

**VISAKHAPATNAM PORT TRUST**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**(PERSONNEL DIVISION)**

**EMPLOYMENT NOTICE No.07/2016, Dt.12.05.2016**

<b>SL. No.</b>		
<b>1.</b>	<b>Name of the Post</b>	<b>PS to Chairman (Category-I Ports)</b>
<b>2.</b>	<b>No. of Posts</b>	<b>1 (One) (Unreserved)</b>
<b>3.</b>	<b>Classification</b>	<b>Class – I</b>
<b>4.</b>	<b>Scale of Pay</b>	<b>Rs.20600-46500</b>
<b>5.</b>	<b>Whether Selection or Non-selection</b>	<b>Selection</b>
<b>6.</b>	<b>Upper Age limit</b>	<b>35 years.</b>
<b>7.</b>	<b>Educational and Other qualifications prescribed for direct recruitment</b>	<b><u>Essential:</u></b> <b>i) A Degree from a recognised University.</b> <b>ii) Proficiency in Stenography and typewriting with a speed of 120/40 wpm respectively.</b> <b>iii) Knowledge of Computer application.</b> <b>iv) Eight years experience as stenographer/PA in an Industrial/Commercial/Govt. undertaking.</b>
<b>8.</b>	<b>Period of Probation (in years)</b>	<b>2 (two)</b>
<b>9.</b>	<b>Method of Recruitment</b>	<b>By Direct Recruitment</b>

(Continued)

**Other conditions:**

1. The candidates should possess the requisite experience and qualifications as on 01.05.2016.
2. Upper age limit is relaxable to the extent of 3 years in the case of OBC Candidates and 5 years in the case of SC/ST Candidates will be allowed. The OBC Candidates have to submit the latest caste certificate regarding their OBC Status as well as exclusion from creamy layer in the proforma prescribed by the Central Government. The upper age limit is also relaxable for Government servants as per extant rules. The SC/ST Candidates have to submit the latest caste certificate.
3. Candidates, if appointed will be governed by the New Pension Scheme, which came in to force w.e.f.01-01-2004 and other Rules & Regulations of Visakhapatnam Port Trust. Details will be intimated at the time of appointment.
4. Application in the model pro-forma available in Visakhapatnam Port Trust Web site [www.vizagport.com](http://www.vizagport.com) be down loaded and filled in be submitted along with full particulars of Name, Address, Date of Birth, Qualifications and Experience etc., with relevant copies of Certificates, testimonials, two recent passport size photos, latest Caste Certificate whether belongs to OBC/SC/ST, duly attested should be sent through the Competent Authority of their Organization to reach **“The Secretary, Visakhapatnam Port Trust, Visakhapatnam-530 035” on or before 16.06.2016 SUPERSCRIBING the cover “APPLICATION TO THE POST OF P. S. to Chairman (CLASS-I)”.**
5. Applications of those already in service should be got forwarded through their Employer duly furnishing “NO OBJECTION CERTIFICATE”, along with ACR’s for the last 5 years.
6. Depending up on the requirement, VPT reserves the right to cancel/restrict/curtail the Recruitment process without any further notice and without assigning any reasons thereof.
7. No advance copy of application from the applicant will be accepted. Competent Authority of the respective Organisation must forward every application. Those applications, which are forwarded by the Competent Authority of the respective Organisation, will only be considered.
8. 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. In such cases, no correspondence from the applicants shall be entertained.
9. Written/skill test will be conducted, if necessary.
10. As per Regulation, 15 of VPTE (RS&P) Amendment Regulations, 2009, any endeavour on the part of a person to canvass support by direct or indirect method for appointment to a post or for promotion to a higher post shall disqualify him for the appointment or promotion.

**SECRETARY**

**FOR OFFICE USE**

**DATE OF RECEIPT  
OF APPLICATION**

APPLICATION PROFORMA FOR APPLYING TO THE POST OF **P. S. to CHAIRMAN** (CLASS-I) IN VPT IN CONNECTION WITH THE EMPLOYMENT NOTICE NO: 07/2016 Dt.12.05.2016

1. **NAME** (In English & Block Capitals)


2. **DATE OF BIRTH** (DD/MM/YYYY)

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Age (YY/MM)  
(as on 1.05.2016)

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3. **NATIONALITY/ RELIGION**

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Paste latest photograph  
With  
Attestation.

4. **Father's NAME**


5. **Mailing Address for Correspondence**

													P	I	N				

6. **Category**

Genl	
SC	
ST	
OBC	

5 (a) **Permanent Mailing Address**

													P	I	N				

Telephone No, Mobile No & e-Mail ID
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7. **SEX: MALE / FEMALE**

**8. Educational Qualifications (Academic / Technical) :**

<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.**

<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**

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. . .2016

SIGNATURE

**RECRUITMENT RULES FOR THE POST OF PS TO CHAIRMAN IN PERSONNEL DIVISION OF 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.	PS to Chairman (Cat-I Ports)	1	Cl.I	20600 - 46500	Selection	--	35	<p><b>Essential:</b></p> <p>i) A Degree from a recognized University.</p> <p>ii) Proficiency in Stenography and typewriting with a speed of 120/40 wpm respectively.</p> <p>iii) Knowledge of Computer application.</p> <p>iv) Eight years experience as stenographer/PA in an Industrial /Commercial/Govt. undertaking.</p>	a) No b) Yes c) No	2	By promotion failing which by absorption/ deputation, failing both by Direct recruitment	Promotion from PS to Dy. Chairman/PS to Chairman in the scale of pay of Rs.9100-15100 with 5 years regular service in the grade failing which PS to Dy. Chairman/PS to Chairman with 2 years regular service in the scale of pay of Rs.9100-15100 and a combined regular service of 8 years in the scales of pay of Rs.9100-15100 & Rs.8600-14600. Absorption/ deputation will be of Officers holding analogous post or feeder post with 5 years regular service in the grade in a Major Port.	