



ISO 9001, ISO 14001, OHSAS - 18001

## VISAKHAPATNAM PORT AUTHORITY

**By Speed Post / Email**

To  
The Secretary,  
All Major Port Authorities  
(As per list)

No. C2/Rect/Sr. Dy. Secretary/GAD/2024  
Dt. 20.09.2024

Sir,

Sub: Filling up of the vacant post of Sr. Dy. Secretary (Class – I) on scale Rs.80000 - 220000 in General Administration Department of Visakhapatnam Port Authority by absorption through Composite method of Recruitment – Reg.

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1. One post of Sr. Dy. Secretary (Class – I) (Dy.HoD) on scale of Rs.80000-220000 in General Administration Dept of Visakhapatnam Port Authority has fallen vacant with effect from 30.07.2024 AN. The post is to be filled up by absorption through Composite Method, from eligible and willing officers of Major Ports, fulfilling eligible criteria prescribed in the Recruitment Rule for the said Post. The copy of Recruitment Rule is enclosed at **Annexure-1**.

2 Applications are invited from Eligible and willing officers of all the Major Port Authorities possessing the prescribed qualifications and experience as mentioned at **Annexure – 1**. The applications shall be submitted through 'Online Application Portal' (OAP) of the Ministry of Ports, Shipping & Waterways (<http://onlinevacancy.shipmin.nic.in>) from **20.09.2024 to 21.10.2024** and a print-out of the online application should be sent through proper channel, along with the following documents superscribing "Application for the post of Sr. Deputy Secretary (Class – I) in Visakhapatnam Port Authority" on or before **06.11.2024**. No application other than OAP will be accepted.

- Copies of educational qualifications and experience.
- Undertaking of the applicants to the effect that candidatures will not be withdrawn, if selected by Service Selection Committee (**Annexure – IV**)
- A self attested Passport Size photo of the candidate to be fixed on the application.

3. The Selection is by Merit for which overall grading in ACR/APAR will not be below Very Good.

4. The instructions of the Ministry vide letters Dt.09.07.2020, 29.12.2020, 14.06.2020 and 11.08.2021 has to be strictly complied.

5. Ports have to forward the applications of suitable and willing officers who satisfy the requirements along with the following documents so as to reach SECRETARY, Visakhapatnam Port Authority, 1st Floor, Administrative Office Building, Port Area, Visakhapatnam - 530035 on or before **06.11.2024**.

- Copies of ACRs / APARs for the last 5 years (2018-19 to 2022-23) along with grading statement, duly attested by an Officer not below the rank of Deputy HOD on each of the page of the ACR. . If ACR / APAR for a particular year/period is not available, the last available five years ACRs/APARs may be furnished with a non-availability certificate so as to complete the reckoning of APARs for preceding five years.
- Attested photocopies of all certificates and proof of educational qualifications, present and past work experience in the respective post and pay scale wise, duly verified by the Port while forwarding the application.
- Administrative Clearance of the concerned Port duly signed and stamped by the Head of the Department (**Annexure – II**)
- No Objection Certificate of the respective Port to relieve the candidate (**Annexure – V**).
- Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by the SSC. (**Annexure – IV**)
- Vigilance /Administrative clearance of the concerned Port, as per enclosed proforma prescribed by the Ministry (**Annexure-III**).

Contd.....2

- g. The veracity of the University Certificates and the recognition of the degree obtained by the applicant may be ensured and certified (**Annexure – II**)
  - h. Complete statement of service details of the applicants with post held till date (**Annexure – VI**)
  - i. Two recent passport size photographs.
6. 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 application.
7. If the officer selected to the post of Sr. Dy. Secretary (Class – I) on scale Rs.800000-220000 in General Administration Department of Visakhapatnam Port Authority will be appointed on Composite Method and will be governed by the Service Rules and Regulations in force as amended from time to time and terms & conditions prescribed by the Central Government.
8. The Crucial date for determining the eligibility criteria as regards to the qualification, experience, age etc. is **21.10.2024** i.e. the last date of closing of applications in terms of MoPSW vide letter Dt. 11.08.2021 addressed to all Major Ports.
9. The Port official, who withdraws his candidature for the post after his/her selection by the Service Selection Committee, will be liable for debarment from future selection to Dy. HoD level posts in all Major Port Authorities for a period of two years in terms of Ministry's guidelines Dt. 11.08.2021
10. As per the Ministry's guidelines dated 26.09.2019, in case of receipt of advance copy of application from any candidate, his / her candidature will not be considered if his/her application is not received through proper channel from the Port within 15 days of the last date of receipt of applications. Therefore, Major Ports are requested to forward the applications with complete set of enclosures on or before **06.11.2024**. Applications received after **06.11.2024** will not be considered.
11. Incomplete application or application received after the due date or otherwise application received not through proper channel will not be considered. Applications received through proper channel will only be considered. Applications duly forwarded within the due date shall only be considered.

Yours faithfully,

for SECRETARY

VISAKHAPATNAM PORT AUTHORITY

**G. GIRISH**

**Assistant Secretary Gr.I (T&CHD)**  
**Visakhapatnam Port Authority**

- Encl: a. Annexure - I Copy of Recruitment Rules for the Post of Sr. DS  
b. Annexure - II. Certificate to be given by the Head of Office.  
c. Annexure - III. Proforma for Vigilance / Administrative Clearance.  
d. Annexure - IV. Self undertaking of the Applicant.  
e. Annexure - V. NOC of the respective Port .  
f. Annexure - VI. Service Particulars Statement.

Copy to : The Secretary to the GOI, MoPSW, New Delhi.

