

VISAKHAPATNAM PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

By Speed Post

To
The Secretary
All Major Port Authorities
(As per list)

No. G2/OE/Rect./HM/2022
Dt. 12.07.2022

Sir,

Sub: Filling up the post of Harbour Master (Dy.HOD) on scale of pay of Rs. 100000 - 260000 in Visakhapatnam Port Authority by absorption through Composite Method of Recruitment – Reg.

The post of Harbour Master (Dy. HOD) on scale of pay of Rs.100000-260000 in Visakhapatnam Port Authority will fall vacant w.e.f.01.11.2022. The post is to be filled by absorption through Composite Method, from eligible and willing officers of Major Port Trusts, fulfilling eligible criteria prescribed in the Recruitment Rule for the said post. The copy of Recruitment Rule is enclosed at **Annexure-I**.

2. Eligible candidates have to register and apply through 'Online Application Portal' (OAP) of the Ministry of Ports, Shipping & Waterways (<http://onlinevacancy.shipmin.nic.in>) and a print-out of the online application should be sent through proper channel, along with the following documents, within the stipulated time. No application other than OAP will be accepted.

- a) Copies of educational qualifications and experience.
- b) Undertaking of the applicants to the effect that candidatures will not be withdrawn, if selected by Service Selection Committee
- c) A self attested Passport Size Photo of the candidate to be affixed on the application.

3. The selection is by Merit for which overall grading in ACR/APAR will not be below very good

4. The instructions of the Ministry vide letters Dt. 09.07.2020, 29.12.2020, 14.06.2021 and 11.08.2021 has to be strictly complied.

5. Ports have to forward the applications of suitable and willing officers who satisfy the requirements along with the following documents so as to reach SECRETARY, Visakhapatnam Port Authority, 1st Floor, Administrative Office Building, Port Area, Visakhapatnam - 530035 on or before **30.08.2022**.

- a. Copies of ACRs / APARs for the last 5 years (up to March 2021) duly attested by an Officer not below the rank of Deputy HOD on each of the page of the ACR. . If ACR for a particular year/period is not available, the last available five years ACRs/APARs may be furnished with a non-availability certificate.
- b. Attested photocopies of all certificates and proof of educational qualifications present and past work experience in the respective post and pay scale wise, duly verified by the Port while forwarding the application.
- c. Administrative and Vigilance Clearance duly filled in, signed and stamped by the Head of the Department (**Annexure – II**)
- d. No Objection Certificate of the respective Port to relieve the candidate
- e. Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by the SSC. (**Annexure – IV**)
- f. Vigilance /Administrative clearance of the concerned Port, as per enclosed proforma prescribed by the Ministry (**Annexure-III**).

Contd.....2

- g. The veracity of the University Certificates and the recognition of the degree obtained by the applicant may be ensured and certified.
 - h. Complete service details of the applicants with post held till date.
 - i. Two recent passport size photographs.
6. 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 along with application.
7. If the officer selected to the post of Harbour Master on scale Rs.100000-260000 in Marine Department of Visakhapatnam Port Authority will be appointed on Composite Method and will be governed by the Service Rules and Regulations in force as amended from time to time and terms & conditions prescribed by the Central Government.
8. The Crucial date for determining the eligibility criteria as regards to the qualification, experience, age etc. is **01/11/2022** i.e. the date of arise of vacancy as clarified by MoPSW vide letter Dt. 11.08.2021 addressed to all Major Ports.
9. The Port official, who withdraws his candidature for the post after his selection by the Service Selection Committee, will be liable for debarment from future selection to Dy. HoD level posts in all Major Port Authorities for a period of two years in terms of Ministry's guidelines Dt. 11.08.2021
10. Incomplete application or application received after the due date or otherwise application received not through proper channel will not be considered. Applications received through proper channel will only be considered. Applications duly forwarded within the due date shall only be considered. Hence the Port Authorities are requested to forward the applications with complete details so as to reach the undersigned on or before **30.08.2022**.

