ordinarily exceed three years.

It is informed that, if he/she selected to the posts of Personnel Officer on scale of pay of Rs.24900-50500 in Personnel Division of General Administration Department in Visakhapatnam Port Trust, they will be governed by the Service Rules and Regulations in force as amended from time to time.

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

Yours faithfully,

Sd/-
SECRETARY.

Encl: As above.



**VISAKHAPATNAM PORT TRUST
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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:
Date:

(SIGNATURE OF THE APPLICANT)

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 five years (i.e., from 01.04.2012 to 31.03.2017) are enclosed.

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

RECRUITMENT RULES FOR THE POST OF PERSONNEL OFFICER 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 Qualifications/ (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.	Personnel Officer	1	Cl.I	13000-350-18250 (revised Rs. 24900-50500)	Selection	--	40 Years	<u>Essential</u> 1. Degree from a recognized University/Institution. 2. 9 (Nine) years experience in Executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/Commercial/ Govt. Under taking.	a) No b) Yes c) No	2	By promotion failing which by absorption/ deputation, failing both by direct recruitment	Promotion from <u>Dy. Personnel Officer / Sr. Welfare Officer/</u> in the scale of pay of Rs.10750-16750 (Pre-revised) (Revised scale of Rs.20600-46500) with 4 years regular service in the grade failing which Dy. Personnel Officer/Sr. Welfare Officer/ with 2 years regular service in the grade and combined regular service of 09 years in the scales of pay and	

							<u>Desirable:</u> Postgraduate Degree/diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare or allied subjects or degree in a Law from a recognized University/Institution.				10750-16750 & Rs.9100-15100 in the respective discipline of pers & I.R.Div Absorption/Deputation will be of Officers holding analogous posts OR Dy. Personnel Officers/Sr. Welfare Officer/or equivalent posts in the respective discipline of Pers. & I.R. Div. IN THE SCALE OF PAY OF Rs.10750-16750 (Revised Rs.20600-46500) with 4 years regular service in the grade in a Major Port Trust
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**TERMS AND CONDITIONS OF DEPUTATION OF THE POST OF
PERSONNEL OFFICER (CL-I) IN PERSONNEL DIVISION OF GENERAL ADMINISTRATION
DEPARTMENT VISAKHAPATNAM PORT TRUST.**

1. PERIOD OF DEPUTATION

The period of deputation will be of 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 attached to the post of Personnel 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 01.03.2018**

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

(Enclose copy of certificates)

9. Experience as on 01.03.2018.

Name of the Organisation	Joining Date	Leaving Date	Duration			Designation
			Y	M	D	

(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

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