



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- c) Undertaking of the applicant to the effect that the candidature will not be withdrawn from the post, if selected.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**.

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VISAKHAPATNAM PORT AUTHORITY

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4. The Officer selected for the post of Dy. CAO (Class – I) will be appointed on absorption/deputation basis and will be governed by the terms and conditions, prescribed by the Central Government. **Annexure – VII.**

5. No advance copy of the 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, within the due date, will only be considered. Incomplete applications, applications received after the last date / without ACRs / APARs / without enclosures, etc. will not be considered.

6. The crucial date of determining the eligibility criteria w.r.t, educational qualifications, experience and age will be last date of closing of applications i.e. **08.07.2024.**

7. The last date of submission of application is **08.07.2024** Port Authorities are requested to forward the applications with complete details, so as to reach the undersigned on or before **08.07.2024.**

7. The Circular along with Annexures are also available on VPA website [www.vizagport.com](http://www.vizagport.com)

Encl: 1. Annexure-I	Copy of Recruitment Rules for the post of Dy. CAO.
2. Annexure-II	Application for the post.
3. Annexure-III	No Objection Certificate to be given respective Port.
4. Annexure-IV	Vigilance / Administrative Clearance prescribed proforma.
5. Annexure-V	Head of office Certificate
6. Annexure-VI	Service Details in the prescribed format.
7. Annexure-VII	Terms & Conditions of Deputation.

Yours faithfully,

for SECRETARY

VISAKHAPATNAM PORT AUTHORITY

सचिव / SECRETARY

विशाखपट्टणम पोर्ट ट्रस्ट

विशाखपट्टणम-530 035

Visakhapatnam -530 035

Copy to:

The Secretary to the Govt. of India,  
Ministry of Ports, Shipping & Waterways,  
Ports Wing, New Delhi – 110 001.

Attn: Shri P.K.Roy, Director (PHRD)

– for kind information.

Copy to : MD, IPA, New Delhi – 110003 – for kind information and with a request to upload vacancy circular on IPAs website.

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

Copy to: FA&CAO - for formation and necessary action.

Copy to : Notice Board.

**RECRUITMENT RULES FOR THE POST OF DY. CHIEF ACCOUNTS OFFICER IN FINANCE DEPARTMENT,  
VISAKHAPATNAM PORT AUTHORITY**

Sl. No	Name of the post	No of posts	Classi-fication	Scale of pay (Rs.)	Whether Selection or non-Selection post	Whether the benefit of added years of 9 services 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	R E M A R K S
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14
1.	Dy. Chief Accounts Officer	1	CL-I	13000-350-18250 (revised scale of pay of Rs. 24900-50500/60000-180000)	Selection	Yes	40 yrs.	<p><b>Essential</b></p> <p><b>a)</b> Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.</p> <p><b>b)</b> 9 years' experience in Executive cadre in the field of Finance, Accounting in an Industrial/Commercial / Govt. undertaking.</p>	<p><b>a)</b> No</p> <p><b>b)</b> No, However a degree from a recognized university is essential</p> <p><b>c)</b> No</p>	2 yrs	By promotion failing which by absorption/ deputation, failing both by direct recruitment	<p>By promotion from Sr. Accounts Officer (existing Dy. FA &amp; CAO) in the scale of pay of Rs.10750-16750 with 4 years regular service in the grade failing which Sr. Accounts Officer (existing Dy. FA &amp; CAO) in the scale of pay of Rs.10750-16750 with 2 years regular service in the grade and a combined regular service of 9 years in the scales of pay of Rs.10750-16750 and Rs.9100-15100 in respective discipline of Finance Dept.</p> <p><b>Absorption/Deputation will be of Officers holding analogous posts or post of Sr. Accounts Officer (existing Dy. FA&amp; CAO) in the scale of pay of Rs.10750-16750 with 4 years regular service in the grade in a Major Port Trust.</b></p>	

**VISAKHAPATNAM PORT AUTHORITY  
GENERAL ADMINISTRATION DEPARTMENT**

Affix recent  
passport  
size photo

**APPLICATION FOR THE POST OF: Deputy Chief Accounts Officer (CLASS-I)**

1. Full Name (in Block letters) :
2. (a) Address for communication :  
(b) Telephone No./Mobile No. :  
(c) E-mail Address :
3. Present post with scale of pay :
4. Date of Continuous Appointment in the Present post. :
5. Date of initial appointment and In Class – I cadre (in the Port Sector) :
6. Date of Birth & Age as on date of Circular :  
(Attested copy of proof shall be enclosed)
7. Date of Superannuation/Retirement :
8. Whether belongs SC/ST/OBC :  
(Copies of certificates shall be enclosed)
9. Educational & other qualifications :  
(copies of certificates shall be enclosed)

