



ISO 9001, ISO 14001, OHSAS - 18001

VISAKHAPATNAM PORT AUTHORITY

By Speed Post / E.mail

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

No.IGAD/C2/Rect./Sr.ATM/2024  
Dt. 01.04.2024

Sub: Filling up of the post of Sr.Assistant Traffic Manager (Class - I) in the scale of pay of Rs.50,000-1,60,000/- (pre-revised scale of pay of Rs.10750-16750) in Traffic Department, Visakhapatnam Port Authority on absorption / deputation basis – Reg.

Sir,

1. Applications are invited for filling up of the post of Sr. ATM (Cl.I) in the scale of pay of Rs.50000-160000 (pre-revised scale of pay of Rs.10750-16750) on absorption / deputation basis, on the specified terms and conditions 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-I**.

2. Eligible candidates have to apply through 'Online Application Portal (OAP) of the Ministry of Ports, Shipping & Waterways (<http://onlinevacancy.shipmin.nic.in>) and a print out of the online application and **Annexure – 2** should be sent through proper channel, along with the following documents within the stipulated time.

- a) Copies of educational qualifications and experience.
- b) Undertaking the applicant not to withdraw, if selected.
- c) A self-attested Passport Size Photo of the candidate to be affixed on the application.

3. 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 1<sup>st</sup> Floor, Administrative Office Building, Port area, Visakhapatnam-530 0035, on or before. **30.04.2024**

- a) Photocopy of ACRs/APARs of the applicant for the last 5 years ( 2018 – 2019 to 2022 – 2023) duly attested by an officer, not below the rank of Deputy Head of Department, on each of the page.
- b) Undertaking of the candidate now to withdraw from the post in case of selection.
- c) No Objection Certificate of respective Port Authority to relieve the candidate.
- d) Vigilance / Administrative Clearance of the officer in the proforma prescribed at **Annexure- 3**.
- e) The veracity of the University Certificates and the recognition of the Degree obtained by the applicant may be ensured and certified. **Annexure - 4**
- f) If ACR /APAR for a particular year / period is not available, No report certification / Non availability certificate to that effect should be enclosed.
- 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, have to be sent.
- h) Complete service details of the applicant with posts held till date in the prescribed format at **Annexure-5**.

Contd....2



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VISAKHAPATNAM PORT AUTHORITY

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4. The Officer selected for the above post will be appointed on absorption/deputation basis and will be governed by the terms and conditions, prescribed by the Central Government. **Annexure – 6.**

5. The crucial date of determining the qualification, experience and age will be **01.04.2024**. Applications received through proper channel will only be considered. Applications received after the last date / without ACRs/APARs/without enclosures, etc. will not be considered.

6. The applications duly forwarded within the due date shall only be considered. Hence, the Port Authorities are requested to forward the applications with complete details, so as to reach the undersigned on or before **30.04.2024**.

7. The Circular along with 6 Annexures are also available on VPA website [www.vizagport.com](http://www.vizagport.com)

Encl: 1. Annexure-1	Copy of Recruitment Rules for the post
2. Annexure-2	Application for the post.
3. Annexure-3	Proforma for Vigilance / Administrative Clearance
4. Annexure-4	Certificate to be given by the Head of Office
5. Annexure-5	Proforma or Service details of the applicants.
6. Annexure-6	Terms & Conditions of Deputation.

Yours faithfully,

  
for SECRETARY

VISAKHAPATNAM PORT AUTHORITY

सचिव / SECRETARY  
विशाखपट्टणम पोर्ट ट्रस्ट  
Visakhapatnam Port Trust  
विशाखपट्टणम - 530 035  
Visakhapatnam - 530 035

Copy to:

The Secretary to the Govt. of India,  
Ministry of Ports, Shipping & Waterways,  
Ports Wing, New Delhi – 110 001.

Attn: Shri P.K.Roy, Director (PHRD)

-- For infoamtion with referfence to Ministry's leter No. I-26/9/2013-P.E.I  
Dt. 12.06.2013 & 17.06.2014. A soft copy of the vacancy circular is also sent to  
Ministry for necessary posting on MoPS&W, New Delhi website.

Copy to : MD, IPA, New Delhi – 110003 – for uploading vacancy circular on IPAs website.

Copy to: Jt. Director (R&P) with a request to upload the Circular in VPA Website.

