



VISAKHAPATNAM PORT AUTHORITY  
GENERAL ADMINISTRATION DEPARTMENT  
(PERSONNEL DIVISION)  
THE ONLY INDIAN PORT WITH ISO 9001, ISO 14001 & OHSAS 1800

No.C1/Rect. /SE (Civil)/ CE/2024/665

Dt 12.02.2024.

Recruitment Notice

To  
Chairperson,  
All Major Port Authorities.

Sir,

Sub: Filling up of 03 (Three) vacant posts of Supdt. Engineer (Civil) on scale of pay of Rs.60,000–1,80,000 in Civil Engineering Department in Visakhapatnam Port Authority on Absorption/Deputation basis – Reg.

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03 (Three) posts of Supdt. Engineer (Civil) on scale of pay of Rs.60,000-1,80,000 in Civil Engineering Department of Visakhapatnam Port Authority, are to be filled up by Absorption/Deputation from the officers of Major Port Authorities fulfilling the eligibility criteria prescribed in the Recruitment Rules enclosed, **at Annexure -I.**

Applications are, therefore invited from the eligible and willing officers who satisfy the Recruitment Rule for the post of Supdt. Engineer (Civil) in the prescribed format enclosed, **at Annexure -II.**

Applications may be forwarded by the respective Port Authorities to the undersigned along with the following documents:

- 1) Copies of ACRs duly attested by an Officer not below the rank of Deputy HOD on each of the page of the ACR of the applicant for the last five years (up to March, 2023). If ACR for a particular year/period is not available, the certificate to that effect may be attached and the ACR of the preceding years for similar No. of years should be enclosed with the certificate indicating the reasons for non-availability of ACRs.
- 2) Attested copies of all certificates, as a proof of educational qualification, qualifying service/experience in the respective feeder post & pay scale wise.
- 3) No Objection Certificate of the Heads of the respective Port /Organization.
- 4) Administrative clearance of the concerned port as per enclosed proforma.
- 5) Vigilance/Administrative clearance of the concerned Port in the prescribed proforma as per Ministry's letter No.A12022/10/205-PE-I, dt.27.08.2010, duly filled in all respects.
- 6) Two latest passport size photographs (to insert/attach in an envelope).
- 7) **The crucial date to determine the eligibility criteria for 03 (three) posts is 02.04.2024.**
- 8) Undertaking of the applicants to the effect that candidature will not be withdrawn, if selected.
- 9) Incomplete application or application received after the due date will not be considered.
- 10) **The last date for receipt of application duly completed, by the Port Authority is 02.04.2024.** Incomplete application or application received after the due date will not be considered.

If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application. Vigilance report is to be furnished in the attached format as at **Annexure III.**

The Port reserves the right to cancel or make any alteration in the recruitment process, if need arises, without further notice and without assigning any reason thereof, changes, if any will be notified in Port's website only.

Yours faithfully,

  
**SECRETARY**

Encl: As above.



**RECRUITMENT RULES FOR CLASS-I POST OF SUPERINTENDENT ENGINEER (CIVIL) IN CIVIL ENGINEERING DEPARTMENT / V.P.A.**

**ANNEXURE - I**

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 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.	Superintendent Engineer (Civil)	6	Class - I	Rs. 13000-350-18250	Selection	---	40	Essential: (i) Degree or equivalent in Civil Engineering from a recognized University / Institution. (ii) Nine years experience in executive cadre in Planning / Construction / Design / Maintenance preferably of Port and Marine Structures in an Industrial / Commercial / Govt. Undertaking.	(a) No (b) No. However, Diploma in Civil Engineering from a recognized University/ Institution is essential. (c) No	2 years	By promotion failing which by absorption/ deputation, failing both by direct recruitment.	Promotion from Executive Engineer (Civil) in the scale of pay of Rs.10750-16750 with 4 years regular service in the grade falling which Executive Engineer (Civil) in the scale of pay of Rs.10750-16750 with 2 years regular service in the grade and a combined regular service of 9 years in the scales of pay of Rs.10750-16750 and Rs.9100-15100 in the respective discipline of Civil Engng. Dept.  Absorption / deputation will be of Officers holding analogous posts or feeder post with experience as mentioned above in a Major Port Trust.	

