



VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

ISO-9001

ISO-14001

OHSAS-18001

No. C2/Recd./Sr. Dy. CAO/2017/4703
Dt. 01.11.2017

To

The Chairman
All Major Policy

Sir,

Sub: Filling up of the vacant post of Sr. Dy. CAO on scale of pay of Rs.32900 - 58000 on deputation basis in Accounts Department of Visakhapatnam Port Trust - Reg.

It is proposed to fill up the post of Sr. Dy. CAO (C.I.) on scale of pay of Rs.32900-58000 on deputation basis in Accounts Department of Visakhapatnam Port Trust as per the Employment Notification (enclosed) 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 the eligible and willing officers, who satisfy the Employment Notification for the post of Sr. Dy. CAO (C.I.) together with their applications, as per the bio-data proforma (enclosed), along with the following documents may be furnished to the undersigned on or before 16.12.2017.

- 1) Copies of ACRs of the applicant 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, 2017). 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.

The officer appointed on deputation will be governed by the enclosed terms and conditions of deputation. The period of deputation shall not ordinarily exceed 3 years and in any case not to exceed 05 years.

It is informed that, if he/she selected to the post of Sr. Dy. CAO on scale of pay of Rs.32900-58000 in Accounts Department of Visakhapatnam Port Trust 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 ACRs or otherwise found in complete will not be considered.

Yours faithfully,


SECRETARY

Encl: As above.

Grams: PORTRUST ♦ FAX: 0891-2565023, STD: 0891 Phone: 2876000 ♦
Visakhapatnam-530 035 (Andhra Pradesh) E-Mail: info@vizagport.com

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

EMPLOYMENT NOTICE No.12 /2017, Dt. 01.11.2017

SL. No.		
1.	Name of the Post	Sr. Deputy Chief Accounts Officer (Cl.I)
2.	No. of Posts	1 (One) (Unreserved)
3.	Classification	Class – I
4.	Scale of Pay	Rs. 32900-58000
5.	Whether Selection or Non-selection	Selection
6.	Upper Age limit	42 years.
7.	Educational and Other qualifications prescribed for direct recruitment	<u>Essential</u> a) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. b) 12 years experience in executive cadre in the field of Finance, Accounting in an Industrial/Commercial/ Govt. Undertaking
8.	Whether (a) age (b) Educational qualifications (c) Experience for direct recruits will apply in the case of promotion / absorption / deputation	a) No b) Yes c) No
9.	Period of Probation (in years)	N.A.
10.	Method of Recruitment	By deputation as mentioned in below columns
11.	In case of recruitment by deputation, grades from which it should be made.	For DEPUTATION Officers holding analogous posts or holding posts of Dy. CAO and equivalent posts in respective discipline of Finance Dept. in the scale of pay Rs-13000-18250 (revised scale Rs.24900-50500) in Govt. /Semi-Govt./PSUs or Autonomous bodies with 3 years regular service in the grade will be eligible. The selection is by merit for which the bench mark 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 proforma enclosed through the Competent Authority of their respective organization.
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 respective organization 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 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.
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 proforma enclosed, with copies of certificates 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 **16.12.2017**.

The above information is available in Port Website No.www.vizagport.com

K. J. D.
31/10/17
SECRETARY



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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

Grams: PORTRUST ♦ FAX: 0891-2565023, STD: 0891 Phone: 2876000 ♦
Visakhapatnam-530 035 (Andhra Pradesh) E-Mail: vpt@vizagport.com

**TERMS AND CONDITIONS OF DEPUTATION FOR THE POST OF
Sr. Dy. CAO (CL-I) IN ACCOUNTS 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.32900-58000 attached to the post of Sr. Dy. CAO (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.

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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 CAFTERIA 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 CAFTERIA 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.

