

VISAKHAPATNAM PORT TRUST PERSONNEL GENERAL ADMINISTRATION DEPARTMENT (PERSONNEL DIVISION)

ISO-14001

OHSAS-18001

No. C2/Rect./Sr. Dy. Sec/2018 Dt. 07.04.2018

To

The CHAIRMAN ALI MAJOR PORT TRUSTS

ISO-9001

Sir,

Filling up of the anticipated post of Sr. Dy. Secretary on scale Rs.32900 - 58000 of Sub: Visakhapatnam Port Trust under Composite method of Recruitment - Reg.

It is proposed to fill up the anticipated post of Sr. Dy. Secretary (Cl.I) on scale of pay of Rs.32900-58000. The post is to be filled up by absorption through Composite Method, Officers holding analogous posts or the post of Dy. Secretary and equivalent post in the respective disciplines of GAD (Such as CPRO/Dy. Estate Manager/Dy. Chief Law Officer/Personnel Officer) in the scale of pay of Rs.24900-50500 with 03 years regular service in the grade in a Major Port Trust or Dy. Secretary and equivalent posts in the respective discipline of GAD with 02 years regular service in the grade and a combined regular service of 07 years in the scales of pay of Rs. 20600-46500 and Rs.24900-50500 in the respective discipline of GAD in a Major Port Trust will be eligible. (RR enclosed).

The names of the eligible and willing officers, who satisfy the provisions in the approved Recruitment Rule for the post of Sr. Dy. Secretary (CI.I) may be forwarded together with their applications in the prescribed format (enclosed) along with the following documents to this Port Trust on or before 10.05.2018.

- 1) Copies of ACRs duly attested by an Officer not below the rank of Deputy HoD on each of the page of the ACR of the applicant for the last five years (up to March, 2018). If ACR for a particular year/period is not available, the certificate to that effect may be attached.
- 2) Attested copies of all certificates.
- 3) No Objection Certificate of respective Port Trust/Organization.
- 4) An Undertaking of the applicant not to withdraw, if selected.
- 5) Vigilance/Administrative clearance of the concerned Port in the prescribed proforma as per Ministry's letter No.A12022/10/205-PE-I, dt.27.08.2010 and also revised instructions issued thereon.

It is informed that, if he/she selected to the post of Sr. Dy. Secretary on scale Rs.32900-58000 in General Administration Department of Visakhapatnam Port Trust, by absorption through Composite Method of Recruitment will be governed by the Service Rules and Regulations in force as amended from time to time.

The applications received through proper channel will only be entertained. The applications received after the last date or without ACRs or otherwise incomplete will not be considered without further correspondence.

Yours faithfully,

Encl: As above.

CRETARY आधिकारी

Visakhapatnam-530 035

Grams: PORTRUST + FAX: 0891-2565023, STD: 0891 Phone: 2876000 Visakhapatnam-530 035 (Andhra Pradesh) E-Mail: info@ vizasport.com Port Trust विशाखपडणम-530 035



VISAKHAPATNAM PORT TRUST GENERAL ADMINISTRATION DEPARTMENT (PERSONNEL DIVISION)

	ISO-9001	ISO-14001	OHSAS-18001		
		<u>PROFORMA</u>			
1.	Name of the Officer	:			
2.	Date of Birth	:			
3.	Present post held along with the details of earlier post held in chronological order.	:			
4.	Whether belongs to SC/ST	:			
5.	Present basic pay and pay scale of the post indicating detailed break-up of emoluments.	; ·			
6.	Service to which the officer belong	:			
7.	Educational qualifications	:			
8.	Other qualifications	:			
9.	Experience	:			
10.	Date of retirement	•			
11.	Address for communication with telephone number.	:			
12.	Any other points he may desire to	;			
Place:	mention.	(SIC	GNATURE OF THE APPLICANT)		
Date:	CERTIFICATE TO BE GIV	EN BY HEAD OF OFFICE O	THE APPLICANT		
1. 2. 3. 4. 5.	 It is certified that no disciplinary / Vigilance case is pending or contemplated against the applicant / she is clear from the Vigilance angle. His / her integrity is certified. It is certified that no major / minor penalties have been imposed on the officer during the last 10 y terms of Ministry's letter No.A-12022/10/05-PE-E dt.01.02.2007, If any Major or Minor penalty ha imposed on the applicant during the last 10 years, the details of the disciplinary case leading the penalty along with necessary documents will have to be sent). 				
			OF THE HEAD OF THE OFFICE WITH THE OFFICE SEAL		

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Certificate to be given by Head of Office of

Shri / Smt_____

Designation: _____

- 1. It is certified that the particular furnished by Officer are correct and fulfils the eligibility criteria.
- 2. It is certified that there no Disciplinary/ Vigilance cases are pending or contemplated against the applicant and he / she is clear from the Administrative and Vigilance angle.
- 3. His / Her integrity is certified.
- 4. It is certified that no Major/ Minor penalties have been imposed on the officer during the last ten years.
- 5. Attested copies of ACR's for the last five years (up to March 2018) are enclosed

Dated.

Signature of the forwarding authority along with office seal.

		S S	
Secretary	2.	Name of the post	
		No of posts	
	4	Classi- fication	
4000- 20800 Scale Rs. 58000) 58000)	5	Scale of pay (Rs.)	
	6	Whether selection selection	
	7	Whethe r the benefit added years of service is service ble under Rule- CCS (Pensio n Rutes)	
42 yrs.	8	Upper age limit for direct fin years)	
 i) A degree from a recognised university. ii) 12 years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc., in an Industrial/Commercial /Govt. undertaking. Desirable:	9	Educational and other qualifications prescribed for direct recruitment	
(b) Yes	10	Whether (a) age (b) Educational qualifications (c) Experience for direct recruits will apply in the case of promotion / absorp-tion/ deputation	
Z	11	Period of proba- tion (in years)	
absorption through composite method failing which by deputation form other Govt.organi- zations and failing both by direct recruitment.	12	Method of recruitment (whether by direct recruitment or by promotion / absorption / deputation)	
For absorption through Composite method, Officers holding analogous posts or the post of Dy. Secretary and equivalent post in the respective disciplines of GAD (Such as CPRO/Dy. Estate Manager/Dy. Chief Law Officer/Personnel Officer) in the scale of pay of Rs.24900-50500 with 03 years regular service in the grade in a Major Port Trust or Dy. Secretary and equivalent posts in the respective discipline of GAD with 02 years regular service of 07 years in the scales of pay of Rs. 20600-46500 (pre-revised Rs.10750-16750) and Rs.24900-50500 (pre-revised Rs.1000-18250) in the scale of GAD in a Major Port Trust will be eligible. For DEPUTATION, Officers holding analogous posts or post of Dy. Secretary and the equivalent post in the respective discipline of GAD in a Major OEPUTATION, Officers holding analogous posts or post of Dy. Secretary and the equivalent post in the respective discipline of GAD in the scale of pay Rs.13000-18250 (revised scale Rs.24900-50500) in Govt. /Semi-Govt./PSUs or Autonomous bodies with 3 years regular service in the grade will be eligible. The selection is by merit for which the bench mark in overall grading in	13	In case of promotion / absorption / deputation, grades from which it should be made	
	14	Remarks	

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