Examination	University	Year of passing	Class and percentage obtained	Special subjects

**10. Details of employment/experience in Chronological order:**

Name of the Major Port Authority	Post held & Category	Scale of Pay	From	To	Nature of duties Regular / Ad-hoc / officiating

**10. Details of fulfilling qualifying service in the feeder grade:**

	Period		
	Post on Regular basis (From – To)	Post on officiating basis (From – To)	Against Temporary post (From – To)
*Rs.60000-180000- (pre-revised Rs.24900-54500)			
*Rs.50000-160000- (pre-revised Rs.10750-16750)			
*Rs.50000-160000- (pre-revised Rs.9100-15100)			

- 1) The above columns shall be clearly filled in
- 2) \*Pay scale granted as financial up-gradation 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 Major Port Authority	Post held & Category	Scale of Pay	From	To	Nature of duties Regular / Ad-hoc / officiating

12. Languages known  
(Read, Write and Speak) :

13. Any other information desired  
to be furnished :

I do hereby declare that the particulars furnished above by me are true to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, my candidature/appointment may be cancelled/terminated without any notice. In the event of my selection to the above post, I will not withdraw and undertake to accept the appointment/posting.

(Signature of applicant)

**Place :**

**Date :**

**NO OBJECTION CERTIFICATE**

It is certified that \_\_\_\_\_ Port Authority has no objection to relieve Sri \_\_\_\_\_, \_\_\_\_\_(Designation) (Class-I) on Scale of Rs. \_\_\_\_\_, \_\_\_\_\_ Dept, \_\_\_\_\_ Port Authority of his duties in the event of his Selection to the post of DEPUTY CHIEF ACCOUNTS OFFICER (Class-I) on Scale of Rs.60,000 – 1,80,000 in Visakhapatnam Port Authority in terms of the VPA Circular Dt. .06.2024

Place.

Date.

**SIGNATURE OF THE HEAD OF OFFICE**  
**WITH SEAL.**

**ANNEXURE-IV**

**VISAKHAPATNAM PORT AUTHORITY**

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 the Officer (in full) :
2. Father's Name :
3. Date of Birth :
4. Date of Retirement :
5. Date of entry into Port service :
6. Service to which the officer belongs : Port Service  
including batch/year cadre etc.,  
wherever applicable
7. Positions held (during the ten preceding years)

Sl. No.	Organization (Name in Full)	Designation and Place of Posting	Administrative / Nodal Ministry / Dept Concerned ( in case of officers of PSU etc.,)	From	To

8.	Whether the officer has been placed on the "Agreed List" or "List of officers of Doubtful Integrity". (If yes, details to be given)				
9.	Whether any allegation of misconduct involving Vigilance angle was examined against the officer during the last 10 years and if, so with what results.				
10.	Whether any punishment were 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				
14.	Details of complaint pending against the officer as on dated.				

Date:

(Name & Signature)

(\*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.

CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE

Shri/Smt. \_\_\_\_\_

Designation: \_\_\_\_\_

1. It is certified that the particulars furnished by the applicant are correct and the incumbent fulfils the requisite eligibility criteria with regard to educational qualification and experience as specified in the RRs Annexure-I of the Circular for absorption / deputation.
2. The veracity of the educational qualification certificates and caste certificates submitted by the applicant are ensured and certified.
3. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he /she is clear from Vigilance and Administrative angle.
4. His / Her integrity is certified.
5. It is certified that No Major /Minor penalties have been imposed on the officer during the last 10(ten) years. If any, kindly indicate details thereof.
6. Attested copies of ACRs/APARs for the last five years (2018-19 to 2022-23) along with statement of grading's are enclosed.

Place:

Date :

SIGNATURE OF THE HEAD OF OFFICE  
WITH SEAL.

