



VISAKHAPATNAM PORT TRUST  
PERSONNEL GENERAL ADMINISTRATION DEPARTMENT  
(PERSONNEL DIVISION)

ISO-9001

ISO-14001

OHSAS-18001

No. C2/Rect./FA & CAO/2019/ *245*  
Dt. *22*04.2019.

To

*The chairmen,  
All Major Port Trusts*

Sir,

Sub: Filling up of the post of Financial Advisor & Chief Accounts Officer (FA & CAO) (HoD) on scale of pay of Rs.51300 - 73000 of Visakhapatnam Port Trust under Composite method of Recruitment – Reg.

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The post of Financial Advisor & Chief Accounts Officer (FA & CAO) (HoD) on scale of pay of Rs.51300-73000 in the rank of Head of Department, in Visakhapatnam Port Trust, is to be filled up by absorption through composite method, Officers holding analogous posts or in the posts of FA & CAO in category-II Ports with 2 years regular service in the grade or Officers holding posts in the scale of pay of Rs.17500-22300 (revised scale of pay of Rs.36600-62000) with four years regular service in the grade or Officers holding posts in the scale of pay of Rs.16000-20800 (revised scale of pay of Rs.32900-58000) with 5 years regular service in the grade in the Finance Dept., of a Major Port Trust will be eligible, as per the Recruitment Rules (enclosed).

The names of the eligible and willing officers, who satisfy the provisions in the approved Recruitment Rules for the post of FA & CAO may be forwarded together with their applications in the prescribed format (enclosed) along with the following documents to this Port Trust on or before 07.06.2019.

- 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, 2019). If ACR for a particular year/period is not available, the no report certificate to that effect may be attached along with the ACR of the preceding year.
- 2) Attested copies of all certificates, as a proof of educational qualification, qualifying service/experience in the respective feeder post & pay scale wise.
- 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.

(Continued)





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(Continued)

If any major or minor penalty has been imposed on the applicant during the last 10 years, the details of the disciplinary case leading to such penalty along with necessary documents may be sent for forwarding to Government along with application.

It is also requested to ensure about the veracity of the University certificates and recognition of the Degree obtained by the applicants and certificate to that effect may be given by the Head of office. 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. Further, it is to inform that, the guidelines/directions issued by the Ministry from time to time, vide its letters dt.27.08.2010, 27.10.2010, 04.07.2012, 22.04.2013 and latest letter No.I-26/9/2014 PE-I, dt.17.06.2014, may be complied.

It is informed that, if he/she selected to the post of FA & CAO (HoD) on scale of pay of Rs.51300 - 73000 in Accounts Department in Visakhapatnam Port Trust, under the Composite Method of Recruitment, will be governed by the Service Rules and Regulations in force as amended from time to time.

Yours faithfully,

  
SECRETARY

वरिष्ठ कार्मिक अधिकारी  
Sr. Personnel Officer  
विशाखपट्टणम पोर्ट ट्रस्ट  
Visakhapatnam Port Trust  
विशाखपट्टणम-530 035  
Visakhapatnam-530 035

Encl: As above.

Copy to: FA&CAO/VPT - for wide publicity among eligible officers.



## APPLICATION FORM

ANNEXURE-II

Photograph  
(3.5cmx3.5cm)

**Post applied for: FA&CAO**

1. Full Name (in block letters) :
2. (a) Address for communication :  
(b) Telephone No./Mobile No. :  
(c) Fax/Email address :
3. Date of birth :
4. Date of retirement :
5. Category (caste certificate to be : SC ST OBC GEN  
Enclosed in case of SC/ST/OBC)
6. Present post with scale of pay :
7. Date of continuous appointment :  
in the present post
8. Date of first appointment in :  
Class-I cadre of the Post
9. Educational and other qualifications  
(graduation certificate and certificate  
for higher professional qualification  
to be enclosed)

Examination	University	Year of passing	Class and percentage obtained	Special subjects

**10. Details of fulfilling qualifying service:**

Post	Scale (both revised & pre-revised)	Period		
		On regular basis	On officiating/Adhoc basis	On Deputation basis

Note: (1) All columns must be clearly filled in.

(2) Pay scale granted as financial upgradation under Modified Assured Career Progression Scheme (MACPS) should not be indicated as it is not a regular service in the grade.

11. Details of employment/ :  
Experience in chronological order

Name of the organisation	Posts held	Scale of pay	From	To	Nature of duties

12. Any outstanding achievement in the :  
Posts so far held (give brief note)

13. Any other information that applicant :  
may like to mention (give brief note)

In the event of my selection to the above post, I will not withdraw and undertake to accept the posting.

(Signature of the Applicant)

Place:

Date:

Certificate to be given by Head of Office of the applicant.

1. The particulars furnished by the applicant are correct and he/she fulfills the eligibility criteria.
2. The veracity of educational qualification certificates are correct.
3. No disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from vigilance angle.
4. His/Her integrity is certified.
5. No major/minor penalties have been imposed on the applicant during the last 10 (ten) years. If any, kindly indicate details thereof.
6. Attested copies of ACRs for the last five years (1.4.2014 to 31.03.2019) are enclosed.

SIGNATURE OF THE CHAIRMAN/DY.CHAIRMAN  
WITH SEAL

- Note:
1. Applicant may enclose self-attested copies of certificates in support of the educational and other qualifications.
  2. Applicant may enclose copies of documents in support of employment in organisations other than in Major Port Trusts.

# **RECRUITMENT RULES FOR THE POST OF FA & CAO (HOD) 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.	FA & CAO (Category-1 Ports)	1	CL-I HOD	20500-500-26500 (revised Rs.51300-73000)	Selection	--	45 yrs	Essential a) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. b) 17 years experience in Executive cadre in the field of Finance Accounting in an /Industrial Commercial/Govt. undertaking.	a) No b) Yes c) No	N.A.	By absorption through composite method failing which by deputation and failing both by direct recruitment	For absorption through composite method, Officers holding analogous posts or in the posts of FA & CAO in category-II Ports with 2 years regular service in the grade or Officers holding posts in the scale of pay of Rs.17500-22300 (revised scale of pay of Rs.36600-62000) with four years regular service in the grade or Officers holding posts in the scale of pay of	14.

[illegible]