

VISAKHAPATNAM PORT TRUST  
GENERAL ADMINISTRATION DEPARTMENT  
(PERSONNEL DIVISION)

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EMPLOYMENT NOTICE No.08/2018, Dt.13.06.2018.

SL. No.		
1.	Name of the Post	FA&CAO (Category 1 Ports)
2.	No. of Posts	1 (One)
3.	Classification	Class - I (HoD)
4.	Scale of Pay	Rs. 51300-73000
5.	Whether Selection or Non-selection	Selection
6.	Upper Age limit for deputation	Not exceeding 56 years
7.	Educational and Other qualifications prescribed	Essential a) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. b) 17 years experience in Executive cadre in the field of Finance Accounting in an /Industrial / Commercial/Govt. undertaking.
8.	Method of Recruitment	By Deputation (3 years)
9.	In case of recruitment by deputation, grades from which it should be made	For deputation: Officers holding analogous posts or Officers holding posts of FA & CAO and equivalent posts in the Finance Dept., in the scale of pay of Rs.18500-23900 (revised scale of pay of Rs.43200-66000) with 2 years regular service in the grade or Officers holding posts of Sr. Dy. Chief Accounts Officer and equivalent posts in the Finance Dept., in the scale of pay of Rs.16000-20800 (revised scale of pay of 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 bench mark in the 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 along with attested copies of all certificates, as a proof of educational qualification, qualifying service/experience in the respective feeder post & pay scale wise
3. Age limit for deputationist is prescribed, the maximum age limit for an appointment made on deputation does not exceed 56 years on the closing date of application and the crucial date for determine the eligibility criteria is also 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 (i.e. from 2013-14 to 2017-18) duly attested on the each page of the ACR of the applicants along with the Administrative clearance, Disciplinary case position and Vigilance clearance certificate. If ACR for a particular year/period is not available, the certificate to that effect may be attached duly furnishing the preceding year ACR.
6. No Objection Certificate of respective Organization has to be furnished.
7. No advance copies of application from the applicant will be accepted. Competent Authority of the respective Organisation must forward every application within the due date. Those applications, which are forwarded by the Competent Authority of the respective Organisation, will only be considered.
8. Incomplete applications and applications received after due date and applications which are not forwarded by the Competent Authority of respective Organisations within the due date will summarily be rejected. In such cases, no correspondence from the applicants/organisation shall be entertained.
9. Applications without enclosing Membership Certificate will summarily be rejected without any further correspondence.

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 31.07.2018.

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

  
**SECRETARY**  
वरिष्ठ कार्मिक अधिकारी  
Sr. Personnel Officer  
विशाखपट्टणम पोर्ट ट्रस्ट  
Visakhapatnam Port Trust  
विशाखपट्टणम-530 035  
Visakhapatnam-530 035

**TERMS AND CONDITIONS OF DEPUTATION OF THE POST OF  
FA&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.20500-500-26500 (revised scale of Rs.51300-73000) attached to the post of FA&CAO (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.

• (Continued)

**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. 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.

**11. RESIDUARY MATTER:**

All matters relating to the conditions of service not covered by the paras 1 to 10 above will be governed by the rules and orders applicable to him/her in parent Department/ Organization.

**FOR OFFICE USE**

**DATE OF RECEIPT  
OF APPLICATION**

**APPLICATION PROFORMA FOR APPLYING TO THE POST OF FA&CAO (HoD) ON SCALE OF PAY OF  
Rs.513000-73000 IN VPT ON DEPUTATION IN CONNECTION WITH  
THE EMPLOYMENT NOTICE No.08/2018 Dt.13.06.2018.**

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

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Paste latest photograph With Attestation.

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

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**Age (YY/MM)**

(as on 31.07.2018)

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**3. NATIONALITY/ RELIGION**

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**4. Father's NAME**

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**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

**7. SEX: MALE / FEMALE**

**8. Educational Qualifications as on 31.07.2018 (Academic / Professional) :**

<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 as on 31.07.2018.**

<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****13. Languages known:**

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. I also here by undertake that I will not withdraw my candidature if I am selected to the post of FA&CAO (CI.I) (HoD) on deputation in VPT.

Dt. . .2018.

**SIGNATURE**