



VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

ISO-9001

ISO-14001

OHSAS-18001

No. C2/Rect./Sr. PO/2019

Dt.10.09.2019

To

Sir,

Sub: Filling up of the vacant post of Senior Personnel Officer (Class-I) on scale of pay of Rs.32900 - 58000 on deputation basis in General Administration Department of Visakhapatnam Port Trust – Reg.

It is proposed to fill up the post of Senior Personnel Officer (Cl.I) on scale of pay of Rs.32900-58000 on deputation basis in General Administration Department of Visakhapatnam Port Trust as per the Employment Notification (enclosed) as per the terms and conditions (enclosed).

It is requested to circulate the proposal to fill up the above post amongst eligible officers of your Port Names of the eligible and willing officers, who satisfy the Employment Notification for the post of Senior Personnel Officer (Cl.I) together with their applications, as per the bio-data proforma (enclosed), along with the following documents may be furnished to the undersigned on or before **01.11.2019**.

- 1) Copies of ACRs of the applicant 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 certificate to that effect may be attached.
- 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 and revised instructions issued thereon.

The officer appointed on deputation will be governed by the enclosed terms and conditions of deputation. The period of deputation shall not ordinarily exceed 3(three) years and in any case not to exceed 05(five) years.

It is informed that, if he/she selected to the post of Senior Personnel Officer on scale of pay of Rs.32900-58000 in General Administration Department of Visakhapatnam Port Trust 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 ACRs/advance copies or otherwise found in complete without enclosures will not be considered. All Ports are requested to forward the eligible applications within due date with all the enclosures.

Yours faithfully


for SECRETARY

Encl: As above.

Copy to: HA – D/GAD – for giving wide publicity among officers of GAD

VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

EMPLOYMENT NOTICE No.12 /2019, Dt.10.09.2019

SL. No.		
1.	Name of the Post	Sr. Personnel Officer (Cl.I)
2.	No. of Posts	1 (One) (Unreserved)
3.	Classification	Class - I
4.	Scale of Pay	Rs. 32900-58000
5.	Whether Selection or Non-selection	Selection
6.	Educational and Other qualifications prescribed for direct recruitment	<p>i) Degree from a recognised university/Institution.</p> <p>ii) 12 years experience in a Executive cadre in the field of General Administration, Personnel, Industrial Relations etc., in an/ Industrial/commercial /Govt. undertaking.</p> <p><u>Desirable:-</u></p> <p>i) Post Graduate degree/diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare/ or allied subjects or degree in Law from a recognized University/Institution.</p>
7.	Period of Deputation (in years)	Initially 3 years and in any case not to exceed 5 years subject to curtailment / extension
8.	Method of Recruitment	By deputation as mentioned in below columns
9.	In case of recruitment by deputation, grades from which it should be made.	For DEPUTATION, Officers holding analogous posts or holding posts of Personnel Officer or equivalent posts in respective discipline of Personnel & IR Division in the scale of pay Rs. 24900-50500 (pre-revised scale Rs. 13000-18250) 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 the ACRs will not be below "very Good"

(Continued)

Other conditions:

1. The appointment will be on deputation as per the terms and conditions enclosed.
2. Applicants should furnish their bio-data as per the proforma enclosed through the Competent Authority of their respective organization by post only. No applications by e.mail / Fax are accepted.
3. Age limit for deputationist is not prescribed, but maximum age limit for an appointment made on deputation does not exceed 56 years on the closing date of application.
4. Applicants should furnish the duties and responsibilities held by them in their existing post duly attested by the Competent Authority of their respective organization including Pay and DA pattern.
5. Organizations, which are forwarding the applications, should enclose ACRs for the last 5 years duly attested on the each page of the ACR of the applicants along with the clearance from Disciplinary/Vigilance angle.
6. No advance copy of application from the applicant will be accepted. Competent Authority of the respective Organisation must forward every application. Those applications, which are forwarded by the Competent Authority of the respective Organisation with in the due date will only be considered.
7. Incomplete applications and applications received after due date and applications which are not forwarded by the Competent Authority of respective Organisations will summarily be rejected. In such cases, no correspondence from the applicants shall be entertained.

In view of the above, interested candidates may furnish their applications with full particulars of Name, Address, Date of Birth, Qualifications and Experience etc., as detailed in the proforma enclosed, with copies of certificates duly attested should be sent through the Competent Authority of their Organization by post only to reach "The Secretary, Visakhapatnam Port Trust, Visakhapatnam-530 035" on or before 01.11.2019.

The above information is also available in Port Website - www.vizagport.com

for SECRETARY

APPLICATION FORM

Photograph (3.5cmx3.5cm)

Post applied for: Senior Personnel Officer

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 executive cadre in a 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.

TERMS AND CONDITIONS OF DEPUTATION FOR THE POST OF
SENIOR PERSONNEL OFFICER (CL-I) IN GENERAL ADMINISTRATION DEPARTMENT,
VISAKHAPATNAM PORT TRUST

1. PERIOD OF DEPUTATION

The period of deputation will be of 3 (three) years initially from the date of taking overcharge of the post subject to curtailment / extension and in any case not to exceed 05 (five) years.