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Annexure -II

PROFORMA

1. Name of the Officer :
2. Date of Birth :
3. Present post held along with the details of earlier post held in chronological order. :
4. Whether belongs to SC/ST :
5. Present basic pay and pay scale of the post indicating detailed break-up of emoluments. :
6. Service to which the officer belong :
7. Educational qualifications :
8. Other qualifications :
9. Experience :
10. Date of retirement :
11. Address for communication with telephone number. :
12. Any other points he may desire to mention. :

Place:  
Date:

(SIGNATURE OF THE APPLICANT)

CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE OF THE APPLICANT

1. It is certified that the particulars furnished by the Officer are correct.
2. It is certified that no disciplinary / Vigilance case is pending or contemplated against the applicant and he / she is clear from the Vigilance angle.
3. His / her integrity is certified.
4. It is certified that no major / minor penalties have been imposed on the officer during the last 10 years (In terms of Ministry's letter No.A-12022/10/05-PE-E dt.01.02.2007, 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 will have to be sent).
5. Attested copies of ACRs for the last five years are enclosed (upto 2023).

SIGNATURE OF THE HEAD OF THE OFFICE  
ALONG WITH THE OFFICE SEAL





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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 Officer
2. Father's Name
3. Date of Birth
4. Date of Retirement
5. Date of Entry in to 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 & Place of Posting	Administrative / nodal Ministry / Department concerned (in case of officers of PSU ect.	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 Chargesheet 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 no dated.
- Date

CHIEF VIGILANCE OFFICER

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

**FOR OFFICE USE**

**DATE OF RECEIPT  
OF APPLICATION**

**APPLICATION PROFORMA FOR APPLYING TO THE POST OF SUPDT. ENGINEER (CIVIL) ON  
ABSORPTION /DEPUTATION BASIS IN VPA**

1. **NAME** (In English & Block Capitals)


2. **DATE OF BIRTH** (DD/MM/YYYY)

Age (YY/MM/DD)  
(As on 02-09 2024)

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3. **NATIONALITY/ RELIGION**

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4. **Father's NAME**


5. **Mailing Address for Correspondence**


P I N

5 (a) **Permanent Mailing Address**


P I N

7. **SEX: MALE / FEMALE**

Paste latest photograph With Attestation.

6. **Category**

Genl	
SC	
ST	
OBC	

Telephone No, Mobile No & e-Mail ID



**8. Educational Qualifications (Academic / Technical) :**

<b>Educational Qualifications</b>	<b>Board / University</b>	<b>Year of Passing</b>	<b>Percentage of Marks</b>	<b>Elective Subject</b>

(Enclose copy of certificates)

**9. Experience.**

<b>Name of the Organisation</b>	<b>Joining Date</b>	<b>Leaving Date</b>	<b>Duration</b>			<b>Designation</b>
			<b>Y</b>	<b>M</b>	<b>D</b>	

(Enclose copy of certificates)

**10. Name & Address of the Present Employer with contact No. (If any)**

**11. NOC submitted : YES / NO**

**12. VIGILANCE / ADMINISTRATIVE CLEARANCE : YES / NO**

I do hereby declare that having understood contents given in the Advertisement, I submit the application and the information furnished is true and in case any of my declaration and documents attached herewith found to be un-true / bogus and if I am unable to produce relevant documents in support of the eligibility condition within stipulated time, my candidature may be cancelled at any stage of recruitment process. In the event that the any wrong statement is detected / noticed even after my appointment, I here by agree that my services are liable to be terminated without notice.

Dt. .02.2024

SIGNATURE