Yours faithfully,


SECRETARY
VISAKHAPATNAM PORT AUTHORITY

- Encl:**1. Annexure - 1 Copy of Recruitment Rules for the Post.
2. Annexure - 2. Certificate to be given by the Head of Office.
3. Annexure - 3. Proforma for Vigilance / Administrative Clearance.
4. Annexure - 4. Self undertaking.

Copy to : The Secretary to the GOI, MoPSW, New Delhi.

Kind Attention : Shri Rajiv Nayan,
Under Secretary to GOI,
MoPSWs, New Delhi. – For information

Kind Attention : Shri Sandeep Gupta,
Director (PHRD) ,
MoPSWs, New Delhi. – For information

Copy to : MD, IPA, New Delhi for uploading the vacancy circular on IPAs website.

Copy to: Dy. Conservator with reference to his letter dt.24.05.2022 –
for information and vide circulation among eligible Officers in Marine department.

Copy to: Joint Director with a request to upload the Circular on the VPA website and
ensure OAP is available in MoPSW Portal.
The Circular may be deleted from the web site after last date.

RECRUITMENT RULES FOR THE POST OF HARBOUR MASTER (Dy. HOD) IN VISAKHAPATNAM PORT AUTHORITY

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.	Harbour Master	1	CL-I	18500-450-23900 (revised Rs.100000-260000)	Selection	--	45 Years	1. Must hold a certificate of competency as master of foreign going ship issued by the Ministry of shipping Govt. of India or an equivalent qualification recognized by the Ministry of Shipping Govt. of India 2. Must hold Pilot license and have 8 years experience either as Master of foreign Going Ship or in Piloting or cumulative.	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 by composite method, officers holding analogous posts or Dock Master/Master Pilot/Dredging Superintendent etc. in the scale of pay of Rs.90000-240000 (pre-revised 17500 - 22300) with 2 years regular service in the grade in a Major Port are eligible. For deputation, officers holding analogous post or holding posts of Dock Master/Master Pilot/Dredging Superintendent and its equivalent Deck side post with experience as mentioned above. In Govt./PSUs or Autonomous Bodies 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"	Existing post of senior Dock Master Dy. Harbour Master in the scale of pay of Rs.18500-23900 will be re-designated as Harbour Master

ANNEXURE-II

Certificate to be given by Head of Office of the applicant.

Shri.....Designation.....

1. It is certified that the particulars furnished by the applicant are correct and the incumbent fulfills the requisite eligibility criteria with regard to educational qualification and experience as specified in the Annexure – I of the Circular.
2. The veracity of the University Certificates relating to educational qualification has been ensured and certified.
3. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from Vigilance and Administrative angle.
4. His/Her integrity is certified.
5. It is certified that No Major / Minor penalties have been imposed on the applicant during the last 10 (ten) years. If any, kindly indicate details thereof.
6. Attested copies of ACRs / APAR's for the last five years (1.4.2016 to 31.03.2021) are enclosed.

**SIGNATURE OF THE CHAIRMAN/
Dy. CHAIRMAN ALONG WITH OFFICIAL SEAL**

VISAKHAPATNAM PORT AUTHORITY

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 Officer (in full)		
2.	Father's Name		
3.	Date of Birth		
4.	Date of Retirement		
5.	Date of Entry in to Port Service		
6.	Service to which the Officer belongs including batch/year Cadre etc., where applicable.		
7.	Positions held (During the ten preceding years)		
S.N	Designation & Place of Posting	From	To
8.	Whether the officer has been placed on the "Agreed list" or "List of officers on doubtful integrity" (if yes, details to be given)		
9.	Whether the allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, with what result (*)		
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.		
14.	Details of Complaint pending against the officer as on date.		

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.

SELF UNDERTAKING

I _____ (Name & Designation) _____,

Hereby undertake / confirm that in the event of my selection to the post of Harbour Master (Dy.HOD) on scale of pay of Rs. 100000 - 260000 in Visakhapatnam Port Authority, I will not withdraw my candidature, if selected to the said post in terms of the Ministry's Instructions Dt. 11.08.2021

Date:

SIGNATURE OF THE CANDIDATE