



**VISAKHAPATNAM PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)**

By Speed Post / Email

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

No.IGAD/C2/Rect./PO/2023
Dt. 06.12.2023

07

Sub:- Filling up of the post of Personnel Officer (Cl.I) in the scale of pay of Rs.60,000-1,80,000 in Personnel & I.R. Division under the General Administration Department, Visakhapatnam Port Authority on absorption/deputation basis – Reg.

Sir,

1. One post of Personnel Officer (Class - I) on Scale of Rs. 60,000 - 1,80,000 in Personnel Division of General Administration Department is fallen vacant from 30.12.2017. On the Ministry Directions vide letters Dt. 19.11.2019 & 27.12.2019, a proposal was sent to the Ministry vide VPA letter Dt. 28.06.2019, 27.09.2022, 06.02.2023, 21.03.2023, and 15.11.2023 requesting to communicate its approval for filling up of the posts where the recruitment action has already been initiated/processed to fill the said posts by Direct Recruitment in VPA.
2. Pending / Subject to approval of the Ministry orders, applications are invited for filling up of the post of Personnel Officer (Cl.I) in the scale of pay of Rs.60,000-1,80,000 by absorption/deputation basis from the eligible and willing Officers of Major Port Authorities, fulfilling the eligibility criteria prescribed in the Recruitment Rule enclosed at **Annexure-I**.
3. The applications through proper channel may be forwarded in the prescribed proforma enclosed as **Annexure-II**, along with the following documents duly superscribing on the envelop "Application for the post of Personnel Officer (Class – I) in Visakhapatnam Port Authority" so as to reach the office of the Secretary, Visakhapatnam Port Authority, 1st Floor, Administrative Office Building, Port area, Visakhapatnam-530 0035 on or before **Dt. 18.01.2024**
 - i) Attested photocopies of Educational & Professional qualifications.
 - ii) Attested photocopies of ACRs /APARs of the applicant for the last five years from 2018-19 to 2022-23.
 - iii) No-objection Certificate of the respective Port.
 - iv) An undertaking of the applicant not to withdraw, if selected.
 - v) Administrative & Vigilance clearance of the concerned Port in the pro-forma prescribed by the Ministry (**Annexure-IV**).
 - vi) Certificate by Head of office of the Applicant as per the format (**Annexure-III**).
 - vii) Two recent passport size photograph in a sealed envelope.
 - viii) Service Particulars & APAR Grading Statement as per the format (**Annexure-VI**)
4. The crucial date for determining the eligibility criteria would be last date of closing of application, i.e. **18.01.2024**
5. Application received through proper channel within the due date along with above mentioned requirements only be considered for the said post. Incomplete and application without required documents will not be considered.
6. 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 (2) years.

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7. Visakhapatnam Port Authority 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. Terms and Conditions of Deputation are enclosed at **Annexure-V**.

Encl: As above

Yours faithfully,


for **SECRETARY/VPA**

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

RECRUITMENT RULES FOR THE POST OF PERSONNEL OFFICER IN GENERAL ADMINISTRATION 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 (in years)	Educational and other qualifications prescribed for Direct Recruitment	Where (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.	Personnel Officer	01	Class-I	60000-180000	Selection	--	40	<p>Essential :</p> <p>(i) Degree from a recognised university / Institution.</p> <p>(ii) 09 yrs experience in Executive cadre in the field of General Administration, Personnel, Industrial Relations etc., in an Industrial / Commercial / Govt. undertaking</p> <p>Desirable: Post Graduate Degree / Diploma in Personnel Management / Industrial Relations / Social Work / Labour Welfare OR allied subjects OR Degree in a Law from a recognised University / Institution</p>	<p>a. No.</p> <p>b. Yes</p> <p>c. No</p>	2	By promotion failing which by absorption / deputation, failing both by Direct Recruitment.	Promotion from Dy.Personnel Officer / Sr.Welfare Officer / in the scale of pay of Rs.10,750-16750 with 4 yrs regular service in the grade failing which Dy.Personnel Officer / Sr.Welfare Officer / with 2 years regular service in the grade and a combined regular service of 9 yrs. in the scales of pay of Rs.10,750-16,750 & Rs.9,100-15,100 in the respective discipline of pers. & I.R. Div.	Absorption / deputation will be of Officers holding analogous posts or Dy.Personnel Officer / Sr.Welfare Officer / or equivalent posts in the respective discipline of Pers. & I.R. Div. in the scale of pay of Rs.10,750-16,750 with 4 yrs. Regular service in the grade in a Major Port Trust.

ANNEXURE-II

Affix recent passport size photo
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**VISAKHAPATNAM PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT**

APPLICATION FOR THE POST OF: PERSONNEL OFFICER (CI.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 18.01.2024 :
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	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:

(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.

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 / APAR's for the last five years (2018-19 to 2022-23) along with statement of grading's are enclosed.

Dt. .12.2023

SIGNATURE OF THE HEAD OF OFFICE
(WITH SEAL)

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 Officer (in full)		
2.	Father's Name		
3.	Date of Birth		
4.	Date of Retirement		
5.	Date of Entry in to Port Service		
6.	Service to which the Officer belongs including batch/year Cadre etc., where applicable.		
7.	Positions held (During the ten preceding years)		
S.N	Designation & Place of Posting	From	To
8.	Whether the officer has been placed on the "Agreed list" or "List of officers on doubtful integrity" (if yes, details to be given)		
9.	Whether the allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, with what result (*)		
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 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 date.		

Date: .12.2023

(Name & Signature)

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

TERMS AND CONDITIONS OF DEPUTATION

1. PERIOD OF DEPUTATION: The period of deputation will be 3 (three) years from date of joining in the post subject to curtailment / extension.
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 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.
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 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 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 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 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 to 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

Annexure-VI

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 Port / Method of Recruitment (Please Mention Adhoc / Regular along with pay scales.	Scale of Pay	Period		Vigilance Status Cleared / Not Cleared	Minor / Major Penalty Imposed for the Last 10 years with date & order, if any	Grading's of APARs for the last 5 years viz., 2018 – 2019 to 2022 – 2023 (if APAR of a particular period is not available, No Report Certificate for that year / Period should be enclosed along with grading's of pervious year)
					From	TO			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Signature of the Head of the Department
Along with Official Seal