



VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

ISO-9001

ISO-14001

OHSAS-18001

No.C2/Rect./Sr. ATM (CI-I)/2019
Dt. 03.12.2019

1881

To

The chairmen,
All Major Port Trusts

Sir,

Sub: Filling up the vacant post of Senior Assistant Traffic Manager (CL-I) on scale Rs.10750-16750 (revised scale Rs.20600-46500) on absorption/deputation basis, of Traffic Department of Visakhapatnam Port Trust.

It is proposed to fill up the vacant post of Senior Assistant Traffic Manager (CL-I) on scale Rs.10750-16750 (revised scale Rs.20600-46500) on absorption/deputation basis, of Traffic 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 eligible and willing officers, who satisfy the Employment Notification for the post of Senior Assistant Traffic Manager (CL-I) together with their applications, as per the bio-data pro-forma enclosed, along with the following documents, may be furnished to the undersigned on or before 20.01.2020

Copies of ACRs of the applicant for the last five years (up to March, 2019). Non-availability certificate is necessary in case of non-availability of ACR to that particular year.

- 1) Attested copies of all certificates.
- 2) No Objection Certificate of respective Port.
- 3) An Undertaking of the applicant not to withdraw, if selected.
- 4) Vigilance/Administrative clearance of the concerned Port.

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

It is informed that, if he/she selected to the post of Senior Assistant Traffic Manager (CL-I) on scale Rs.10750-16750 (revised scale Rs.20600-46500) of Traffic Department in 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 the ACR's or otherwise found incomplete will not be considered.

Yours faithfully,


for SECRETARY

Encl: As above.

VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

EMPLOYMENT NOTICE No.15/2019, Dt.02.12-2019

SL. No.		
1.	Name of the Post	Sr. Assistant Traffic Manager
2.	No. of Posts	01 (one) (Unreserved)
3.	Classification	Class – I
4.	Scale of Pay	Rs.10750-16750 (revised scale of pay of Rs.20600-46500)
5.	Whether Selection or Non-selection	Selection
6.	Upper Age limit	35 years
7.	Educational and Other qualifications prescribed for direct recruitment	<u>Essential</u> 1) A degree from a recognized university 2) 5 (five) years experience in shipping/ cargo operations/ railway transportation in executive cadre in an Industrial / Commercial/ Govt. undertaking.
8.	Whether A) Age B) Educational Qualifications C) Experience For Direct recruits Will apply in the case of promotion / absorption / deputation	a) No b) Yes c) No
9.	Period of Probation (in years)	2 years
10.	Method of Recruitment	By absorption/deputation.
11.	In case of recruitment by deputation, grades from which it should be made	Absorption/ deputation will be of Officers holding analogous posts or post of Asst. Traffic Manager Gr.I (existing A.T.M. (CL.I)) in the scale of pay of Rs.9100-15100 with 5 years regular service in the grade in a Major Port Trust.

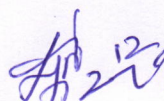
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Other conditions:

1. The appointment will be on deputation as per the terms and conditions enclosed.
2. Applicants should furnish their bio-data as per the pro-forma enclosed through the Competent Authority of their Organisation.
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 Organisation 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, 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 pro-forma enclosed, with copies of Certificates duly attested should be sent through the Competent Authority of their Organisation to reach "THE SECRETARY VISAKHAPATNAM PORT TRUST, VISAKHAPATNAM -530035" on or before **20.01.2020**

The above information is available in Port Web site No. www.vizagport.com


for SECRETARY

RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT TRAFFIC MANAGER IN TRAFFIC DEPARTMENT 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.		3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
1.	Sr. Asst. Traffic Manager	1	CL-I	10750 - 16750 (revised scale of pay of Rs. 20600-46500)	Selection	--	35	<p><u>Essential</u></p> <p>1) A degree from a recognized university</p> <p>2) 5 (five) years experience in shipping/ cargo operations/ railway transportation in executive cadre in an Industrial / Commercial/ Govt. undertaking.</p>	<p>a) No</p> <p>b) Yes</p> <p>c) No</p>	2 years	By promotion failing which by absorption/ deputation, failing both by direct recruitment	Promotion from Asst. Traffic Manager Gr.I (existing A.T.M. (CL.I)) in the scale of pay of Rs.9100-15100 (pre-revised) with 5 years regular service in the grade failing which Asst. Traffic Manager Gr.I (existing A.T.M. (CL.I)) in the scale of pay of Rs.9100-15100 with 2 years regular service in the grade and a combined regular service of 8 years in	

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APPLICATION FORM

Photograph
(3.5cmx3.5cm)

Post applied for: Senior Asst. Traffic Manager

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 OF THE POST OF
SENIOR ASSISTANT TRAFFIC MANAGER (CL-I) OF TRAFFIC DEPARTMENT OF
VISAKHAPATNAM PORT TRUST.

1. PERIOD OF DEPUTATION

The period of deputation will be of 3 (three) years from the date of taking overcharge of the post subject to curtailment / extension.

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.10750-16750 (revised scale of Rs.20600-46500) attached to the post of Senior Assistant Traffic Manager (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 Prot 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 & 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. CHILDREN'S EDUCATIONAL ALLOWANCE & REIMBURSEMENT OF TUITION FEE

The deputationist will be eligible to claim CEA & Reimbursement of Tuition fee in respect of his/her children under the Visakhapatnam Port Trust Regulations subject to the fulfillment of the conditions prescribed therefore from time to time. He/She cannot claim both the concessions in respect of the same child. If the deputationist opts Ports scale, he is not entitled to the above allowance, as the same was the part of CAFETERIA allowance.

11. LEAVE TRAVEL CONCESSION:

The Visakhapatnam Port Trust shall allow and bear the expenditure on account of LTC as admissible to him/her under the Visakhapatnam Port Trust (LTC/Home Town) Regulations. If the deputationist opts Ports scale, he is not entitled to LTC, as the said allowance was the part of CAFETERIA allowance.

12. 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.

13. RESIDUARY MATTER:

All matters relating to the conditions of service not covered by the paras 1 to 12 above will be governed by the rules and orders applicable to him/her in parent Department/ Organization.