



VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
PERSONNEL DIVISION

No.C1/Rect./MM/MMD/CME/2019
Dt. 22 .01.2019.

To,
The Chairmen
All Major Ports.

Sir,

Sub: Filling up of the anticipated vacant post of Materials Manager on scale of pay of Rs.16000-20800 (revised scale of pay of Rs.32900-58000) under composite method of Recruitment in CR proposal in Materials Management Division of Mechanical & Electrical Engineering Department Visakhapatnam Port Trust – Reg.

It is proposed to fill up 01 (one) anticipated vacant post of Materials Manager on scale of pay of Rs.16000-20800 (revised scale of pay of Rs.32900-58000) to be arisen w.e.f.01.07.2019 by absorption through composite method, from the eligible officers of Major Ports, who possess the prescribed qualifications, experience and other conditions as mentioned in the Recruitment Rule appended.

Names of suitable and willing officers, who satisfy the provisions in the approved Recruitment Rule for the above post may be furnished together with their applications as per the proforma enclosed along with the following documents to the undersigned on or before **28.02.2019**.

- 1) Copies of ACRs of the applicant for the last five years (up to March, 2018) (duly attested by an Officer not below the rank of Dy. HoD on each page). Non-availability certificate is necessary in case of non-availability of ACR to that particular year.
- 2) Attested photocopies of all certificates.
- 3) No Objection Certificate of respective Port.
- 4) Vigilance/Administrative clearance of the concerned Port/organization in the revised proforma prescribed by the Ministry vide letter No.I-26/18/201-PE-I dt.17.08.2010.
- 5) An Undertaking of the applicant not to withdraw, if selected.
- 6) The details of the applicant may clearly be mentioned alongwith length of service in the feeder grade posts and details of pay scales.
- 7) It may clearly be mentioned whether the candidate has experience in the feeder grade posts in regular or Adhoc or deputation basis.
- 8) The applications of non eligible candidates (i.e., who are not in the feeder grade posts) may not be forwarded.
- 9) Three copies of recent passport size photographs.

It is informed that, if he/she selected to the post of Materials Manager on scale of pay of Rs.16000-20800 (revised scale of pay of Rs.32900-58000) in Visakhapatnam Port Trust, under composite method will be governed by the Service Rules and Regulations in force as amended from time to time.

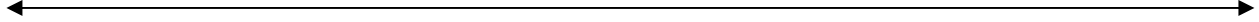
Applications received through proper channel will only be entertained. Applications received after the last date or without the ACR's or otherwise found incomplete will not be considered.

Yours faithfully,
Sd/-
SECRETARY

Encl: As above.



VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
PERSONNEL DIVISION



Proforma of the Certificate to be given by the Head of the Office

Certificate in respect of Shri / Smt(Name & Designations)

1. The particulars furnished by the applicant are correct and he / she fulfills the eligibility criteria.
2. It is certified that no disciplinary / Vigilance case is pending or contemplated against the applicant and he / she is clear from the 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 10 years.
5. Attested copies of ACR's for the last five years are enclosed.

Signature of the head of the office
Name alongwith official seal

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 :
2. Father's Name :
3. Date of Birth :
4. Date of Retirement :
5. Date of Entry in to Service :
6. Service to which the Officer belongs including batch/year Cadre etc., where applicable. :
7. Positions held (During the ten preceding years) :

S.No	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 Chargesheet 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) (*) :

Date:

CHIEF VIGILANCE OFFICER

(*) If Vigilance Clearance had been obtained from the Ministry / CVC in the past, the information may be provided for the period thereafter.

**RECRUITMENT RULES FOR THE POST OF MATERIAL MANAGER IN MATERIAL MANAGEMENT DIVISION OF MECHANICAL & ELECTRICAL
ENGINEERING DEPARTMENT IN VISAKHAPATNAM PORT TRUST**

Sl. No.	Name of the post	No of posts	Classification	Scale of pay (Rs.)	Whether Selection or non Selection	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 or promotion/ absorption/ deputation)	In case of promotion/ deputation, grades from which it should be made	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
1.	Material Manager	1	CL-I	16000-400-20800 (revised scale of pay of Rs. 32900-58000)	Selection	--	45yrs.	Essential: (i) Degree or equivalent in Mechanical /Electrical Engineering from a recognized University/institution. (ii) Twelve years experience in executive cadre in the field of Materials Management/Mechanical Engineering/Electrical Engineering in a Industrial /Commercial/Govt.	a) No. b) Yes c) No.	NA	By absorption through composite method failing by deputation from other Govt. Organizations failing both by direct recruitment.	For absorption through composite method, officers holding analogous posts or Sr. Dy. Materials Manager and equivalent posts in M.M.Div. In the scale of pay of Rs.13000-18250 (revised scale Rs.24900-50500) with 3 years regular service in the grade in a Major Port Trust or the post of Supdt. Engineer (Mech/Elect.) in the scale of pay of Rs.13000-18250 (revised scale Rs.24900-5000) with 3 years regular service in	

								<p>Undertaking.</p> <p>Desirable: (i) Post Graduate Degree/Diploma in Material Management from a recognized University/Institution.</p>				<p>the grade in a Major Port Trust or Sr. Dy. Material Manager and equivalent posts in M.M. Div/Supdt. Engineer (Mech/Eect.) with 2 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs.10750-16750 and Rs.13000-18250 (revised scales Rs.20600-46500 and Rs.24900-50500) in the respective discipline of M.M. Div./M&E Engg. Deptt. in a Major Port Trust will be eligible.</p> <p>For deputation, officers holding analogous posts or officers holding posts of Sr. Dy. Materials Manager/Supdt. Engineer (Mech./Elect.) and equivalent posts in M.M. Div./M&E Engg. Deptt. in the scale of pay of Rs.13000-18250 (revised scale Rs.24900-50500) with 3 years regular service in the grade in Govt./Semi Govt./PSUs/Autonomous Bodies will be eligible.</p> <p>The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "Very Good".</p>
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8. Educational Qualifications (Academic / Technical) :

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

(Enclose copy of certificates)

9. Experience :

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

(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.

Dt. . .2019

SIGNATURE