

**THE VISAKHAPATNAM PORT TRUST (RECRUITMENT OF  
HEADS OF DEPARTMENT) REGULATIONS, 1992.**

GSR. 244(E): In exercise of the powers conferred by section 28, read with section 124 of the Major Port Trusts Act, 1963 (38 of 1963), the Board of Trustees of the Port of Visakhapatnam hereby makes the following regulations, namely:

1. Short title and commencement – These Regulations may be called the Visakhapatnam Port Trust (Recruitment of Heads of Department) Regulations, 1991.
2. Application - They shall apply to all posts covered by clause (a) of Sub-section (1) of Section 24 of the Act.
3. Definitions – In these regulations, unless the context otherwise requires:-
  - a) “Act”, means the Major Port Trusts Act, 1963 (38 of 1963)
  - b) “appointing authority” means the authority empowered under the act to make appointment to that post;
  - c) “Board”, “Chairman”, “Deputy Chairman” and “Head of Department” have the meaning respectively assigned to them under the Act;
  - d) “direct recruit” means a person recruited upon application for direct recruitment to a post of Head of Department on the basis of an examination or interview, or both and include a person already in the Board’s service who may, upon a application for direct recruitment, be allowed to appear for such examination or interview of both, and is selected;
  - e) “Schedule” means the Schedule appended to these Regulations;
  - f) “Schedule castes” and “Scheduled Tribes” shall have the meanings assigned to them in clauses (24) and (25) of Article 366 of the Constitution of India;
  - g) “Selection post” means a post to which appointment is to be made on the basis of merit;
  - h) “Selection Committee” means the Committee constituted under Regulation-II for the purpose of making recommendation for transfer / deputation promotion or direct recruitment of a candidate to a post of Head of Department.
  - i) “analogous posts” means a post of which the duties and level of responsibilities and / or the pay ranges are comparable to those of the post to which selection is to be made;

(j) "Employees on probation" means the incumbent appointed to the post on probation under these Regulations and in whose case the successful completion of probation period has not yet been ordered by a Competent Authority.

4. Appointment – All appointments to posts of Heads of Departments to which these regulations apply shall be made in accordance with the provisions of these regulations appointments may be made either by promotion, transfer or deputation of employees or by direct recruitment.
5. Method of recruitment – The method of recruitment, the qualifications in respect of age, education, training, requirements of minimum experiences, essential and / or desirable, classification or posts as selection posts and other matters connected with the appointment to various posts shall be as shown in the schedule;

Provided that the prescribed upper age limit may be relaxed -

- (i) by the Central Government upto 5 years where the minimum experience prescribed is 10 years or more and upto 3 years where the minimum experience prescribed is 5 to 9 years;
- (ii) in the case of a candidate belonging to a Scheduled Tribe, in accordance with such orders as the Central Government may issued from time to time for appointment to services or posts under it in favour of Scheduled Castes and Scheduled Tribes.

Provided further that the prescribed educational and other qualifications may, for good and sufficient reasons, be relaxed by the Central Government, if a candidate is otherwise found suitable and well qualified.

6. Probation – (1) Every person appointed a post of Head of Department specified in column 2 of the Schedule, whether by direct recruitment or by promotion or transfer / deputation, shall, subject to the provisions of Sub-Regulation (2) and Sub-Regulation (3) of Regulation – 8 be on probation for a period of two years.
- (2) The period of probation may, if the appointing authority deems fit, be extended for a specific period at a time, but the total period of such extensions shall not, save where any extension is necessary by reason of any departmental or legal proceedings pending against the employees, exceed the initial period of the probation prescribed.

7. Confirmation – (1) when a person appointed on probation to a post of Head of Department has completed his probation to the satisfaction of the appointing authority, the appointing authority shall convey its approval to that effect. He shall also be eligible for confirmation in that post if he is not confirmed in a lower post earlier held by him under the Board.  
(2) Until a Head of Department on probation is confirmed / declared to have completed probation to the satisfaction of the appointing authority under this regulation or is discharged or reverted under regulation – 8, he shall continue to have the status of an employee on probation.
8. Discharge or reversion of Head of Department on probation -
  - (1) A person appointed on probation to a post of Head of Department who has no lien on any post shall be liable to be discharged from service at any time on the basis of his performance or conduct during the period of probation, he is considered unfit for further retention in service;
  - (2) A Head of Department on probation who holds a lien on a post may be reverted at any time in the circumstances specified in Sub-Regulation (1).
  - (3) A Head of Department on probation who is not considered suitable for confirmation or who has not completed probation to the satisfaction of the appointing authority at the end of the period of probation prescribed in Regulation –6, Regulation (1) or Sub-Regulation (2), as the case may be.
9. Application for direct recruitment – A candidate for appointment by direct recruitment shall apply before such date in such form and in such manner as may from time to time be prescribed by the Chairman. He shall also submit such proof of his age, question or experience , as the Chairman may require.
10. Eligibility and dis-qualifications for direct recruitment.
  - (1) In order to be eligible for direct recruitment to a post of Head of Department, a candidate must be -
    - a) a citizen of India or
    - b) a subject of Nepal, or
    - c) a subject of Bhutan; or
    - d) a Tibetan or refugee who came over to India before the 1st January, 1962 with the intention of permanently setting in India; or



