



ISO 9001, ISO 14001, OHSAS - 18001

VISAKHAPATNAM PORT AUTHORITY

By Speed Post/E.mail

No.C2/Rect./DM./2025/

Dt. 02.09.2025

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

Sub: Filling up of the post of Dock Master (Class-I) in the scale of pay of Rs.90,000-2,40,000 in Marine Department, Visakhapatnam Port Authority on absorption / deputation basis – Reg.

Sir,

1. Applications are invited for filling up of the post of Dock Master (Class-I) in the scale of pay of Rs.90,000-2,40,000 in Marine Department 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-1**.

2. You are requested to circulate the vacancy among the eligible officials of your Port as per RR and forward the applications who satisfy the requirements in the prescribed proforma (Annexure-II) duly superscribing on the envelop "Applications for the post of "Dock Master" to the SECRETARY, VISAKHAPATNAM PORT AUTHORITY 1st Floor, Administrative Office Building Port area, Visakhapatnam-530035, on or before **03.10.2025** with the following relevant documents.

- a) Certified copies of ACRs/APARs of the applicant for the last 5 years (2020-2021 to 2024-2025) 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- c) Undertaking of the applicant to the effect that the candidature will not be withdrawn from the post, if selected.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 selected shall be liable for debarment from future 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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VISAKHAPATNAM PORT AUTHORITY

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3. The Officer selected for the post of Dock Master (Class-I) will be appointed on absorption/deputation basis and will be governed by the terms and conditions, prescribed by the Central Government. **Anexure-VII.**
4. 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 received after the last date, without ACRs / APARs, without enclosures, etc. will not be considered.
5. The crucial date of determining eligibility criteria w.r.t. educational qualifications, experience and age will be the last date of closing of applications i.e. **03.10.2025.**
6. The last date of submission of application is **03.10.2025.** Port Authorities are requested to forward the applications with complete details, so as to reach the undersigned on or before **03.10.2025.**
7. VPA reserves the right to make any changes, if need arises, without assigning any reason thereof.
8. Decision of the Appointing Authority would be final, with regard to all matters connected with the recruitment.
9. The Circular along with Annexures are also available on VPA website (www.vizagport.com).

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

Yours faithfully,

For **SECRETARY**

VISAKHAPATNAM PORT AUTHORITY

Copy to:

The Secretary to the Govt. of India,
Ministry of Ports, Shipping & Waterways,
Ports Wing, New Delhi-110001.

अजय तेजा .वि / Ajay Teja. V
सहायक सचिव श्रेणी-I / Asst. Secretary Gr-I
दिशाखपट्टणम पोर्ट प्रधिकरण / Visakhapatnam Port Authority
Attn: **Director (PHRD)**
(एम.जी.पी.एस. डब्ल्यू. भारत सरकार / MOPSW, Govt. of India)
विशाखपट्टणम / VISAKHAPATNAM
– 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: ✓ DC. / FA & CAO – for information

Copy to: Notice Board.

RECRUITMENT RULE FOR THE POST OF DOCK MASTER (CI.I) MARINE DEPARTMENT, VPA

Sl. No.	Name of the post	No. of posts	Classification	Scale of pay (Rs.)	Whether selection or Non-selection	Whether the benefit of added years of service 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 © 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	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14
3.	Dredging Superintendent / Dock Master / Master Pilot	01 D.S. 04 D.M	Class-I	Rs 90000 – 240000 (Pre revised 17500-400-22300)	selection	--	43 years	(i) Must hold a Certificate of Competency as Master of Foreign Going Ship issued by the Ministry of Shipping Govt. of India Or an equivalent qualification recognized by the Ministry of Shipping Govt. of India (ii) Must hold Pilot license and have proficiency in handling all types of ships (iii) 5 years' experience as Pilot or Master of a Foreign Going Ship (iv) For the post of Dredging Supdt. Out of 5 years' experience one year experience in Dredging is essential.	(a) No (b) Yes (c) No	2	By Promotion failing which by absorption / deputation failing both by direct recruitment	For promotion Pilots with 5 years regular service in the grade are eligible. For absorption / deputation officers holding analogous posts or holding posts of pilots in the scale of Rs 70000 – 200000 (Pre revised Rs.14500-18700) with 5 years regular service in the grade in a Major Port Trust are eligible.	

ANNEXURE-II

Affix recent
passport size
photo

**VISAKHAPATNAM PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT**

APPLICATION FOR THE POST OF: DOCK MASTER (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 03.10.2025 :
(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
					Regular / Ad-hoc / officiating

11. Details of fulfilling qualifying service in the feeder grade :

Rs.	Period		
	Post on Regular basis (From-To)	Post on officiating basis (From-To)	Against Temporary post (From-To)

- 1) The above columns shall be clearly filled in
- 2) *Pay scale granted as financial upgradation under Modified Assured Career Progression Scheme (MACPS) should not be indicated as it is not a regular service in the grade.

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12. Language 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:

ANNEXURE-III

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 Dock Master (Class-I) on Scale of Rs.90,000-2,40,000 on Absorption/Deputation basis in Visakhapatnam Port Authority in terms of the VPA Circular No.C2/Rect./DM/2025 Dt.02.09.2025

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 :
including batch/year cadre etc.,
wherever applicable

7. Positions held (during the ten preceding years)

S.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: . .2025

(Name & Signature)

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

ANNEXURE-V

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 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/APARs for the last five years (2020 - 2021 to 2024 - 2025) are enclosed.

Dt. -2025

SIGNATURE OF THE HEAD OF OFFICE
WITH SEAL.

Annexure-VI**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 Sector with Name of the Port/Method of Recruitment (please mention adhoc/regular)	Scale of Pay	Period		Vigilance status cleared/not cleared with copy of CVO letter in the 14 point proforma	Major/Minor penalty imposed for the last 10 years with date and order copies, if any	Grading of APARs for the last 5 yrs viz.2020-2021 to 2024-2025
					From	To			
1	2	3	4	5	6	7	8	9	10
									2020-2021 (Score:_____) (Grading:_____)
									2021-2022 (Score:_____) (Grading:_____)
									2022-2023 (Score:_____) (Grading:_____)
									2023-2024 (Score:_____) (Grading:_____)
									2024-2025 (Score:_____) (Grading:_____)

Signature of the Head of Department
Alongwith official seal

Annexure-VII

TERMS AND CONDITIONS OF ABSORPTION/DEPUTATION OF THE POST OF DOCK MASTER (CI.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, subject to willingness of the candidate and recommendations of the respective port.
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 be 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.

For SECRETARY
VISAKHAPATNAM PORT AUTHORITY

अजय तेजा .वि / Ajay Teja. V
सहायक सचिव श्रेणी-I / Asst. Secretary Gr-I
विशाखपट्टणम पोर्ट प्राधिकरण / Visakhapatnam Port Authority
(एम ओ पी एस डब्ल्यू, भारत सरकार / MoPSW, Govt. of India)
विशाखपट्टणम / VISAKHAPATNAM