



**VISAKHAPATNAM PORT AUTHORITY  
GENERAL ADMINISTRATION DEPARTMENT  
(PERSONNEL DIVISION)**

**By Speed Post / Email**

To  
The Chairperson,  
All Major Port Authorities.  
(As per list attached)

No.IGAD/C2/Rect./PO/2023  
Dt. 06.12.2023

07

Sub:- Filling up of the post of Personnel Officer (Cl.I) in the scale of pay of Rs.60,000-1,80,000 in Personnel & I.R. Division under the General Administration Department, Visakhapatnam Port Authority on absorption/deputation basis – Reg.

Sir,

1. One post of Personnel Officer (Class - I) on Scale of Rs. 60,000 - 1,80,000 in Personnel Division of General Administration Department is fallen vacant from 30.12.2017. On the Ministry Directions vide letters Dt. 19.11.2019 & 27.12.2019, a proposal was sent to the Ministry vide VPA letter Dt. 28.06.2019, 27.09.2022, 06.02.2023, 21.03.2023, and 15.11.2023 requesting to communicate its approval for filling up of the posts where the recruitment action has already been initiated/processed to fill the said posts by Direct Recruitment in VPA.
2. Pending / Subject to approval of the Ministry orders, applications are invited for filling up of the post of Personnel Officer (Cl.I) in the scale of pay of Rs.60,000-1,80,000 by absorption/deputation basis from the eligible and willing Officers of Major Port Authorities, fulfilling the eligibility criteria prescribed in the Recruitment Rule enclosed at **Annexure-I**.
3. The applications through proper channel may be forwarded in the prescribed proforma enclosed as **Annexure-II**, along with the following documents duly superscribing on the envelop "Application for the post of Personnel Officer (Class – I) in Visakhapatnam Port Authority" so as to reach the office of the Secretary, Visakhapatnam Port Authority, 1<sup>st</sup> Floor, Administrative Office Building, Port area, Visakhapatnam-530 0035 on or before **Dt. 18.01.2024**
  - i) Attested photocopies of Educational & Professional qualifications.
  - ii) Attested photocopies of ACRs /APARs of the applicant for the last five years from 2018-19 to 2022-23.
  - iii) No-objection Certificate of the respective Port.
  - iv) An undertaking of the applicant not to withdraw, if selected.
  - v) Administrative & Vigilance clearance of the concerned Port in the pro-forma prescribed by the Ministry (**Annexure-IV**).
  - vi) Certificate by Head of office of the Applicant as per the format (**Annexure-III**).
  - vii) Two recent passport size photograph in a sealed envelope.
  - viii) Service Particulars & APAR Grading Statement as per the format (**Annexure-VI**)
4. The crucial date for determining the eligibility criteria would be last date of closing of application, i.e. **18.01.2024**
5. Application received through proper channel within the due date along with above mentioned requirements only be considered for the said post. Incomplete and application without required documents will not be considered.
6. The officer withdrawing his candidature after he got selected shall be liable for debarment from future selection to any posts in this Port Authority for a period of two (2) years.

Contd....02

7. Visakhapatnam Port Authority reserves the right to make any changes if need arises, without assigning any reason thereof.
8. Decision of the Appointing Authority would be final, with regard to all matters connected with the recruitment.
9. Terms and Conditions of Deputation are enclosed at **Annexure-V**.

Encl: As above

Yours faithfully,

  
for **SECRETARY/VPA**

**Copy to:** Jt. Director (R&P) with a request to upload the Circular in VPA Website.

**RECRUITMENT RULES FOR THE POST OF PERSONNEL OFFICER IN GENERAL ADMINISTRATION DEPARTMENT, VPA**

Sl. No.	Name of the Post	No. of Posts	Classification	Scale of Pay	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	Where (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.	Personnel Officer	01	Class-I	60000-180000	Selection	--	40	<p><b>Essential :</b></p> <p>(i) Degree from a recognised university / Institution.</p> <p>(ii) 09 yrs experience in Executive cadre in the field of General Administration, Personnel, Industrial Relations etc., in an Industrial / Commercial / Govt. undertaking</p> <p><b>Desirable:</b> Post Graduate Degree / Diploma in Personnel Management / Industrial Relations / Social Work / Labour Welfare OR allied subjects OR Degree in a Law from a recognised University / Institution</p>	<p>a. No.</p> <p>b. Yes</p> <p>c. No</p>	2	By promotion failing which by absorption / deputation, failing both by Direct Recruitment.	Promotion from Dy.Personnel Officer / Sr.Welfare Officer / in the scale of pay of Rs.10,750-16750 with 4 yrs regular service in the grade failing which Dy.Personnel Officer / Sr.Welfare Officer / with 2 years regular service in the grade and a combined regular service of 9 yrs. in the scales of pay of Rs.10,750-16,750 & Rs.9,100-15,100 in the respective discipline of pers. & I.R. Div.	Absorption / deputation will be of Officers holding analogous posts or Dy.Personnel Officer / Sr.Welfare Officer / or equivalent posts in the respective discipline of Pers. & I.R. Div. in the scale of pay of Rs.10,750-16,750 with 4 yrs. Regular service in the grade in a Major Port Trust.