



VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

ISO-9001

ISO-14001

OHSAS-18001

No. C2/OE/Rect./HM/2021/3986
Dt. 17.07.2021

To

*The chairmen
All Major Port Trusts*

Sir,

Sub: Filling up the post of Harbour Master (Dy.HOD) on scale of pay of Rs. 100000 - 260000 in Visakhapatnam Port Trust, by absorption through Composite Method of Recruitment – Reg.

The post of Harbour Master (Dy. HOD) on scale of pay of Rs.100000-260000 in Visakhapatnam Port Trust will fall vacant w.e.f.01.11.2021. The post is to be filled by absorption through Composite Method, from eligible and willing officers of Major Port Trusts, fulfilling eligible criteria prescribed in the Recruitment Rule for the said post. The copy of Recruitment Rule is enclosed at **Annexure-I**.

2. The selection is by Merit for which overall grading in ACR/APAR will not be below very good.
3. The application through proper channel may sent in the prescribed proforma enclosed as **Annexure – II** along with the following documents in an envelope, super scribing 'Application for the post of Harbour Master in Visakhapatnam Port Trust, so as to reach the office of Secretary, Visakhapatnam Port Trust, Administrative Office Building, Visakhapatnam, Andhra Pradesh on or before **16.08.2021**.
4. Eligible candidates have to apply through 'Online Application Portal' (OAP) of the Ministry of Shipping and a print-out of the online application should be sent through proper channel, along with the following documents, within the stipulated time.
 - a) Copies of ACRs / APARs for the last 5 years, 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 last available ACRs/APARs may be furnished with a non-availability certificate.
 - b) Attested photocopies of all certificates, and proof of educational qualification present and past work experience in the respective post and pay scale.
 - c) No Objection Certificate from the respective Port (**Annexure-III**)
 - d) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected.
 - e) Vigilance /Administrative clearance of the concerned Port, as per enclosed proforma prescribed by the Ministry (**Annexure-IV**).

- f) The veracity of the qualification certificates and the recognition of the degree obtained by the applicant may be ensured and certified.
- g) Two recent passport size photographs.
4. 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.
5. It is informed that, if he/she selected to the post of Harbour Master on scale Rs.100000-260000 in Marine Department of 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.
6. The Crucial date for determining the eligibility criteria as regards to the qualification, experience, age etc. is **01/11/2021**
7. Incomplete application or application received after the due date or otherwise application received not through proper channel will not be considered.

Yours faithfully,


for SECRETARY

Encl: As stated above.

Copy to: Dy. Conservator – for information among eligible Officers in Marine department

Copy to: Joint Director with a request to upload the vacancy Circular on VPT website and the same may be deleted after last date.

RECRUITMENT RULES FOR THE POST OF HARBOUR MASTER (Dy. HOD) IN VISAKHAPATNAM PORT TRUST

Sl. No	Name of the post	No of posts	Classification	Scale of pay (Rs.)	Whether Selection or non Selection in 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.	Harbour Master	1	CL-I	18500-450-23900 (revised Rs.1000000-2600000)	Selection	--	45 Years	1. Must hold a certificate of competency as master of foreign going ship issued by the Ministry of shipping Govt. of India or an equivalent qualification recognized by the Ministry of Shipping Govt. of India 2. Must hold Pilot license and have 8 years experience either as Master of foreign Going Ship or in Piloting or cumulative.	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 by composite method, officers holding analogous posts or Dock Master/Master Pilot/Dredging Superintendent etc. in the scale of pay of Rs.90000-240000 (pre-revised 17500 - 22300) with 2 years regular service in the grade in a Major Port are eligible. For deputation, officers holding analogous posts or holding post of Dock	Existing post of senior Dock Master Dy. Harbour Master in the scale of pay of Rs.18500-23900 will be re-designated as Harbour Master

[illegible]

Pro-forma

B I O - D A T A

Photograph (3.5cmx3.5cm)

Post applied for: Harbour Master (Dy. HoD) 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. Whether belongs to 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 as on (01.11.2021):

Name of the Major Port	Post held	Scale (both revised & pre-revised)	Period			Nature of duties
			From	To	Total Service	

11. Any other relevant information:

12. suitability for the post :

13. Enclosures :

UNDERTAKING

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:

ANNEXURE-III

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

Shri.....Designation.....

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 (1.4.2016 to 31.03.2020) are enclosed.

SIGNATURE OF THE CHAIRMAN/DY.CHAIRMAN
WITH SEAL

VISAKHAPATNAM PORT TRSUT

Particulars of the Officer for whom Vigilance Comments / Clearance is being sought.
(To be furnished and signed by the CVO or HOD)

1.	Name of Officer (in full)		
2.	Father's Name		
3.	Date of Birth		
4.	Date of Retirement		
5.	Date of Entry in to Port Service		
6.	Service to which the Officer belongs including batch/year Cadre etc., where applicable.		
7.	Positions held (During the ten preceding years)		
S.N	Designation & Place of Posting	From	To
8.	Whether the officer has been placed on the "Agreed list" or "List of officers on doubtful integrity" (if yes, details to be given)		
9.	Whether the allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, with what result (*)		
10.	Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and details of the penalty (*)		
11.	Is any disciplinary / criminal proceedings or Charge-sheet pending against the officer as on date (if so details to be furnished including reference no, if any of the commission.		
12.	Is any action contemplated against the officer as on date. (If so, details to be furnished) (*)		
13.	Whether the officer/official has submitted his/her annual immovable property return of the previous year as required under Rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed limit.		

Date:

(Name & Signature)

(*) If Vigilance Clearance had been obtained from the Ministry / CVC in the past, the information may be provided for the period thereafter.