

**VACANCY NOTIFICATION**

Sub: Filling up of 01 (one) post of Welfare Officer (Class-I) in the scale of pay of Rs. 50,000 – 1,60,000 (pre revised Rs. 20600 – 46500 / 9100 – 15100) in General Administration Department, Visakhapatnam Port Authority by **Direct Recruitment** – Inviting applications from eligible candidates – Reg.

Visakhapatnam Port Authority, an autonomous body under the Ministry of Ports, Shipping and Waterways, Government of India invites applications from eligible candidates for appointment to 01 (one) post of Welfare Officer (Class-I) on regular basis in the scale of pay of Rs. 50000-1,60,000 in General Administration Department, Visakhapatnam Port Authority by Direct Recruitment. The details are appended below:

Name of the post & Scale of pay	Category of the post	No. of vacancy & Reservation	Scale of Pay	Upper age limit as on 01.09.2026	Requisite Educational qualifications & experience for Direct Recruitment as on 01.09.2026
Welfare Officer	Class-I	01(one) - UR	Rs.50000-1,60,000 (pre revised Rs. 20600-46500 /9100 – 15100)	30 Years. (55 years for existing Officers/ employees of Major Port Authorities possessing prescribed qualifications and experience)	<u>ESSENTIAL:-</u> i) Degree from a Recognized University. ii) Degree or Diploma in Social Science (i.e sociology, social work, HRM)* from a recognized University/Institution. iii) Knowledge of Local Language. <u>Desirable:-</u> 2 Years experience as a Labour Welfare Officer / Industrial Relations Officer in an Industrial / Commercial /Govt.Undertaking.

***NOTE:- Candidates applying for the post of Welfare Officer shall possess Degree/Diploma in Social Science. The term Social science will only include Degree/ Diploma as per the list given below:**

1. Diploma in Labour Welfare
2. The Diploma for Labour Welfare Workers
3. Diploma in Social Services Administration with Industrial Relation and Personnel Management
4. The Degree of Master of Arts in Social Work
5. The Degree of Master of Arts in Personnel Management and Labour Welfare.
6. Master of Labour Welfare.
7. Diploma in Social Work with Labour Welfare as special subject.
8. Diploma in Industrial (Labour) Relations and Welfare
9. Master of Arts in Labour and Social Welfare
10. Degree of Master of Arts in Social Work with specialization in Industrial Relation, Labour Welfare and Personnel Management.

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11. Degree of Master of Social Work
12. Master of Labour studies
13. Master of Human Capital Management and Employee Relations
14. MA in Labour Studies and Practices

Nature of Duties: The Welfare Officer shall assist the Secretary or any other Senior Officers in dealing with the matters relating to Welfare amenities being provided to the Employees of Port Authority, like maintenance of Canteens, implementing the provisions in the enactments relating to Labour Laws, (which is statutory obligation); allocation and maintenance of welfare fund for the welfare of the employees; promotion of cultural activities, allotment of quarters and helping the employees in maintaining a healthy family atmosphere and Employees Children Scholarships etc.

The incumbent shall also deal with Regular Establishment and HR aspects viz. Recruitment, Selection, disciplinary matters, RTI, CPGRAMS, CSR etc.

The nature of duties mentioned here are inclusive but not exhaustive and may be changed as per the Organizational requirements.

General Conditions:

1. Age Limits:

- (i) Age relaxation for different categories will be applicable as per Government of India Guidelines.
- (ii) Candidates applying under age relaxation categories must:
 - a) Submit copies of relevant certificates with their application.
 - b) Present original certificates for verification during document scrutiny or at any stage of recruitment process as required by Visakhapatnam Port Authority.
- (iii) Regular employees of Board of Major Port Authorities of India may apply if they possess the required qualification with an upper age limit of 55 years.

2. Special instructions for SC/ST/OBC:

- (i) For SC/ST/OBC candidates, only certificates issued by the following authorities in the prescribed form will be accepted as proof of caste/tribe/community:
 - a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Deputy Collector/First Class stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
 - b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 - c) Revenue Officer (not below the rank of Tahsildar).
 - d) Sub-Divisional Officer of the area where the candidate and / or their family normally reside
- (i) Important Note for OBC candidates:
 - The certificate should specifically state that the candidate does not belong to the creamy layer section excluded from reservation benefits in Administration Posts & services under the Government of India.

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- The OBC certificate containing the Non-creamy layer clause should be valid as of crucial date of eligibility and on the date of appointment at Visakhapatnam Port Authority.
- The caste name in the certificate must match letter-for-letter with the Central Government list/notification.
- OBC candidates falling under the Creamy layer on whose caste is not in the Central List are not entitled to OBC reservation. They should indicate their category as General (UR) in the application form.

(iii) All Government of India directives regarding caste status shall apply.

3. Nationality:

A candidate applying for recruitment under this process must be either be:

- a) Citizen of India, or
- b) A subject of Nepal, or
- c) A subject of Bhutan, or
- d) A Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka or the East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to category (a) shall produce such proof of his nationality as required by the VPA. Provided further that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

Provided also that a candidate in whose case the proof of nationality or a certificate of eligibility is necessary may be provisionally appointed, pending the production by him of the necessary certificates in his favour from the Central Government, as the case may be. In such cases, the provisional appointment shall not exceed a period of one year.

4. Emoluments & Benefits:

The Pay Package will include Basic Pay, DA based on IDA Pattern and Cafeteria allowances @ 35% of Basic Pay. In addition to above, Gratuity, HRA or quarters, Medical benefits, leave encashment, NPS, Group Insurance etc. are also admissible as per Rules of Visakhapatnam Port Authority, Visakhapatnam / Government of India guidelines as applicable.