SERVICE PARTICULARS OF THE APPLICANTS TO BE FURNISHED BY THE PORT CONCERNED

Sl.No.	Name and Designation of the officers, DoB / DoR & Date of joining in the Port	Educational Qualifications	Posts held in the Port with Name of the Post / Method of Recruitment, category etc. (please mention adhoc / regular)	Scale of Pay	Period		Vigilance status cleared/not cleared with copy of CVO letter	Major/Minor penalty imposed for the last 10 years with date and order copies, if any	APARs Grading's for the period 2018-19 to 2022-2023 (if APAR of a particular period is not available, APARs Grading's of the preceding years may be furnished with No Report Certificate / non availability certificate for that year/period).
					From	To			
1	2	3	4	5	6	7	8	9	10

Signature of the Head of Department  
Along with official seal

**Annexure-VII**

**TERMS AND CONDITIONS OF DEPUTATION FOR THE POST OF  
DEPUTY CHIEF ACCOUNTS OFFICER (C.I.) IN  
VISAKHAPATNAM PORT AUTHORITY**

1. **PERIOD OF DEPUTATION:** The period of deputation will be 3 (three) years from date of joining in the post subject to curtailment / extension. The selected candidate may be absorbed by VPA.
2. **PAY & ALLOWANCES:** During the period of deputation the officer will have the option either to get her/his pay fixed in the deputation post under the operation of the normal rules or to draw pay of the post held by him/her in his/her parent department plus a deputation (duty) allowance in accordance with and subject to the conditions as modified from time to time and such other general or special orders issued by the Ministry of Ports, Shipping and Waterways in this regard.
3. **DEARNESS ALLOWANCE:** He /She will be entitled to dearness allowance under the rules of the parent Department/Organization or under the rules of Visakhapatnam Port Authority accordingly to which he/she retains his/her scale of Pay under the Parent Department /Organization under the rules of Visakhapatnam Port Authority.
4. **JOINING TIME PAY AND TRANSFER T.A.:** He / She will be entitled to TA and joining time both on joining the post in the Visakhapatnam Port Authority and on reversion there-from to her/his parent Department /Organization under the rules of Visakhapatnam Port Authority. The expenditure on this account will be borne by the Visakhapatnam Port Authority.
5. **TA FOR JOURNEY ON DUTY DURING THE PERIOD OF DEPUTATION:** To be regularised under the rules of Visakhapatnam Port Authority.
6. **LOCAL ALLOWANCES LIKE COMPENSATORY (CITY ALLOWANCE & HRA):** He/She is not entitled to HRA in case he/she is provided VPA residential accommodation.
7. **LEAVE AND PENSION:** During the period of deputation he/she will continue to be governed by the leave and pension rules of parent Department/Organization applicable to him/her before such transfer on deputation. The Visakhapatnam Port Authority shall pay 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 within 15 days from the end of financial year. Leave salary and Pension contribution shall be paid at the rates intimated by the parent Department/Organization. The Leave salary availed during deputation period shall be borne by the parent Department / Organization.

8. PROVIDENT FUND BENEFITS: During the period of deputation he/she will be governed by the rules of parent Department / Organization. Visakhapatnam Port Authority will deduct the subscription by contribution on this account from his/her allowances and remit it to the parent Department / Organization.
9. MEDICAL ATTENDANCE & TREATMENT: He/She will be entitled to Medical & Treatment facilities under the rules of Visakhapatnam Port Authority.
10. RESIDENTIAL ACCOMMODATION: He /She will be entitled to residential accommodation according to the rules of Visakhapatnam Port Authority, when residential accommodation is provided by the Visakhapatnam Port Authority, he/she will have to pay rent to the Visakhapatnam Port Authority as per the Regulations of VPA plus additional charges for Water and Electricity etc., as per the rules of Visakhapatnam Port Authority.
11. CHILDREN EDUCATIONAL ALLOWANCE & REIMBURSEMENT OF TUITION FEE: The deputationist is not eligible to claim CEA & reimbursement of Tuition fee in respect of his/her children, as the same is part of CAFETERIA allowance.
12. LEAVE TRAVEL CONCESSION: The deputationist is not entitled LTC, as the same is part of CAFETERIA allowance.
13. INSURANCE SCHEME: The Visakhapatnam Port Authority will deduct the contribution on this account from his/her pay and allowance and remit it to parent Department /Organization.
14. RESIDUARY MATTER: All matters relating to the conditions of service not covered by the paras 1 to 13 above will be governed by the rules and orders applicable to her/him in parent Department / Organization.

*[Handwritten Signature]*

for SECRETARY

VISAKHAPATNAM PORT AUTHORITY

सचिव /SECRETARY  
✓ विशाखपट्टणम पोर्ट ट्रस्ट  
Visakhapatnam Port Trust  
विशाखपट्टणम-530 035  
Visakhapatnam -530 035