



ISO 9001, ISO 14001, OHSAS - 18001

VISAKHAPATNAM PORT AUTHORITY

By Speed Post / Email

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

No. C2/Rect/Sr. Dy. CAO/Fin Dept/2024
Dt. 29.10.2024

Sir,

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

1. One post of Sr. Dy. Chief Accounts Officer (Class – I) (Dy.HoD) on scale of Rs.80000-220000 in Finance Dept of Visakhapatnam Port Authority has fallen vacant with effect from 10.10.2024. 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 **29.10.2024 to 29.11.2024** 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 Chief Accounts Officer (Class – I) in Visakhapatnam Port Authority" on or before **16.12.2024**. 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- Undertaking of the applicants to the effect that candidatures will not be withdrawn, if selected by Service Selection Committee (**Annexure – IV**)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 Copy of OAP 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 **16.12.2024**.

- 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 with certification while forwarding the application, may be furnished.
- 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**).

Contd.....2