2. PAY & Allowances

During the period of deputation Shri/Smt _____ will have the option either to get his/her pay fixed in the scale of Rs.32900-58000 attached to the post of Senior Personnel Officer (Cl.I) in Visakhapatnam Port Trust under the normal rules or the pay attached to the post held by him in his/her parent department viz., _____ plus Deputation (duty) Allowance in accordance with and subject to the conditions as modified from time to time and such general or special orders issued by the Ministry of Shipping in this regard.

3. DEARNESS ALLOWANCE

Shri/Smt _____ will be entitled to dearness allowance under the rules of the parent Department/ Organization or under the rules of Visakhapatnam Port Trust according as he/she retains his/her scale of pay under the parent Department/ Organization or he/she draws pay in the scale attached to the post under the Visakhapatnam Port Trust.

4. JOINING TIME PAY AND TRANSFER T. A.

He/She will be entitled to TA and joining time both on joining the post in Visakhapatnam Port Trust and on reversion there-from to his/her parent Department/ Organization under the rules of Visakhapatnam Port Trust. The expenditure on this account will be borne by the Visakhapatnam Port Trust.

4 (A) T. A. FOR JOURNEY ON DUTY DURING THE PERIOD OF DEPUTATION. To be regulated under rules of the Visakhapatnam Port Trust.

5. LOCAL ALLOWANCES LIKE COMPENSATORY (CITY ALLOWANCE & HRA):

To be regulated under the rules of Visakhapatnam Port Trust. He/She is not entitled to HRA in case he/she is provided VPT Residential Accommodation.

6. LEAVE AND PENSION

During the period of deputation, he/she will continue to be governed by the leave, pension, Rules of the parent Department/ Organization applicable to him before his deputation to Visakhapatnam Port Trust. The Visakhapatnam Port Trust shall pay the Leave Salary and Pension Contribution to his/her parent Department/ Organization in respect of his/her period of deputation in accordance with the orders issued by the Government under F. R. 116 within 15 days from the end of each financial year or the end of the deputation if the deputation expires before the end financial year. The Leave Salary and Pension contribution shall be paid at the rates intimated by the parent Department/ Organization. The leave salary in respect of the leave availed during deputation period shall be borne by the parent Department/ Organization.

(Continued)

7. PROVIDENT FUND BENEFITS

During the period of deputation he/she will be governed by the rules of parent Department/ Organization. The Visakhapatnam Port Trust will deduct the subscription by contribution on this account from his/her pay and allowances and remit it to the parent Department/ Organization.

8. MEDICAL ATTENDANCE & TREATMENT

The deputationist will be entitled to Medical Attendance & In-patient Treatment facilities under the rules of Visakhapatnam Port Trust.

9. RESIDENTIAL ACCOMMODATION

He/She will be entitled to residential accommodation according to the rules of Visakhapatnam Port Trust, when residential accommodation is provided by the Visakhapatnam Port Trust, he/she will have to pay rent to the Visakhapatnam Port Trust as per the Regulations of VPT plus additional charges for Water and Electricity etc., as per the rules of Visakhapatnam Port Trust.

10. INSURANCE SCHEME:

The Visakhapatnam Port Trust will deduct the contribution on this account from his/her pay and Allowance and remit it to parent Department/ Organization.

11. RESIDUARY MATTER:

All matters relating to the conditions of service not covered by the paras 1 to 10 above will be governed by the rules and orders applicable to him/her in parent Department/ Organization.

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 recruit ment (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.	Senior Personnel Officer	1	Class-1	32900-58000	Selection	--	42 yrs.	<p>Essential:</p> <p>i) Degree from a recognised university/Institution.</p> <p>ii) 12 years experience in a Executive cadre in the field of General Administration, Personnel, Industrial Relations etc., in an/ Industrial/commercial /Govt. undertaking.</p> <p>Desirable:-</p> <p>i) Post Graduate degree/diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare/ or allied subjects or degree in Law from a recognized University/Institution.</p>	<p>(a) No</p> <p>(b) Yes</p> <p>(c) No</p>	2	By absorption through composite method failing which by deputation from other Govt.organizations and failing both by direct recruitment.	For absorption through Composite method, Officers holding analogous posts or the post of Personnel Officer or Officers holding equivalent posts in the respective discipline of Personnel and IR Div. in the scale of pay of Rs.24900-50500 with 03 years regular service in the grade in a Major Port Trust or Personnel Officer or equivalent officer in the respective discipline of Personnel and IR division 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 (pre-revised Rs.10750-16750) and Rs.24900-50500 in the respective discipline of Personnel & IR Div. of Major Port Trust will be eligible. For DEPUTATION, Officers holding analogous posts or holding posts of Personnel Officer or equivalent posts in respective discipline of Personnel & IR Division in the scale of pay Rs. 24900-50500 (pre-revised scale Rs. 13000-18250) 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 the ACRs will not be below "very Good"	