



ISO 9001, ISO 14001, OHSAS - 18001

VISAKHAPATNAM PORT AUTHORITY

**By Speed Post / E.mail**

**Re-Circulation**

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

No.C2/Rect./Joint Director./2025/  
Dt. 17.12.2025

Sub: Filling up of the vacant post of Joint Director (Class-I) in the scale of pay of Rs.80,000-2,20,000 in R&P Division, Traffic Department, Visakhapatnam Port Authority by absorption through Composite method of Recruitment – Reg.

Sir,

1. One post of Joint Director (Class-I) (Dy.HoD) on scale of Rs.80,000-2,20,000 in R&P Division, Traffic Department, in Visakhapatnam Port Authority has fallen vacant with effect from 31.05.2025. The post is to be filled up by absorption through Composite Method from the eligible and willing officers of Major Ports, fulfilling eligibility criteria prescribed in the Recruitment Rule for the said Post. The copy of Recruitment Rule is enclosed at **Annexure - I**.
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 - I**. The eligible candidates have to register and apply through 'Online Application Portal' (OAP) of the Ministry of Ports, Shipping & Waterways (<http://onlineacancy.shipmin.nic.in>) from **17-12-2025 to 19.01.2026** and a print-out of the online application should be set through proper channel, alongwith the following documents superscribing "Application for the post of Joint Director (Class – I), R&P Division, Visakhapatnam port Authority" on or before **03.02.2026**. No application other than OAP will be accepted.
  - a) Copies of educational qualifications and experience.
  - b) Undertaking of the applicant to the effect that candidatures will not be withdrawn, if selected by Service Selection Committee.
  - c) A self attested Passport Size Photo of the candidate to be affixed 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, 14.06.2021 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, alongwith the following documents, so as to reach SECRETARY, Visakhapatnam Port Authority, 1<sup>st</sup> Floor, Administrative Office Building, Port Area, Visakhapatnam -530 035 on or before **03.02.2026**.
  - a) Copies of ACRs/APARs for the last 5 years (2020 - 2021 to 2024 - 2025) along with grading statement, duly attested by an Officer, not below the rank of Deputy HOD on each of the page of the ACR / APAR. 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.
  - b) Attested Photocopies of all certificates and proof of educational qualifications, present and past work experience in the respective post ad pay scale wise, duly verified by the Port while forwarding the application.

**Contd....02**





ISO 9001, ISO 14001, OHSAS - 18001

## VISAKHAPATNAM PORT AUTHORITY

:: 02 ::

- c) Administrative Clearance of the concerned Port duly signed and stamped by the Head of the Department (**Annexure-II**)
  - d) No objection Certificate of respective Port Authority to relieve the candidate. (**Annexure-V**)
  - e) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by the SSC. (**Annexure-IV**)
  - f) Vigilance Administrative Clearance of the concerned Port, as per enclosed proforma prescribed by the Ministry. (**Annexure-III**)
  - 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) If ACR/APAR for a particular year/period is not available, No report certification / Non availability certificate to that effect should be enclosed.
  - i) Complete statement of service details of the applicants with post held till date (**Annexure-VI**).
  - j) 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 Joint Director (Class-I) on scale of Rs.80000-220000 in R&P Division, Traffic Department of Visakhapatnam Port Authority he 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 **19.01.2026** i.e. the late date of closing of applications in terms of MoPSW 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 **03.02.2026**. Applications received after **03.02.2026** 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,

**SECRETARY**

**VISAKHAPATNAM PORT AUTHORITY**

अजय तेजा : वि / Ajay Teja. V  
सहायक सचिव श्रेणी-I / Asst. Secretary Gr I  
विशाखपट्टणम पोर्ट प्राधिकरण / Visakhapatnam Port Authority

Contd...03



ISO 9001, ISO 14001, OHSAS - 18001

VISAKHAPATNAM PORT AUTHORITY

:: 03 ::

Encl: 1. Annexure-1 Copy of Recruitment Rules.  
2. Annexure-2 Certificate to be given by the HoD.  
3. Annexure-3 Proforma for Vigilance / Administrative Clearance.  
4. Annexure- 4 Proforma for Self Undertaking  
5. Annexure-5 Proforma for NOC  
6. Annexure-6 Service Particulars of applicant

Copy to:

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

Kind Attention: Shri Ashish Battacharya,  
Under Secretary (PHRD) to GOI  
MoPSW, New Delhi – For Information  
Email: usphrd-psw@gov.in

Kind Attention: Shri Devendra Kumar,  
Deputy Secretary (PHRD),  
MoPSW, New Delhi – For Information

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

Copy to: T.M. – for information and vide circulation among eligible officers.