- e) a person of Indian origin who has migrated from Pakistan, Bangladesh, Burma, Sri Lanka or the East African countries of Kenya, Uganda or the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India;

Provided that a candidate belonging to category (a) shall produce such proof of his nationality, as the Chairman, may, from time to time required.

Provided further that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India;

(2) No person –

- (a) who was entered into or contracted a marriage with person having a spouse living, or
- (b) who having a spouse alive, has entered into or contracted a marriage with any other person, shall be eligible for appointment to any grade or post to which these regulations apply;

Provided that the appointing authority may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of this sub-regulation.

- (3) A candidate must satisfy the appointing authority that his character and antecedents are such as to make him suitable for appointment to any grade or post. No candidate who has been convicted by a Court of Law for any offence involving moral turpitude or who has been adjudged as an insolvent shall be eligible for appointment.
- (4) If any question arises whether a candidate does or does not satisfy all or any other requirements of this regulation, the same shall be decided by the Central Government.
- (5) The Central Government, may modify or waive any of the requirements of sub-regulation (1) when an appointment for work of a special nature is to be made and it is not practicable to obtain a suitable candidate who fulfils the requirements of these regulations.
- (6) Physical fitness of candidate – A candidate shall good mental and bodily health and free from any physical defects likely to interfere with the discharge of his duties as a Head of Department. A candidate who after such medical examination

as the appointing authority may specify, is found not to satisfy those requirements will not be appointed provided that a candidate already in the service of the Board or any other central Government organization shall not be required to undergo such medical examination.

11. Selection Committee – (1) A Selection Committee may be constituted to advise and assist the appointing authority in the matter of making selection of candidates for appointment to posts of Heads of Department.

(2) The Selection Committee shall be composed of the following, persons, namely:-

- i) Additional Secretary / Joint Secretary to the Government of India, Ministry of Surface Transport.
- ii) Chairman, Visakhapatnam Port Trust
- iii) Any other officer having wide experience as may be nominated by the Central Government

12. Manner of Recruitment – (1) (a) When a post of Head of Department to which these Regulations apply falls vacant and is to be filled by promotion / transfer / deputation, the Chairman shall forward to the appointing authority names, age, qualifications, experience and other relevant particulars of all officers who are eligible for promotion / transfer / deputation to the post together with his recommendations whenever the schedule provides for deputation also, the Chairman may if considered necessary or if directed by the Central Government call for application from eligible candidates from other Major Port Trusts / Central / State Governments / Public Sector Units / Autonomous Bodies. (b) The appointing authority may, on receipt of such information either;

- i) Make an appointment by promotion / transfer / deputation from amongst the candidates so sponsored or
- ii) Refer the candidates to the Selection Committee referred to in regulation 11 with directions to scrutinize the case and make appropriate recommendation and then make an appointment by promotion / transfer / deputation on the basis of such recommendation, or
- iii) Direct that the vacancy be filled by direct recruitment in the manner laid down in these regulations.

- (2) All appointments by direct recruitment shall be made by the appointing authority on the recommendations of the Selection Committee, provided that it shall be open to the appointing

authority, for reasons to be recorded in writing not to accept such recommendation in any particular case.

