



VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

ISO-9001

ISO-14001

OHSAS-18001

To

Chairman
At Major Port
Sir,

No. C2/Rect./Sr. PO/2020
Dt. 17.07.2020

Sub: Filling up of the vacant post of Sr. Personnel Officer (CL-I) on scale Rs.80000-220000 by absorption through Composite method, in General Administration Department of Visakhapatnam Port Trust – Reg.

It is proposed to fill the post of Sr. Personnel Officer (CL-I) on scale of pay of Rs.80000-220000 in GAD of VPT. As per RRs the post is to be filled up by 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 (pre-revised) 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) and Rs.24900-50500 in the respective discipline of Personnel & IR Div. of Major Port Trust will be eligible. The selection is by merit for which the benchmark in overall grading in the ACR's will not be below "Very Good". (RR enclosed).

Eligible candidates have to apply through "Online Application Portal" (OAP) of the Ministry of Shipping and a print-out of the online applications should be sent through proper channel along with following mentioned documents:

The names of the eligible and willing officers, who satisfy the above provisions in the approved Recruitment Rules for the post of Sr. Personnel Officer (CL-I) may be forwarded together with their applications in the prescribed format (enclosed) along with the following documents to this Port Trust on or before 31.07.2020. The crucial date of determining the Qualifications, experience and age is 01.07.2020.

- 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, 2020). If ACR for a particular year/period is not available, the certificate to that effect may be attached.
- 2) Attested copies of all certificates.
- 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 also revised instructions issued thereon.

It is informed that, if he/she selected to the post of Sr. Personnel Officer on scale Rs.80000-220000 in General Administration Department of Visakhapatnam Port Trust, by absorption through Composite Method of Recruitment will be governed by the Service Rules and Regulations of VPT in force as amended from time to time.

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.

Yours faithfully,

for SECRETARY.

Encl: As above.

Copy to: HA –D Group – for wide publicity among eligible officers

Grams: PORTRUST ♦ FAX: 0891-2565023, STD: 0891 Phone: 2876000 ♦
Visakhapatnam-530 035 (Andhra Pradesh) E-Mail: info@vizagport.com

APPLICATION FORM

ANNEXURE-I

Photograph
(3.5cmx3.5cm)

Post applied for: **Sr. Personnel Officer by absorption through Composite Method**

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 (in terms of Ministry's letter No.A-12022/10/05-PE-E dt.01.02.2017. If any Major or Minor Penalty has been imposed on the applicant during last 10 years the details of the disciplinary case leading to such penalty along with necessary documents will have to be sent).
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.

Sl. No.	Name of the post	No of posts	Classification	Scale of pay (Rs.)	Whether selection or Non-selection	Whether the benefit of years added 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 and/ 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>	<p>(a) No</p> <p>(b) Yes</p> <p>(c) No</p>	2	<p>By absorption through composite method failing which by deputation from other Govt.organizations and failing both by direct recruitment</p>	<p>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"</p>	