



VISAKHAPATNAM PORT TRUST  
PERSONNEL GENERAL ADMINISTRATION DEPARTMENT  
(PERSONNEL DIVISION)

ISO-9001

ISO-14001

OHSAS-18001

No. C2/Rect./Sr. Dy. Sec/2017  
Dt. .04.2017

To

Sir,

Sub: Filling up of the post of Sr. Dy. Secretary on scale Rs.32900 - 58000 of Visakhapatnam Port Trust under Composite method of Recruitment – Reg.

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It is proposed to fill up the post of Sr. Dy. Secretary (Cl.I) on scale of pay of Rs.32900-58000. The post is to be filled up by absorption through Composite Method, Officers holding analogous posts or the post of Dy. Secretary and equivalent post in the respective disciplines of GAD (Such as CPRO/Dy. Estate Manager/Dy. Chief Law Officer/Personnel Officer) in the scale of pay of Rs.24900-50500 with 03 years regular service in the grade in a Major Port Trust or Dy. Secretary and equivalent posts in the respective discipline of GAD with 02 years regular service in the grade and a combined regular service of 07 years in the scales of pay of Rs. 20600-46500 and Rs.24900-50500 in the respective discipline of GAD in a Major Port Trust will be eligible. (RR enclosed).

The names of the eligible and willing officers, who satisfy the provisions in the approved Recruitment Rules for the post of Sr. Dy. Secretary (Cl.I) may be forwarded together with their applications in the prescribed format (enclosed) along with the following documents to this Port Trust on or before **11.05.2017**.

- 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.
- 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 and also revised instructions issued thereon.

It is informed that, if he/she selected to the post of Sr. Dy. Secretary on scale Rs.32900-58000 in General Administration Department of Visakhapatnam Port Trust, by absorption through Composite Method of Recruitment will be governed by the Service Rules and Regulations in force as amended from time to time.

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.

Yours faithfully,  
Sd/-

SECRETARY.

Encl: As above.



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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:

(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 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**

Sl. No.	Name of the post	No of posts	Classification	Scale of pay (Rs.)	Whether selection or Non-selection	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.	Sr. Dy. Secretary	1	Class-1	16000-400-20800  (revised scale Rs. 32900-58000)	Selection	---	42 yrs.	<p><b>Essential:</b></p> <p>i) A degree from a recognised university.</p> <p>ii) 12 years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc., in an Industrial/commercial /Govt. undertaking.</p> <p><b>Desirable:-</b></p> <p>i) 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.</p>	(a) No (b) Yes (c) No	N.A	By absorption through composite method failing which by deputation from other Govt.organizations and failing both by direct recruitment.	For absorption through Composite method, Officers holding analogous posts or the post of Dy. Secretary and equivalent post in the respective disciplines of GAD (Such as CPRO/Dy. Estate Manager/Dy. Chief Law Officer/Personnel Officer) in the scale of pay of Rs.24900-50500 with 03 years regular service in the grade in a Major Port Trust or Dy. Secretary and equivalent posts in the respective discipline of GAD with 02 years regular service in the grade and a combined regular service of 07 years in the scales of pay of Rs. 20600-46500 and Rs.24900-50500 in the respective discipline of GAD in a Major Port Trust will be eligible. For DEPUTATION, Officers holding analogous posts or post of Dy. Secretary and the equivalent post in the respective discipline of GAD 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".	