Copy to: TM - for wibe publicity among the eligible officers and to forward applications of willing and eligible officers with suitable recommendiosn – for taking further action.

Copy to : Notice Board.

## RECRUITMENT RULE FOR THE POST OF SENIOR ASSISTANT TRAFFIC MANAGER (CI.I) TRAFFIC DEPARTMENT, VPA

Sl. No	Name of the post	No. of posts	Classification	Scale of Pay	Whether Selection or non-selection post	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension Rules) 1972	Upper age limit for direct recruitment (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	14
1	Sr. Asst. Traffic Manager	3	CI.I	10750-300-16750 (revised Rs.50000-160000)	Selection	--	35	<b>Essential:</b> i) A Degree from a recognised university. ii) 5 (five) years' experience in Shipping/ cargo operations/ railway transportation in executive cadre in an Industrial/ commercial /Govt. undertaking.	a) No b) Yes c) No	2	By Promotion failing which by absorption/ deputation failing both by Direct Recruitment	Promotion from Asst. Traffic Manager Gr.I (existing A.T.M. (CL.I)) in the scale of pay of Rs.9100-15100 (pre-revised) with 5 years regular service in the grade failing which Asst. Traffic Manager Gr.I (existing A.T.M. (CL.I)) in the scale of pay of Rs.9100-15100 with 2 years regular service in the grade and a combined regular service of 8 years in the scales of pay of Rs.9100-15100 & Rs.8600-14600 in the respective discipline of Traffic Department. <u>Absorption/ deputation</u> will be of Officers holding analogous posts or post of Asst. Traffic Manager Gr.I (existing A.T.M. (CL.I)) in the scale of pay of Rs.9100-15100 with 5 years regular service in the grade in a Major Port Trust.	-

**ANNEXURE-II**

**VISAKHAPATNAM PORT AUTHORITY  
GENERAL ADMINISTRATION DEPARTMENT**

Affix recent  
passport  
size photo

**APPLICATION FOR THE POST OF: Sr.ASSISTANT TRAFFIC MANAGER (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 Birth :  
(Attested copy of proof shall be enclosed)
5. Age as on ..... :
6. Date of Superannuation/retirement :
7. Whether belongs SC/ST/OBC :  
(Copies of certificates shall be enclosed)
8. Date of initial appointment :  
(in the Port Sector)
9. Educational & other qualifications :  
(copies of certificates shall be enclosed)

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

11. Any other relevant information :

In the event of my selection to the above post, I shall not withdraw and undertake to accept the appointment / posting.

(Signature of applicant)

**DECLARATION**

I hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I also undertake that, if any stage of selection, the information furnished is found false or misleading, my candidature/appointment/services will stand cancelled/terminated without assigning any reasons there for apart from the necessary legal actions, as may be deemed fit.

Date: .2024

(Signature of applicant)

Note: Self attested copies of documents in support of educational qualifications and experience must be enclosed. Application will not be considered without attested copies of all supporting documents.

## 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 : Port Service  
including batch/year cadre etc.,  
wherever 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 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: .2024

(Name &amp; Signature)

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

**ANNEXURE-IV**

**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 (2018-19 to 2022-23) alongwith statement of grading's are enclosed.

**SIGNATURE OF THE HEAD OF OFFICE**  
**WITH SEAL.**

**SERVICE PARTICULARS OF THE APPLICANTS TO BE FURNISHED BY THE PORT CONCERNED**

SI.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	Period		Vigilance status cleared/not cleared with copy of CVO letter	Major/Minor penalty imposed for the last 10 years with date and order copies, if any	Whether APARs for the last 5 yrs viz.2018-19 to 2022-2023 are enclosed along with grading statement. (if not, whether No Report Certificate / non availability certificate for that year/period is enclosed).
					From	To			
1	2	3	4	5	6	7	8	9	10

Signature of the Head of Department  
Along with official seal

## Annexure-VI

### TERMS AND CONDITIONS OF DEPUTATION OF THE POST OF SENIOR ASSISTANT TRAFFIC MANAGER (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.
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.

  
SECRETARY  
VISAKHAPATNAM PORT AUTHORITY  
सचिव /SECRETARY  
विशाखपट्टणम पोर्ट ट्रस्ट  
Visakhapatnam Port Trust  
विशाखपट्टणम-530 035  
Visakhapatnam -530 035