13. Advertisement of posts – Vacancies intended to be filled by direct recruitment shall be advertised and a copy of the advertisement shall be sent to the local employment exchange.
14. Canvassing support shall be dis-qualification – Any endeavour on the part of a person or his relations or friends to canvass support by direct or indirect method for his application for appointment to a post of Head of Department to which these regulations apply shall dis-qualify him for the appointment.
15. Supersession of facts – Any candidate who is found to have knowingly furnished any particulars which are false or to have suppressed material information of a character which, if known would ordinarily have debarred him from getting an appointment in the Board's service is liable to be disqualified and, if appointed, to be dismissed from service.
16. Eligibility of existing employees for direct recruitment when the posts required to be filled by direct recruitment are advertised, employees already in service may also apply provided that they possess the prescribed qualifications and experience.
17. Cancellation of appointment orders – If a candidate selected for direct appointment to a post fails to join duty within the date mentioned in the appointment order and where no such date is mentioned, within 30 days of the date of issue of the appointment order, or within such extended period as the appointing authority fix, the appointment order shall be deemed to have been cancelled.
18. Payment of travelling allowance for attending interviews. All candidates called for interview and / or written test in connection with selection to a post shall be entitled to reimbursement of travel expenses from the place of positing / residence to the venue of interview / written test and back by rail in first class or the actual expenditure whichever is less.
19. Interpretation – If any question arises as to the interpretation of these regulations or in respect of any matter not herein above or subsequently provided for, the same shall be decided by the Central Government.
20. Provided, that any order made or action taken under the regulations, procedures, practices and customs so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.

Name of the post	Scale of pay	Whether selection or non selection post	Age limit for direct recruitment	Educational and other qualification required for direct recruitment	Whether age and educational qualifications prescribed for Direct recruitment will apply in case of promotion / transfer / deputation
1.	2.	3.	4.	5.	6.
Secretary	Rs.18,500 – 450 – 23900	Selection post	45 years	Essential: a)Educational: Degree of a recognized university or equivalent. b)Experience: 10 years experience in a managerial position dealing with Administration/Personal/General management from the Major Ports/Govt./Semi Govt. organizations/ Public Sector Undertakings or Autonomous bodies. c)Desirable: Post Graduate Degree or P.G.Diploma in Personnel Management / Industrial Relations or MBA or Bachelor Degree in Law of Knowledge in Computers	Age : No Qualification: Yes

Period of probation	Method of recruitment whether by direct recruitment or composite recruitment i.e., promotion / transfer / deputation from the Major Ports	In case of recruitment by promotion / transfer / deputation grades from which promotion transfer / deputation to be made from the Major Ports	The composition of selection committee
7.	8.	9.	10.
2 years	By promotion / transfer deputation from Major Ports (Composite recruitment failing which, by transfer or deputation of officers as indicated at column (9), failing which by direct recruitment.	Promotion: Dy.Secretary / Personnel Officer / analogous posts from the Major Ports with 5 years regular service in the grade failing which by transfer or deputation of officers in Govt. / semi Govt. organizations / public sector undertakings or autonomous bodies (Period of deputation ordinarily not exceeding 3 years)	1. Additional Secretary / Joint Secretary, Ministry of Shipping 2.Chairman/VPT 3.An officer having wide experience in the field nominated by the Ministry of Shipping.



1.	2.	3.	4.	5.	6.
Manager (Operations)	Rs.18,500 – 450 – 23900	Selection post	45 years	Essential: a) Educational: Degree of a recognized university or equivalent. b) Experience: 10 years experience in a managerial position dealing with Personal Industrial Relations Administration/General management from the Major Ports/Govt./Semi Govt. organizations/ Public Sector Undertakings or Autonomous bodies. c) Desirable: Post Graduate Degree or P.G.Diploma in Personnel Management / Industrial Relations or MBA or Bachelor Degree in Law (2) Knowledge in Computers	Age : No Qualification: Yes

7.	8.	9.	10.
2 years	By promotion / transfer deputation from Major Ports (Composite recruitment failing which, by transfer or deputation of officers as indicated at column (9), failing which by direct recruitment.	Promotion: Personnel Officer / Dy.Secretary / analogous posts from the Major Ports with 5 years regular service in the grade failing which by transfer or deputation of officers in Govt. / semi Govt. organizations / public sector undertakings or autonomous bodies (Period of deputation ordinarily not exceeding 3 years)	1. Additional Secretary / Joint Secretary, Ministry of Shipping 2. Chairman/VPT 3. An officer having wide experience in the field nominated by the Ministry of Shipping.

1.	2.	3.	4.	5.	6.
F.A.& C.A.O.	Rs.19,500 – 500 – 25000	Selection post	45 years	Essential: a) Membership of the Institute of the Chartered Accounts of India (CA)/ Membership of the Institute of Cost and Works Accounts of India (ICWA) with not less than 5 years experience in managerial position in Financial Department of a Major Ports/Govt./Semi Govt. organizations/ Public Sector Undertakings or Autonomous bodies. c) Desirable: Knowledge in Computers	Age : No Qualifications: Relaxable in the case of officer belonging to Central Audit and Accounts Services and those with SAS qualification.



