

VISAKHAPATNAM PORT TRUST  
GENERAL ADMINISTRATION DEPARTMENT  
(PERSONNEL DIVISION)

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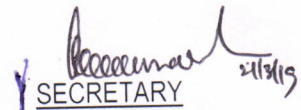
EMPLOYMENT NOTICE No. 09/2019, Dt. 21.03.2019.

SL. No.		
1.	Name of the Post	Deputy Secretary
2.	No. of Posts	1 (One)
3.	Classification	Class – I
4.	Scale of Pay	Rs.24900-50500 (pre-revised Rs.13000-18250)
5.	Whether Selection or Non-selection	Selection
6.	Upper Age limit	40 yrs (As on 01.03.2019) <b>(in the case of employees of the Board of any Major Port Trust, age limit shall not exceed 55 years)</b>
7.	Educational and Other qualifications prescribed for direct recruitment	<u>Essential</u> i) A Degree from a recognized University/Institution. ii) Nine years experience in Executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/Commercial/Govt. undertaking. <u>Desirable:</u> 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.
8.	Period of Probation (in years)	2 yrs.
9.	Method of Recruitment	By direct recruitment.

(Continued)

Other conditions:

1. The candidates should possess the requisite age, experience and qualifications as on 01.03.2019.
2. Upper age limit is relaxable to the extent of 3 years in the case of OBC Candidates and 5 years in the case of SC/ST Candidates. The OBC Candidates have to submit the caste certificate regarding their OBC Status as well as exclusion from creamy layer in the proforma prescribed by the Central Government. The upper age limit is also relaxable for Government servants as per extant rules. The SC/ST Candidates have to submit the latest caste certificate.
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. Application in the model pro-forma available in Visakhapatnam Port Trust Website www.vizagport.com be down loaded and filled in be submitted along with full particulars of Name, Address, Date of Birth, Qualifications and Experience etc., with relevant copies of Certificates, testimonials, two recent passport size photos, latest Caste Certificate whether belongs to OBC/SC/ST, duly attested should be sent through the Competent Authority of their Organization to reach "**The Secretary, Visakhapatnam Port Trust, Visakhapatnam-530035**" on or before 10.05.2019 SUPERSCRIBING the cover "APPLICATION TO THE POST OF DEPUTY SECRETARY (CLASS-I)".
5. Applications of willing & eligible candidates working with Central Govt / State Govt / PSU / Autonomous Bodies / Major Ports etc., and who would only be spared in the event of their selection, with all relevant documents (qualification & experience), should be forwarded through their EMPLOYER to the undersigned 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.
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 application from the applicant will be accepted. Competent Authority of the respective Organisation must forward eligible applications only within due date i.e., 10.05.2019. Those applications, which are forwarded by the Competent Authority of the respective Organisation, will only be considered.
9. Incomplete applications, 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. Applications without enclosing supporting their Educational Qualifications and experience with break up (as mentioned in the proforma) will not be considered. In such cases, no correspondence from the applicants shall be entertained.

  
SECRETARY  
VISAKHAPATNAM PORT TRUST

**FOR OFFICE USE****DATE OF RECEIPT  
OF APPLICATION**

APPLICATION PROFORMA FOR APPLYING TO THE POST OF DEPUTY SECRETARY (CLASS-I) IN VPT IN CONNECTION WITH THE EMPLOYMENT NOTICE No.09/2019 Dt. 21.03.2019.

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

[illegible]

Paste latest  
photograph  
With  
Attestation.

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

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Age (YY/MM)

(as on 01.03.2019)

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### 3. NATIONALITY/ RELIGION

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**4. Father's NAME**

[illegible]

### 5. Mailing Address for Correspondence

[illegible]

## 6. Category

Genl	
SC	
ST	
OBC	

### 5 (a) Permanent Mailing Address

[illegible]Telephone No, Mobile No  
& e-Mail ID

**7. SEX: MALE / FEMALE**

**8. Educational Qualifications (Academic / Technical) as on 01.03.2019 :  
(from SSC on wards)**

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

(Enclose copy of certificates or otherwise, it will be rejected as an incomplete application)

**9. Experience as on 01.03.2019.**

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

(Enclose copy of certificates or otherwise, it will be rejected as an incomplete application)

**10. Name & Address of the Present Employer with contact no's (If any)**

**11. N O C submitted : YES / NO**

**12. VIGILANCE / ADMINISTRATIVE CLEARENCE : 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

# **RECRUITMENT RULES FOR THE POST OF DEPUTY SECRETARY IN VISAKHAPATNAM PORT TRUST**

Sl. No.	Name of the post	No of posts	Classification	Scale of pay (Rs.)	Whether Selection or non Selection post	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 recruitment or by promotion/ absorption/ deputation)	In case of promotion/ absorption/deputation, grades from which it should be made	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
1.	Deputy Secretary	1	C.I.I	13000 -350-18250 (revised Rs. 24900-50500)	Selection	--	40 Years	<u>Essential</u> 1. A degree from a recognized University/Institution. 2. Nine years experience in Executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/Commercial/ Govt. Under taking.	a) No b) Yes c) No	2	By promotion failing which by absorption/ deputation, failing both by direct recruitment	Promotion from Sr. Asst. Secretary (existing Dy. Secretary) in the scale of pay of Rs.10750-16750 (Pre-revised) (Revised scale of Rs.20600-46500) with 4 years regular service in the grade failing which Sr. Asst. Secretary (existing Dy. Secretary) (such as PRO/Sr.Asst/Estate Manager/SLO/Dy. Personnel Officer/ Sr. Welfare Officer) in the scale of pay of	

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