

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

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**EMPLOYMENT NOTICE No.15 /2016, Dt.13.09.2016.**

<b>SL. No.</b>		
1.	<b>Name of the Post</b>	Secretary (HoD)
2.	<b>No. of Posts</b>	1 (One)
3.	<b>Classification</b>	Class – I
4.	<b>Scale of Pay</b>	Rs.20500-500-26500 (Revised scale of pay of Rs.51300-73000)
5.	<b>Whether Selection or Non-selection</b>	Selection
6.	<b>Upper Age limit</b>	45 Years.
7.	<b>Educational and Other qualifications prescribed for direct recruitment</b>	<b>Essential:</b> (i) A degree from a recognized University. (ii) Seventeen years experience in executive cadre in the field of General Administration, Personnel Industrial relations etc, in an Industrial / commercial/ Govt. undertaking <b>Desirable:</b> Post Graduate Degree/Diploma in personnel management/Industrial Relations/Social Work/Labour Welfare or allied subjects or degree in Law from a recognised University/Institution.
8.	<b>Whether (a) age (b) Educational qualifications (c) Experience for direct recruits will apply in the case of promotion / absorption / deputation</b>	a) No b) Yes c) No
9.	<b>Period of Probation (in years)</b>	N.A.
10.	<b>Method of Recruitment</b>	Deputation.
11.	<b>In case of recruitment by deputation, grades from which it should be made</b>	For deputation, officers holding analogous posts or post of Secretary and equivalent posts in GAD/HRD in the scale of pay of Rs.18500-23900 (Revised scale Rs.43200-66000) with two years regular service in the grade or officers holding posts of Sr. Dy. Secretary and equivalent posts in the GAD/HRD in the scale of pay of Rs.16000-20800 (revised scale Rs.32900-58000) and above with 5 years regular service in the grade in Govt. /Semi Govt./PSUs or Autonomous bodies will be eligible. The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "Very good"

(Continued)

**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.
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 applications, should enclose ACRs for the last 5 years 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. Those applications, which are forwarded by the Competent Authority of the respective Organisation, 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. In such cases, 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 15.10.2016.

The above information is available in Port Web site No. [www.vizagport.com](http://www.vizagport.com)

**SECRETARY**



VISAKHAPATNAM PORT TRUST  
GENERAL ADMINISTRATION DEPARTMENT  
(PERSONNEL DIVISION)

**ISO-9001**

**ISO-14001**

**OHSAS-18001**

No. C2/Rect/Secretary/2016  
Dt. 13.09.2016

To  
The Chairmen,  
All Major Ports.

Sir,

Sub: Filling up of the vacant post of Secretary (HoD) on scale of pay of Rs.51300 - 73000 of Visakhapatnam Port Trust on Deputation – Reg.

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The post of Secretary on scale of pay of Rs.51300-73000 in the rank of Head of Department, in Visakhapatnam Port Trust, is to be filled up by Deputation method, Officers holding analogous posts or post of Secretary and equivalent posts in GAD/HRD in the scale of pay of Rs.18500-23900 (Revised scale Rs.43200-66000) with two years regular service in the grade or officers holding posts of Sr. Dy. Secretary and equivalent posts in the GAD/HRD in the scale of pay of Rs.16000-20800 (revised scale Rs.32900-58000) and above with 5 years regular service in the grade in Govt./Semi Govt./PSUs or Autonomous bodies will be eligible. The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "Very good" 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 Secretary, may be forwarded together with their applications in the prescribed format (enclosed) along with the following documents to this Port Trust on or before 15.10.2016.

- 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 will only 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 issued by the Ministry vide its letter No.A-12024/1/2010-PE-II, dt.04.07.2012 may be complied.

It is informed that, if he/she selected to the post of Secretary (HoD) on scale of pay of Rs.51300 - 73000 in Administration Department in Visakhapatnam Port Trust, under the Deputation 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.



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

**ISO-9001**

**ISO-14001**

**OHSAS-18001**

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 01.04.2011 to 31.03.2016) are enclosed.

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

**FOR OFFICE USE**

**DATE OF RECEIPT  
OF APPLICATION**

APPLICATION PROFORMA FOR APPLYING TO THE POST OF SECRETARY (HoD) (CLASS-I) IN VPT IN CONNECTION WITH THE EMPLOYMENT NOTICE No. 15/2016 Dt.13.09.2016.

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


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

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Age (YY/MM)

(as on 01.09.2016)

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3. NATIONALITY/ RELIGION

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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**

Paste latest photograph With Attestation.

**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

TERMS AND CONDITIONS OF DEPUTATION OF THE POST OF  
SECRETARY (CI-I) IN 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.20500-500-26500 (revised scale of Rs.51300-73000) attached to the post of Secretary (HoD) 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 Port 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 of 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.

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**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. CHILDREN'S EDUCATIONAL ALLOWANCE & REIMBURSEMENT OF TUITION FEE**

The deputationist will be eligible to claim CEA & Reimbursement of Tuition fee in respect of his/her children under the Visakhapatnam Port Trust Regulations subject to the fulfillment of the conditions prescribed therefore from time to time. He/She cannot claim both the concessions in respect of the same child. If the deputationist opts Ports scale, he is not entitled to the above allowance, as the same was the part of CAFETERIA allowance.

**11. LEAVE TRAVEL CONCESSION:**

The Visakhapatnam Port Trust shall allow and bear the expenditure on account of LTC as admissible to him/her under the Visakhapatnam Port Trust (LTC/Home Town) Regulations. If the deputationist opts Ports scale, he is not entitled to LTC, as the said allowance was the part of CAFETERIA allowance.

**12. 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.

**13. RESIDUARY MATTER:**

All matters relating to the conditions of service not covered by the paras 1 to 12 above will be governed by the rules and orders applicable to him/her in parent Department/ Organization.

**RECRUITMENT RULES FOR THE POST OF SECRETARY (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 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.	Secretary (Category-I Ports)	1	CL-I HoD	20500-500-26500 (revised Rs.51300 -73000)	Selection	--	45 yrs	Essential i) A degree from a recognized university. ii) Seventeen years experience in Executive cadre in the field of General Administration, Personnel Industrial relations etc. In an Industrial/Commercial/ Govt. undertaking. <u>Desirable:</u> Post Graduate degree/ diploma in personnel management/Industrial relations/Social Work/ Labour Welfare or allied subjects or degree in Law from a recognized University/institution.	a) No b) Yes c) No	N.A.	By absorption through composite method failing which by deputation and failing both by direct recruitment.	For absorption through composite posts or the post of Secretary in category-II Ports with 2 years regular service in the grade or Officers holding posts in the scale of pay of Rs.17500-22300 (revised scale Rs. 36600-62000) with four years regular service in the grade or Officers holding posts in the scale of pay of Rs. 16000-20800 (revised scale Rs.32900-58000) with 5 years regular service in the grade in the General Administration/Human Resources Development Deptt. of a Major Port Trust will be eligible.  For deputation Officers holding analogous posts or post of Secretary and equivalent posts in GAD/HRD in the scale of pay of Rs.18500-23900 (Revised scale Rs.43200-66000) with two years regular service in the grade or officers holding posts of Sr. Dy. Secretary and equivalent posts in the GAD/HRD in the scale of pay of Rs.16000-20800 (revised scale Rs.32900-58000) and above with 5 years regular service in the grade in Govt. /Semi Govt./PSUs or Autonomous bodies will be eligible. The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "Very good".	Feeder categories as mentioned in Col.No.13 for all the RRs.