Copy to: MM & Jt. Director (R&P) I/c with a request to upload the Circular in VPA Website and ensure OAP is available in MoPSW Portal. The Circular may be deleted from the web site after last date i.e. **19.01.2026.**



# VISAKHAPATNAM PORT AUTHORITY

## ANNEXURE-I

### RECRUITMENT RULE FOR THE POST OF JOINT DIRECTOR (CI.I), R&P DIVISION, TRAFFIC DEPARTMENT, VPA

Sl No	Name of post	No of Posts	Classification	Scale of Pay (Rs)	Whether Selection Or non Selection post	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	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Joint Director	1	Cl. I	16000-400-20800	Selection	42 years	<p><b>Essential :</b></p> <p>i) Degree in Economics or statistics or Mathematics or Computer Engineering from a recognized University / institutions.</p> <p>ii) Twelve years executive experience in planning or in collection, compilation and interpretation of data or in conducting field surveys, Investigations etc. or in the field of Electronic Data Processing / information Technology.</p> <p><b>Desirable :</b></p> <p>Post Graduate Degree / Diploma in Economics or statistics or Mathematics or Operational research or Post Graduate Degree in Computer Science or Computer Engineering or Information Technology or Information Systems or MIS or Systems or Computer Applications or Business Admn. (PG Degree / Diploma) with specialization in systems or Information systems or MIS or information technology and allied subjects from a recognized University/institution.</p>	a) No b) Yes c) No	Not applicable	By absorption through composite method failing which by deputation from a <b>Major Port</b> or other Govt. organizations and failing both by direct recruitment.	<p><b><u>For absorption through composite method.</u></b></p> <p>Officers holding analogous posts or Sr. Dy. Director (Research / EDP) and other equivalent posts in the scale of pay of Rs.13000-18250 with 3 years regular service in the grade in P &amp; R Division in a Major Port Trust or Sr. Dy. Director (Research / EDP) and other equivalent posts with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs.10750-16750 and Rs.13000-18250 in P &amp; R Division in a Major Port will be eligible.</p> <p><b><u>For deputation.</u></b></p> <p>Officers holding analogous posts or holding posts of Sr. Dy. Director (Research / EDP) and other equivalent posts in the scale of pay of Rs.13000-18250 in P &amp; R Division / Department in Govt. /PSUs or Autonomous bodies with 3 years regular service in the grade will be eligible.</p> <p>The selection is by merit for which the bench mark in overall grading in the ACRs will not be below '<b>very good</b>'.</p>	

**ANNEXURE-II**

**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 / APARs for the last five years 2020-2021 to 2024-2025 along with statement of grading's are enclosed.

Dt.

SIGNATURE OF THE HEAD OF OFFICE  
WITH SEAL.

### ANNEXURE-III

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 service :
6. Service to which the officer belongs including batch/year cadre etc., wherever applicable :
7. Positions held (during the ten preceding years)

Sl. No.	Designation & Place of Posting	From	To
1.			
2.			
3.			

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 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 any complaint with vigilance angle is pending against the officer (if so, details to be furnished) :
14. 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. :

Date:

(Name & Signature)

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

**Annexure-IV**

**SELF UNDERTAKING**

I .....(Name & Designation).....  
hereby undertake / confirm that in the event of my selection by the Services Selection Committee to the post of Joint Director (Class-I) on scale of Pay of Rs. 80000-220000 in Visakhapatnam Port Authority on composite method of recruitment. I will not draw my candidature, in terms of the Ministry's Instructions Dt.11.08.2021.

Dt.

**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 Joint Director (Class-I) on Scale of Rs.80000-220000 in Visakhapatnam Port Authority in terms of the VPA Circular Dt. 17.12.2025

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  (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 2020-21 to 2024-2025 (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
									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  
Along with official seal