



VISAKHAPATNAM PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

E.O. 97586

ISO 9001,

ISO 14001,

OHSAS - 18001

No.IGAD/C2/Rect./Dy.CLO/2022 /6356

Dated 10.05.2022

To
The Chairmen,
All Major Port Authorities.

Sub:- Filling up of the post of Dy. Chief Law Officer (Cl.I) in the scale of pay of Rs.60,000-1,80,000/- (pre-revised scale of pay of Rs.24,900-50,500/-) on absorption/deputation basis in Visakhapatnam Port Authority – Reg.

Sir,

1. Applications are invited for filling up of the post of Dy. Chief Law Officer (Cl.I) in the scale of pay of Rs.60,000-1,80,000/- (pre-revised scale of pay of Rs.24,900-50,500/-) by absorption/deputation basis from the eligible and willing Officers of Major Port Authorities, fulfilling the eligibility criteria prescribed in the Recruitment Rule enclosed as **Annexure-I**.
2. The applications through proper channel may be forwarded in the prescribed proforma enclosed as **Annexure-II**, along with the following documents duly superscribing on the envelop "Application for the post of Dy. Chief Law Officer in Visakhapatnam Port Authority" so as to reach the office of the Secretary, Visakhapatnam Port Authority, 1st Floor, Administrative Office Building, Port area, Visakhapatnam-530 0035 on or before 10.06.2022.
 - i) Attested photocopies of Educational & Professional qualifications.
 - ii) Attested photocopies of ACRs /APARs of the applicant for the last five years from 2016-17 to 2020-21.
 - iii) No-objection Certificate of the respective Ports
 - iv) An undertaking of the applicant not to withdraw, if selected.
 - v) Administrative & Vigilance clearance of the concerned Port in the pro-forma prescribed by the Ministry (**Annexure-III**).
 - vi) Certificate by Head of office of the Applicant as per the format.
 - vii) Two recent passport size photograph in a sealed envelope.
3. The crucial date for determining the eligibility criteria would be last date of closing of application, i.e. 10.06.2022.
4. Application received through proper channel within the due date along with above mentioned all requirement only be considered for the said post. Incomplete and application without enclosures will not be considered.
5. The officer withdrawing his candidature after he got selected shall be liable for debarment from future selection to any posts in this Port Authority for a period of two (2) years.
6. Visakhapatnam Port Authority reserves the right to make any changes if need arises, without assigning any reason thereof.
7. Decision of the Appointing Authority would be final, with regard to all matters connected with the recruitment.
8. Terms and Conditions of Deputation are enclosed at **Annexure-IV**.

Encl: As above

Yours faithfully,


SECRETARY/VPA.

Copy to: ✓ Jt. Director (R&P) with a request to upload the Circular in VPT Website.
Copy to: Law Officer/VPT for information.

Affix recent
passport size
photo

VISAKHAPATNAM PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT

APPLICATION FOR THE POST OF: DY. CHIEF LAW OFFICER (CLASS-I)

1. Full Name (in Block letters) :
2. (a) Address for communication :
(b) Telephone No./Mobile No. :
(c) E-mail Address :
3. Present post with scale of pay :
4. Date of Birth :
(Attested copy of proof shall be enclosed)
5. Age as on 30.04.2022 :
6. Date of Superannuation/retirement :
7. Whether belongs SC/ST/OBC :
(Copies of certificates shall be enclosed)
8. Date of initial appointment :
(in the Port Sector)
9. Educational & other qualifications :
(copies of certificates shall be enclosed)
10. Details of employment/experience in Chronological order:

Name of the Major Port Authority	Post held	Scale of Pay	From	To	Nature of duties
					Regular / Ad-hoc / officiating

11. Any other relevant information :

In the event of my selection to the above post, I shall not withdraw and undertake to accept the appointment / posting.

(Signature of applicant)

DECLARATION

I hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I also undertake that, if any stage of selection, the information furnished is found false or misleading, my candidature/appointment/services will stand cancelled/terminated without assigning any reasons there for apart from the necessary legal actions, as may be deemed fit.

Date:

(Signature of applicant)

Note: Self attested copies of documents in support of educational qualifications and experience must be enclosed. Application will not be considered without attested copies of all supporting documents.

CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE

Shri/Smt. _____

Designation: _____

1. The particulars furnished by the Applicant are correct and he/she fulfils the eligibility criteria.
2. No disciplinary /Vigilance case is pending or contemplated gainst the applicant and he/she is free from vigilance angle.
3. His/Her integrity is certified.
4. No major /minor penalties have been imposed on the applicant during the last 10 years.
5. Attested copies of ACRs/APARs for the last five years from 2016-17 to 2020-21 duly attested by the officer not below the rank of Dy. HoD.
6. The veracity of the qualification certificates and caste certificate submitted by the applicant are ensured and certified.

SIGNATURE OF THE HEAD OF OFFICE
WITH SEAL.

Particulars of the Officer for whom Vigilance Comments / Clearance is being sought.
(To be furnished and signed by the CVO or HOD)

- 1. Name of the Officer (in full) :
- 2. Father's Name :
- 3. Date of Birth :
- 4. Date of Retirement :
- 5. Date of entry into service :
- 6. Service to which the officer belongs including batch/year cadre etc., wherever applicable :
- 7. Positions held (during the ten preceding years)

Sl. No.	Designation & Place of Posting	From	To
1.			
2.			
3.			

