



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./Sr. ATM/2024
Dt. 04.09.2024

Sub: Filling up of the two vacant posts of Senior Assistant Traffic Manager (Class - I) in the scale of pay of Rs.50,000-1,60,000/- (pre revised Rs. 10750 – 16750) in Traffic Department, Visakhapatnam Port Authority on absorption / deputation basis – Reg.

Sir,

1. Applications are invited for filling up of two vacant posts of Senior Assistant Traffic Manager (Cl.I) in the scale of pay of Rs.50,000-160000 (pre revised Rs. 10750 – 16750) in Traffic 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 among the eligible officials of your Port as per RRs and forward the applications who satisfy the requirements in the prescribed pro-forma (**Annexure – II**) duly superscribing on the envelop "Applications for the post of Senior Assistant Traffic Manager" to the SECRETARY, VISAKHAPATNAM PORT AUTHORITY 1st Floor, Administrative Office Building, Port area, Visakhapatnam-530 0035, on or before **07.10.2024** 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- c) Undertaking of the applicant to the effect that the candidature will not be withdrawn from the post, if selected. The officer withdrawing his candidature after he got selecte4d shall be liable for debarment from furture selection to any posts in this port authority, for a period of two years.
- 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's 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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