5. The crucial date for determining eligibility criteria viz. educational qualification, experience, age etc. shall be on the first date of the month in which the vacancies are notified / advertised i.e. 01.09.2026.

Mere fulfillment of eligibility criteria will not confer any right upon the candidate for selection. Management reserves the right to cancel the selection process without any reference to the candidate. Late or incomplete applications will summarily be rejected. Applications not supported with any of the requisite certificates/documents shall be liable for rejection.

6. Applicants working in Central Government, State Government, Public Sector Undertakings, Autonomous Bodies, or Statutory Bodies should apply through proper channel. A "No Objection Certificate" from the present employer should be submitted along with the application or at the time of interview and applicable vigilance clearance is a must for those working in Central Government, State Government, Public Sector Undertakings, Autonomous Bodies, or Statutory Bodies.

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ISO 9001, ISO 14001, OHSAS - 18001

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7. The selection will be through written examination and /or interview, on the basis of number of eligible applications received. In case of written examination and interview, the weightage of marks will be 85 % for written examination and 15 % for interview.

8. The applications received after the due date, incomplete applications or applications not accompanied by the required documents/ certificates will summarily be rejected. Mere fulfillment of eligibility criteria shall not confer any right on the candidate to be called for interview.

9. Candidates fulfilling the above mentioned eligibility criteria shall submit the Hard Copy of the application along with one set of self attested copy of documents in the chronological order (from SSC to Highest Degree, Experience) with 2(two) Passport Size Photographs at the following address:

**The Secretary,
Visakhapatnam Port Authority,
Administrative Office Building,
Port Area, 1st Floor,
Visakhapatnam- 530 035.**

Envelope shall be submitted duly superscribing "Application for the post of Welfare Officer (Class-I) Under DR in Visakhapatnam Port Authority" The Last date for receipt of application will be **28.10.2026**.


SECRETARY
VISAKHAPATNAM PORT AUTHORITY
VISAKHAPATNAM

Encls: Annexure I - Bio - Data Form
Annexure II - No Objection Certificate
Annexure III - Vigilance Clearance Proforma

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

Kind Attention : Shri Ashish Bhattacharya,
Under Secretary to GOI, (PHRD)
MoPSWs, New Delhi. – For information.

Kind Attention : Shri Devendra Kumar,
Dy.Secretary (PHRD),
MoPSWs, New Delhi. – For information.

Copy to: The Chairperson, Major Port Authorities.

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

Copy to : AS (PR Section of GAD) - To arrange for the release of the above notification on 28.09.2026, in the leading English News Paper having wide circulation across India and also local daily Newspapers in Telugu for necessary action.

Copy to: All HoD's for circulation among eligible Employees in respective departments of VPA

Copy to: Joint Director (R&P) I/c - with a request to upload the Employment Notification on the VPA website. The Employment Notification shall be deleted from the web site after last date.

ANNEXURE-I

MODEL APPLICATION FORM FOR THE POST OF WELFARE OFFICER (CLASS-I) ON REGULAR BASIS BY DIRECT RECRUITMENT IN GENERAL ADMINISTRATION DEPARTMENT OF VISAKHAPATNAM PORT AUTHORITY

POST APPLIED FOR: _____

PHOTO

BIO-DATA

1.	Full Name:	:	
2.	Mailing address:	:	
3.	Contact Numbers	:	Landline No:
			Mobile No:
			Email:
4.	Date of Birth	:	
5.	Gender	:	
6.	Religion	:	
7.	Nationality	:	
8.	Category(Gen/SC/ST/OBC/PwBDS-Category)	:	

9. ACADEMIC & PROFESSIONAL QUALIFICATIONS:

S.No	Qualifications	University/Institution	Year of passing

10. WORKING EXPERIENCE:

Sr.No	Name of the organization	Post Held	Period of service		Years of service		Nature of duties performed
			From	To	From	To	

Declaration

I Shri/Smt _____ (Name of the applicant) hereby declare that, the information furnished above are true and correct. In case, any information is found incorrect/false, I myself render liable and disqualification for the post applied for apart from the necessary action as deemed fit.

Signature of Candidate

Place:

Date:

Note: 1. Additional information, if any, may be provided in the additional sheets.
2. Self attested copies of all the testimonials/documents should be enclosed to the application.

NO OBJECTION CERTIFICATE

(In case of applicants employed in Govt./Semi-Govt.Organizations/PSUs/
Autonomous Bodies)

(To be given by the Head of Department/Competent Authority)

This is to certify that Shri _____
Designation _____, who is working in
_____ since _____. The Particulars
furnished by him at Sl.No. 1 to 10 in the application are verified and found
to be correct.

There is no Disciplinary case pending or contemplated against the
Applicant. No Major/Minor penalties have been imposed on the Applicant
during his service with our organization/department.

His integrity is certified and he is clear from vigilance angle.

Date :
Place :

HEAD OF DEPARTMENT /
COMPETENT AUTHORITY

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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 into Port Service				
6.	Service to which the Officer belongs including batch/year Cadre etc., where applicable				
7.	Positions held (during the ten preceding years)				
Sl. No.	Organization (Name in Full)	Designation and Place of Posting	Administrative / Nodal Ministry / Dept. Concerned (in case of officers of PSU etc.,)	From	To
A					
B					
C					
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 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.				

The officer is _____ (CLEAR/ NOT CLEAR) from Vigilance angle as per the guidelines of DoP&T / CVC.

Date:

(Name & Signature)

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