



VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

ISO-9001

ISO-14001

OHSAS-18001

From:

The Secretary,
Visakhapatnam Port Trust,
VISAKHAPATNAM – 530 035

To: Chairmen,
Major Posts, other Govt. Organisations
&
Instituting Agencies

No. 02/Rect/AS. Gr./ATM Gr./2018 / 510

Dt.29.08.2018.

Sub: Employment Notice No.10/2018, Dt.29.08.2018.

Please find enclosed herewith a copy of the Employment Notice No.10/2018, Dt.29.08.2018, inviting applications for the post mentioned therein with a request to give wide publicity and send a list of candidates who fulfil the required qualifications and experience as per R.Rs.

Yours faithfully,

[Handwritten Signature]

[Handwritten Signature]
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)
VISAKHAPATNAM – 530035

Employment Notice No.10/ 2018 , Dt.29.08.2018

Name of the post	: Asst. Secretary Gr.I (Cl.I)	Assistant Traffic Manager Gr.I (Cl.I)
Scale of pay	: (Rs.20600-46500)	(Rs. 20600-46500)
No. of vacancies	: 01 (One) (UR)	01 (One) (UR)
Qualifications & Experience as on 01.08.2017	: <u>Essential:</u> i) A Degree from a recognised University. <u>Desirable:</u> 1) Post Graduate degree/diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare/or allied subjects or degree in Law from a recognised University/Institution. 2) 2 years experience in Executive cadre in the field of General Admn, Personnel, an Industrial Relations etc, in Industrial / Commercial / Govt. Undertaking.	<u>Essential:</u> A Degree from a Recognised University. <u>Desirable:</u> 02 years executive experience in Shipping/cargo operations/railway transportation in an Industrial/commercial/Govt. undertaking.
Whether Selection or Non Selection	: Selection	Selection
Whether the benefit of added years of service is admissible under Rule-30 of CCS (Pension Rules) 1972	: ---	---
Upper Age limit.	: 30 yrs	30 yrs
Period of Probation (in years)	: 02 Years	02 Years
Method of Recruitment	: By Direct Recruitment	By Direct Recruitment.
Last date of receipt of applications.	: 10-10-2018	10-10-2018
For Further Details visit	: WWW.VIZAGPORT.COM (useful information / careers section)	

1. The candidates should possess the requisite experience and qualification as on **01.08.2018**
2. Upper age limit relaxable to the extent of 3 years for OBC Candidates and 5 years in case of SC/ST Candidates will be allowed. The OBC Candidates have to submit the caste certificate regarding their OBC Status as well as exclusion from creamy layer in the latest proforma prescribed by the Central Government. The upper age limit is also relaxable for Government servants as per extant rules. The SC/ST/OBC candidates have to submit the latest caste certificates.

The post of Asst. Secretary Gr.I (Cl.I) is UR post. However, PWD candidates (OA/OL/BL/LV) also apply for the same with Physical requirements of S/ST/H/RW.

Abbreviations used:

OA=One Arm, OL=one Leg, LV=Lower vision, BL= Both Leg, S=can perform work by sitting, ST=can perform work by standing, H=can perform work by hearing, RW=can perform work by reading and writing.

3. Candidates, if appointed, will be governed by the New Pension Scheme, which came into force w. e. f. 01.01.2004 and other Rules & Regulations of Visakhapatnam Port Trust. Details will be intimated at the time of appointment.
4. Applications in the model pro-forma available in the Visakhapatnam Port Trust web-site be down loaded (use separate application for each post) and filled in be submitted along with all relevant copies of certificates with regard to qualifications, experience, duly attested with two recent passport size photos, latest caste certificate (SC/ST/OBC) should be sent by post to "The Secretary, Administrative Office Building, Visakhapatnam Port Trust, Visakhapatnam – 530 035 on or before **10.10.2018** Superscribing the cover " Application to the Post of Asst. Secretary Gr.I / Assistant Traffic Manager Gr.I and applicants should submit the applications separately for each post.
5. Applications of willing & eligible candidates working with Central Govt / State Govt / PSU / Autonomous Bodies / Major Ports etc., and who would be spared in the event of their selection, with all relevant documents (qualification & experience), should be forwarded through their EMPLOYER to the under signed duly furnishing "NO OBJECTION CERTIFICATE, Copies of Annual Confidential Reports for the past five years (2013-2014 to 2017-2018) with attestation by an officer not below the rank of Dy. HOD, Vigilance & Administrative clearance certificate, Disciplinary case position for the last ten years and Integrity Certificate with in the due date.
6. The vacancies shown above are provisional and liable to vary at any stage depending upon the requirement. VPT reserves the right to cancel /restrict/curtail the recruitment process, at any stage, without assigning any reasons thereof and without any further notice. The VPT is not liable to compensate the applicant for consequential damage / loss thereof.
7. Visakhapatnam Port Trust has the right either to conduct Written Test basing on response or to conduct interview. If Written Test is conducted, 80 marks for Written Test and 20 marks for interview (weightage will be given to the candidates having experience in Port Sector).
8. No advance copy of applications and applications through Fax/E-mail from the applicant will be accepted. Competent Authority of the respective Organization must forward every application with in the due date. Those applications in complete form, which are forwarded by the Competent Authority of the respective Organization with in due date fulfilling requirement at item 4 & 5, will only be considered.
9. The vacancy advertised can be cancelled at the discretion of VPT without assigning any reasons thereof.
10. In complete applications and applications received after due date or without any of the aforesaid documents or not in the prescribed pro-forma and applications which are not forwarded by the Competent Authority of respective Organizations will summarily be rejected. In such cases, no correspondence from the applicants shall be entertained.


SECRETARY

Visakhapatnam Port Trust – 530 035

8. Educational Qualifications (Academic / Technical) :
(As on 01.08.2018)

Educational Qualifications	Board / University	Year of Passing	Percentage of Marks	Elective Subject

(Enclose copy of certificates without fail)

9. Experience.
(As on 01.08.2018)

Name of the Organisation	Joining Date	Leaving Date	Duration			Designation
			Y	M	D	

(Enclose copy of certificates without fail)

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

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 hereby agree that my services are liable to be terminated without notice.

Dt. . .2018.

SIGNATURE