7.	8.	9.	10.
2 years	By promotion / transfer deputation from Major Ports (Composite recruitment ) failing which, by transfer or deputation of officers as indicated at column (9), failing which by direct recruitment.	Promotion: Senior Dy.FA&CAO / analogous posts from the Major Ports with 3 years regular service of Dy.FA&CAO / analogous posts from the Major Ports with 5 years regular service failing which by transfer or deputation of officers in Govt. / semi Govt. organizations / public sector undertakings or autonomous bodies (Period of deputation ordinarily not exceeding 3 years)	1. Additional Secretary / Joint Secretary, Ministry of Shipping 2.Financial Adviser, Ministry of Shipping 3.Chairman/VPT

1.	2.	3.	4.	5.	6.
Traffic Manager	Rs.19,500 – 500 – 25000	Selection post	45 years	Essential: a)Educational: Degree of a recognized university or equivalent. b)Experience: Atleast 10 years experience in a managerial position dealing with sea traffic / transportation preferable connected with a Major Port in a Major Ports/Govt./Semi Govt. organizations/ Public Sector Undertakings or Autonomous bodies. c)Desirable: Knowledge in Computers	Age : No Qualifications: Yes

7.	8.	9.	10.
2 years	By promotion / transfer deputation from Major Ports (Composite recruitment ) failing which, by transfer or deputation of officers as indicated at column (9), failing which by direct recruitment.	Promotion: Docks Manager analogous posts from the Major Ports with 3 years regular service or Dy. Traffic Manager / analogous post from the Major Ports with 5 years regular service in the grade and above failing which by transfer or deputation of officers in Govt. / semi Govt. organizations / public sector undertakings or autonomous bodies (Period of deputation ordinarily not exceeding 3 years)	1. Additional Secretary / Joint Secretary, Ministry of Shipping 2.Chairman/VPT 3. An officer having wide experience in the field nominated by Ministry of Shipping.

1.	2.	3.	4.	5.	6.
Chief Engineer	Rs.19,500 – 500 – 25000	Selection post	45 years	Essential: a)Educational: A Degree in Civil Engineer from a recognized university or equivalent. b)Experience: Atleast 15 years experience in a managerial capacity with at least 7 years in Port Planning and construction in any Major Ports/Govt./Semi Govt. organizations/ Public Sector Undertakings or Autonomous bodies. c)Desirable: Experience in Project management in a responsible position / Knowledge in Computers	Age : No Qualifications: Yes

7.	8.	9.	10.
2 years	By promotion / transfer deputation from Major Ports (Composite recruitment ) failing which, by transfer or deputation of officers as indicated at column (9), failing which by direct recruitment.	Promotion: Dy. Chief Engineer / analogous post from the Major Ports with 5 years regular service, failing which by transfer or deputation of officers in Govt. / semi Govt. organizations / public sector undertakings or autonomous bodies (Period of deputation ordinarily not exceeding 3 years)	1. Additional Secretary / Joint Secretary, Ministry of Shipping 2.Chairman/VPT 3. Development Adviser Ministry of Shipping.

1.	2.	3.	4.	5.	6.
Chief Mechanical Engineer	Rs.19,500 – 500 – 25000	Selection post	45 years	Essential: a)Educational: A Degree in Mechanical or Electrical Engineer from a recognized university or equivalent. OR First class MOT certificate (Steam and Diesel) or equivalent b)Experience: 15 years experience in Mechanical / Electrical or Marine Engineering works in Major Ports /Govt./Semi Govt. organizations/ Public Sector Undertakings or Autonomous bodies. c)Desirable: Experience in responsible position in Project management and operation of cargo handling equipment and Port crafts / Knowledge in Computers	Age : No Qualifications: Yes

7.	8.	9.	10.
2 years	By promotion / transfer deputation from Major Ports (Composite recruitment ) failing which, by transfer or deputation of officers as indicated at column (9), failing which by direct recruitment.	Promotion: Dy. C.M.E./ Plant Manager / Sr. Marine Engineer / analogous post from the Major Ports with 5 years regular service, failing which by transfer or deputation of officers in Govt. / semi Govt. organizations / public sector undertakings or autonomous bodies (Period of deputation ordinarily not exceeding 3 years)	1. Additional Secretary / Joint Secretary, Ministry of Shipping 2.Chairman/VPT 3. An officer having wide experience in the field nominated by Ministry of Shipping.