**Kind Attention :** Shri Sujeet Kumar ,  
Under Secretary (PHRD) to GOI,  
MoPSWs, New Delhi. – For information  
Email: usphrd-psw@gov.in

**Kind Attention :** Shri P.K.Roy,  
Director (PHRD) ,  
MoPSWs, New Delhi. – For information

Copy to : MD, IPA, New Delhi - for uploading the vacancy circular on IPAs website.

Copy to: AS Gr.I- for information and vide circulation among eligible Officers in General Administration department, VPA.

Copy to: Joint Director with a request to upload the Circular on the VPA website and ensure OAP is available in MoPSW Portal. The Circular may be deleted from the web site after last date.



# ANNEXURE - I

1	2	3	4	5	6	7	8	9	10	11	12	13	14
✓	Sr. Dy. Secretary	1	Cl. I	16000-400-20300	Selection	-	42 yrs.	Essential:- i) A degree from a recognised University. ii) Twelve years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc., in an Industrial / Commercial / Govt. Undertaking. Desirable:- i) Post Graduate degree/diploma in Personnel Management / Industrial Relations / Social Work/Labour Welfare or allied subjects or degree in Law from a recognised University/Institution.	a) No b) Yes c) No	N.A.	By absorption through composite method failing which by deputation from other Govt. organizations and failing both by direct recruitment.	For absorption through composite method, officers holding analogous posts or the post of Dy Secretary and equivalent post in the respective disciplines of GAD (Such as CPRO/Dy. Estate Manager/Dy. Chief Law Officer / Personnel officer) in the scale of pay of Rs.13000 - 18250 with 3 years regular service in the grade in a Major Port Trust or Dy. Secretary and equivalent posts in the respective discipline of GAD with 2 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs.10750 - 16750 and Rs.13000 - 18250 in the respective discipline of GAD in a Major Port Trust will be eligible. For deputation, officers holding analogous posts or post of Dy. Secretary and the equivalent post in the respective discipline of GAD in the scale of pay of Rs.13000 - 18250 in Govt. / Semi Govt. / Public Sector undertakings or autonomous bodies with 3 years regular service in the grade will be eligible. The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "very good".	
✓	Dy. Secretary	✓	<del>Cl. I</del>	<del>13000-350-18250</del>	<del>Selection</del>	<del>✓</del>	<del>40 yrs.</del>	<del>Essential:- i) A degree from a recognised University. ii) Nine years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc., in an Industrial / Commercial / Govt. Undertaking. Desirable:- i) Post Graduate degree/diploma in Personnel Management / Industrial Relations / Social Work/Labour Welfare or allied subjects or degree in Law from a recognised University/Institution.</del>	<del>a) No b) Yes c) No</del>	<del>2 yrs.</del>	<del>By promotion failing which by absorption / deputation failing both by direct recruitment.</del>	<del>Promotion from Sr. Asst. Secretary (existing Dy. Secretary) in the scale of pay of Rs.10750-16750 with 4 years regular service in the grade failing which Senior Assistant Secretary (existing Dy. Secretary) (such as PRO/Sr. Asst. Estate Manager / SLO/Dy. Personnel Officer/Sr. Welfare Officer) 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 &amp; Rs.9100-15100 in the respective discipline of General Admin. Deptt. Absorption / deputation will be of officers holding analogous posts or post of Sr. Asst. Secretary (existing Dy. Secretary) in the scale of pay of Rs.10750-16750 with 4 years regular service in the grade in a Major Port Trust.</del>	

Form - 100 (10)

Form - 100 (10)



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

Shri / Smt.....Designation.....

1. It is certified that the particulars furnished by the applicant are correct and the incumbent fulfills the requisite eligibility criteria with regard to educational qualification and experience as specified in the Annexure – I of the Circular.
2. The veracity of the University Certificates relating to educational qualification has been 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 applicant during the last 10 (ten) years. If any, kindly indicate details thereof.
6. Attested copies of ACRs / APAR's for the last five years (2018-19 to 2022-23) along with statement of grading's are enclosed.

Dt. .09.2024

**SIGNATURE OF THE CHAIRPERSON/  
Dy.CHAIRPERSON ALONG WITH OFFICIAL SEAL**

## 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 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)				
<b>S.N</b>	<b>Organisation</b>	<b>Designation &amp; Place of Posting</b>	<b>Administrative/Nodal Ministry/Dept Concerned (in case of officers of PSU etc.,)</b>	<b>From</b>	<b>To</b>
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.				
14.	Details of Complaint pending against the officer as on date.				

Date: .09.2024

(Name & Signature)

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

**SELF UNDERTAKING**

I \_\_\_\_\_(Name & Designation)\_\_\_\_\_, hereby undertake / confirm that in the event of my selection by the Services Selection Committee to the post of Sr. Dy. Secretary (Class – I) (Dy.HOD) on scale of pay of Rs. 80000 - 220000 in Visakhapatnam Port Authority, in terms of the Ministry's Instructions Dt. 11.08.2021, I will not withdraw my candidature to the said post.

Date: .09.2024

**SIGNATURE OF THE CANDIDATE**

**ANNEXURE- V**

**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 Senior Deputy Secretary (Class-I) on Scale of Rs. 80,000 – 2,20,000 in GAD, Visakhapatnam Port Authority in terms of the VPA Circular Dt. .09.2024

Place.

Date. .09.2024

**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 (Revised & Pre revised)	Period		Vigilance status cleared/not cleared with copy of CVO letter	Details of 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
									2018 – 2019 (Score; ____) (Grading: ____)  2019 – 2020 (Score; ____) (Grading: ____)  2020 – 2021 (Score; ____) (Grading: ____)  2021 – 2022 (Score; ____) (Grading: ____)  2022 – 2023 (Score; ____) (Grading: ____) 

Signature of the Head of Department  
Along with official seal