- 8. Whether the officer has been placed on the "Agreed List" or "List of officers of Doubtful Integrity". (If yes, details to be given) :
- 9. Whether any allegation of misconduct involving Vigilance angle was examined against the officer during the last 10 years and if, so with what results. (*) :
- 10. Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and details of the penalty (*) :
- 11. Is any disciplinary/ criminal proceedings Or charge sheet pending against the Officer as on date. (If so, details to be Furnished-Including reference no, if any, of the Commission) :
- 12. Is any action contemplated against the officer as on date. (if so, details to be furnished) (*) :
- 13. Whether the officer/official has submitted his/her annual immovable property return of the previous year as required under Rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed limit. :

Date: _____ (Name & Signature)

(*) If vigilance clearance had been obtained from the Ministry /CVC in the past, the information may be provided for the period thereafter.

ANNEXURE-I

Recruitment Rule for post of Dy. Chief Law officer (Class-I)

Name of the post	No. of posts	Classification	Scale of pay	Whether selection or non selection	Upper age limit for direct recruitment (in years)	Educational and other qualifications prescribed by 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 promotion/absorption/ deputation grades from which should be made	Remark
1	2	3	4	5	6	7	8	9	10	11	12
Dy. Chief Law Officer	1	Cl-I	Rs.60,000-1,80,000/- (pre-revised scale of pay Rs.24,900-50,500/-)	Selection	40	<u>Essential</u> 1. Degree in Law from a recognized University. ii) Nine years executive experience in a Legal Establishment of an Industrial/ Commercial/ Govt. undertakings. <u>Desirable</u> Post graduate degree in Law from a recognized University	a) No b) Yes c) No	2 years	By promotion failing which by absorption/ deputation failing both direct recruitment	Promotion from Sr. Law Officer in the scale of pay of Rs.10750-16750 with 4 years regular service in the grade failing which Sr. Law Officer in the scales of pay of Rs.10750 - 16750 with 2 years regular service in the grade and a combined regular service of 9 years in the scale of pay of Rs.10750- 1650 & Rs.9100 - 15100 in the discipline of Legal Div. Absorption/ deputation will be of offices holding analogous posts or Sr.Law Officer or equivalent post in the discipline of legal division in the scale of pay of Rs.10750 - 16750 with 4 years regular service in the grade in a Major Port Trusts	

TERMS AND CONDITIONS OF DEPUTATION

1. PERIOD OF DEPUTATION: The period of deputation will be 3 (three) years from date of joining in the post subject to curtailment / extension.
2. PAY & ALLOWANCES: During the period of deputation the officer will have the option either to get her/his pay fixed in the deputation post under the operation of the normal rules or to draw pay of the post held by him/her in his/her parent department plus a deputation allowance in accordance with and subject to be conditions as modified from time to time and such other general or special orders issued by the Ministry of Ports, Shipping and Waterways.
3. DEARNESS ALLOWANCE: He/She will be entitled to dearness allowance under the rules of the parent Department/Organization or under the rules of Visakhapatnam Port Authority accordingly to which he/she retains his/her scale of Pay under the Parent Department /Organization under the rules of Visakhapatnam Port Authority.
4. JOINING TIME PAY AND TRANSFER T.A.: He/She will be entitled to TA and joining time both on joining the post in the Visakhapatnam Port Authority and on reversion there-from to her/his parent Department /Organization under the rules of Visakhapatnam Port Authority. The expenditure on this account will be borne by the Visakhapatnam Port Authority.
5. TA FOR JOURNEY ON DUTY DURING THE PERIOD OF DEPUTATION: To be regularised under the rules of Visakhapatnam Port Authority.
6. LOCAL ALLOWANCES LIKE COMPENSATORY (CITY ALLOWANCE & HRA): He/She is not entitled to HRA in case he/she is provided VPA residential accommodation.
7. LEAVE AND PENSION: During period of deputation he/she will continue to be governed by the leave and pension rules of parent Department/Organization applicable to him/her before such transfer on deputation. The Visakhapatnam Port Authority shall pay 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 within 15 days from the end financial year. Leave salary and Pension contribution shall be paid at the rates intimated by the parent Department/Organization. The Leave salary availed during deputation period shall be borne by the parent Department / Organization.
8. PROVIDENT FUND BENEFITS: During the period deputation he/she will be governed by the rules of parent Department / Organization. Visakhapatnam Port Authority will deduct the subscription by contribution on this account from his/her allowances and remit it to the parent Department / Organization.

9. MEDICAL ATTENDANCE & TREATMENT: He/She will be entitled to Medical & treatment facilities under the rules of Visakhapatnam Port Authority.
10. RESIDENTIAL ACCOMMODATION: He/She will be entitled to residential accommodation according to rules of Visakhapatnam Port Authority, when residential accommodation is provided by the Visakhapatnam Port Authority, he/she will have pay rent to the Visakhapatnam Port Authority as per the Regulations of VPA plus additional charges for water and electricity etc., as per the rules of Visakhapatnam Port Authority.
11. CHILDREN EDUCATIONAL ALLOWANCE & REIMBURSEMENT OF TUITION FEE: The deputationist is not eligible to claim CEA & reimbursement of Tuition fee in respect of his/her children, as the same is part of CAFETERIA allowance.
12. LEAVE TRAVEL CONCESSION: The deputationist is not entitled LTC, as as the same is part of CAFETERIA allowance.
13. INSURANCE SCHEME: The Visakhapatnam Port Authority will deduct the contribution on this account from his/her pay and allowance and remit it to parent Department /Organization.
14. 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 her/him in parent Department / Organization.


SECRETARY
VISAKHAPATNAM PORT AUTHORITY