1.	2.	3.	4.	5.	6.
Deputy Conservator	Rs.20,500 – 500 – 26,500	Selection post	45 years	Essential: a) Professional Certificate of competency as Master of Foreign going vessel issued by Ministry of Shipping or equivalent.  b)Experience: 10 years experience as Master of Foreign going ship or in pilotage and dredging in Major Ports c)Desirable: Experience in Port operations / Knowledge in Computers	Age : No Qualifications: Yes

7.	8.	9.	10.
2 years	By promotion / transfer deputation from Major Ports (Composite recruitment ) failing which, by transfer or deputation of officers as indicated at column (9), failing which by direct recruitment.	Promotion: Harbour Master / analogous post from the Major Ports with 3 years regular service / Dredging Supdt. / Dock Master analogous post from the Major Ports with 5 years regular service failing which by transfer or deputation of officers in Govt. / semi Govt. organizations / public sector undertakings or autonomous bodies (Period of deputation ordinarily not exceeding 3 years)	1. Additional Secretary / Joint Secretary, Ministry of Shipping 2.Chairman/VPT 3. An officer having wide experience in the field nominated by Ministry of Shipping.

1.	2.	3.	4.	5.	6.
Chief Medical Officer	Rs.17,500 – 400 – 22,300	Selection post	45 years	Essential: a) Should be a Medical Graduate of a recognized university with Post Graduate Degree / P.G.Diploma in any branch of Medical Science. b) Experience: should have atleast 10 years of professional experience including at least 5 years Administrative experience in any Major Hospital belonging to a Major Ports /Govt./Semi Govt. organizations/ Public Sector Undertakings or Autonomous bodies. c) Desirable: Knowledge in Computers	Age : No Qualifications: Yes

7.	8.	9.	10.
2 years	By promotion / transfer deputation from Major Ports (Composite recruitment ) failing which, by transfer or deputation of officers as indicated at column (9), failing which by direct recruitment.	Promotion: Dy. Chief Medical Officer / analogous post from the Major Ports with 5 years regular service, failing which by transfer or deputation of officers in Govt. / semi Govt. organizations / public sector undertakings or autonomous bodies (Period of deputation ordinarily not exceeding 3 years)	1. Additional Secretary / Joint Secretary, Ministry of Shipping 2. Chairman/VPT 3. An officer having wide experience in the field nominated by Ministry of Shipping.

1.	2.	3.	4.	5.	6.
Chief Materials Manager	Rs.17,500 – 400 – 22,300	Selection post	45 years	Essential: a) Educational: Graduate in any branch of Engineering or equivalent. b) Experience: Should have recognized qualification in Materials Management and at least 10 years experience in managerial post in the spheres of material management / purchase of stores in a Major Port /Govt./Semi Govt. organizations/ Public Sector Undertakings or Autonomous bodies. c) Desirable: Knowledge in Computers	Age : No Qualifications: Yes



7.	8.	9.	10.
2 years	By promotion / transfer deputation from Major Ports (Composite recruitment ) failing which, by transfer or deputation of officers as indicated at column (9), failing which by direct recruitment.	Promotion: Material Manager / analogous post from the Major Ports with 5 years regular service, failing which by transfer or deputation of officers in Govt. / semi Govt. organizations / public sector undertakings or autonomous bodies (Period of deputation ordinarily not exceeding 3 years)	1. Additional Secretary / Joint Secretary, Ministry of Shipping 2.Chairman/VPT 3. An officer having wide experience in the field nominated by Ministry of Shipping.

1.	2.	3.	4.	5.	6.
Director (Research & Planning)	Rs.17,500 – 400 – 22,300	Selection post	45 years	Essential: a)Educational: Post Graduate Degree in Economics, Statistics, Econometrics or Business Management / Administration. b)Experience: Should be well versed with modern methods of economic analysis and preferably econometrics / operations research. Should have not less than 5 years experience as head of a Research Unit in the field of economic planning / preferably in the field of transport in a Major Port /Govt./Semi Govt. organizations/ Public Sector Undertakings or Autonomous bodies. c)Desirable: Knowledge in Computers	Age : No Qualifications: Yes

7.	8.	9.	10.
2 years	By promotion / transfer deputation from Major Ports (Composite recruitment ) failing which, by transfer or deputation of officers as indicated at column (9), failing which by direct recruitment.	Promotion: Dy. Director (R&P)/ analogous post from the Major Ports with 5 years regular service, failing which by transfer or deputation of officers in Govt. / semi Govt. organizations / public sector undertakings or autonomous bodies (Period of deputation ordinarily not exceeding 3 years)	1. Additional Secretary / Joint Secretary, Ministry of Shipping 2.Chairman/VPT 3. An officer having wide experience in the field nominated by Ministry of Shipping.