



ISO 9001, ISO 14001, OHSAS - 18001

VISAKHAPATNAM PORT AUTHORITY

By Speed Post / E.mail

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

No.IGAD/C2/Rect./Dy.CAO/2024  
Dt. 07.06.2024

Sub: Filling up of the post of Deputy Chief Accounts Officer (Class - I) in the scale of pay of Rs.60,000-1,80,000/- in Finance Department, Visakhapatnam Port Authority on absorption / deputation basis – Reg.

Sir,

1. Applications are invited for filling up of one post of Deputy Chief Accounts Officer (Cl.I) in the scale of pay of Rs.60000-180000 in Finance Department at Visakhapatnam Port Authority by absorption / deputation basis from the eligible and willing Officers of Major Port Authorities, who possess the prescribed qualifications, experience, as mentioned in the Recruitment Rule, enclosed at **Annexure-I**.

2. You are requested to circulate the vacancy amongh the eligible officials of your Port and forward the applications who satisfy the requirements in the prescribed pro-forma (**Annexure – II**) duly supescribing on the envelop "Applications for the post of Dy. Chief Accoutns Officer" to the SECRETARY, VISAKHAPATNAM PORT AUTHORITY 1<sup>st</sup> Floor, Administrative Office Building, Port area, Visakhapatnam-530 0035, on or before. **08.07.2024** with the following relevant documents :-

- a) Certified copies of ACRs/APARs of the applicant for the last 5 years ( 2018 – 2019 to 2022 – 2023) duly attested by an officer, not below the rank of Deputy Head of Department, on each of the page. If ACR /APAR for a particular year / period is not available, No report certification / Non availability certificate may be furnished along with APARs of the preceeding years.
- b) Attested copies of all certificates towards proof of educational qualifications, present and past work experience in the respective post and pay scale, duly verified by the administrative port may be sent along with the application to VPA.
- c) Undertaking of the applicant to the effect that the candidature will not be withdrawn from the post, if selected.
- d) No Objection Certificate issued by the Competent Authority from the respective Ports (**Annexure- III**).
- e) Vigilance / Administrative Clearance certificate of the officer in the prescribed proforma (**Annexure- IV**).
- f) The veracity of the University Certificates and the recognition of the Degree obtained by the applicant may be ensured and certified (**Annexure – V**)
- g) 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 along with the application.
- h) Complete service details of the applicant with posts held till date in the prescribed format at **Annexure - VI**.

Contd....2