



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/TM/2024
Dt. 15.05.2024

Sub: Filling up of the post of Traffic Manager (HOD) (Class - I) in the scale of pay of Rs.100000-260000/- (Revised) by absorption through composite method in Traffic Department, Visakhapatnam Port Authority – Reg.

Sir,

1. The post of Traffic Manager (HOD), in Visakhapatnam Port Authority will likely to fall vacant with effect from 01.08.2024. As such, the post in the pay scale of Rs.100000-260000 (Revised) (pre-revised Rs.43200-66000) is to be filled by absorption through composite method from officers of Major Port Authorities, fulfilling the eligibility criteria as per RRs, **Annexure-I**.

2. The Selection is by merit for which overall grading in the ACRs/APARs should not below "Very Good".

3. As directed by the Ministry vide letter dated 19.11.2019, the incumbent will be initially appointed to the HOD post in the scale of pay of Rs.100000-260000 (Revised) (pre-revised Rs.43200-66000) and after completion of three years' regular service in the post, he/she will be elevated to the scale of pay of Rs.120000-280000 (Revised) (pre-revised Rs.51300-73000) subject to fulfilling the relevant conditions as per the Ministry's guidelines vide letter No.A-12023/15/2018-PE-I Dt.19.11.2019. It may be noted that any changes as directed by the Ministry from time to time, will be made applicable.

4.1 Application are invited from eligible and willing Officers of all the Major Port Authorities possessing the prescribed qualifications, experience and other conditions, for the post of Traffic Manager (HoD) (Class – I) in the pay scale of Rs.100000-260000 as per **Annexure-I**. The application may be submitted through "Online Application Portal" (OAP) of the Ministry of Ports, Shipping and Waterways website <http://onlinevacancy.shipmin.nic.in> from **15.05.2024 to 18.06.2024**. No application other than OAP shall be accepted.

4.2 The candidate will have to submit the printout of application from already uploaded in OAP to his administrative Port for onward forwarding. The administrative Ports are required to forward the applications of the candidates along with the following documents on or before **03.07.2024** superscribing "**Application for the post of Traffic Manager (HOD) in Visakhapatnam Port Authority**".

- (i) Certified copies 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.
- (ii) A statement showing year-wise availability of ACRs/APARs and grading duly signed by the Dy. Chairperson/Chairperson as per the Ministry's letter dated 01.02.2007. If ACR/APAR for a particular year during the last 5 years period is pending/not available, "No Report Certificate" may be furnished along with ACRs/APARs of the preceding years.

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- (iii) Attested photocopies of all certificates and proof of educational qualification present and past work experience in the respective post and pay scale.
- (iv) No objection certificate from the respective Port.
- (v) Certificate by the Head of the Office of the applicant (**Annexure-II**)
- (vi) An undertaking of the applicant to the effect that candidature will not be withdrawn, if selected by Services Selection Committee.
- (vii) Vigilance and Administrative clearance of the concerned Port, as per enclosed proforma (**Annexure-III**).
- (viii) The veracity of the professional certificates and caste certificate provided in terms of letter No.A-12022/10/2005-PE-I Dt.27.08.2010 by the applicant may be ensured and certified.
- (ix) Two recent passport size colour photographs in a sealed envelope.

5.1 As per the Ministry's guidelines Dt.26.09.2019, in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate will not be considered by the Ministry if his/her application is not received through proper channel by the Port within 15 days of the last date of receipt of applications, i.e. on or before **03.07.2024**.

5.2 Further, the Ministry vide letter dated 20.09.2022 has issued the advisory in continuation to its earlier guidelines dated 26.09.2019 regarding filling up the HOD level posts in Major Port Authorities wherein it is inter-alia stated that, "In this connection, it is to clarified that certain documents viz., obtaining vigilance clearance, APARs of the candidate may take some time due to administrative formalities. In such scenario, the Ports need to forward the application of the officer with the approval of the competent authority (i.e through proper channel) to the port which has issued advertisement before due date of submission of application. Such applications received through proper channel (even through without APARs, Vigilance, etc.) will be taken into consideration by the Ministry for appointment of HOD level posts. However, for consideration of candidature of the candidate by the selection committee, the Ports are required to forward the remaining documents without necessary delay. At various instances, the Ports forward the applications of the candidates in the last hours. Thus, it becomes impossible for the applications to reach the Port that issued advertisement before due date of submission. In such cases, the Ports, are required to forward his/her application (through proper channel i.e. forwarding of the Port alongwith printout of OAP application) via email so that the candidature of the candidate could be considered for the post. Subsequently, the complete application of the candidate alongwith other documents may be forwarded by the Port by registered post to the Port that issued advertisement.

6. The crucial date of determining the eligibility criteria will be **01.08.2024** i.e. the date of arising of vacancy in terms of Ministry of Port, Shipping and Waterways letter No. I-26/25/2013-PE.I Dt. 26.09.2019

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7. 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 format prescribed, vide CVC Circular No. 06/02/24 Dt. 23.02.2024 forwarded by Ministry of Ports, Shipping and Waterway's letter No. C-30019/2/2024-Vigilance Dt. 05.03.2024. Copy of which is attached as **Annexure-III**.

8. As per the Ministry's guidelines dated 26.09.2019 regarding filling up the HOD level posts in Major Port Authorities, Port official, who withdraws his/her candidature for the post after his/her selection by the Services Selection Committee, will be liable for debarment from future selection to HOD level posts in a Major Port Authorities for a period of two years.

9. Incomplete applications or applications not made following the stated procedure or received after due date will not be considered.

Yours faithfully,

for SECRETARY

VISAKHAPATNAM PORT AUTHORITY

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

- Encl: 1) Annexure-I
2) Annexure-II
3) Annexure-III

Copy to:

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

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

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 wide publicity among the eligible officers and to forward applications of willing and eligible officers to this office with suitable recommendations – for taking further action

Copy to : Notice Board.

ANNEXURE-1

RECRUITMENT RULES FOR CLASS-I POSTS IN TRAFFIC DEPARTMENT/V.P.T.

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	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.	TRAFFIC MANAGER (category-I Ports)	1	CLH HOD	20500-500-26500	Selection	---	45 years	i) A degree from a recognised university ii) Seventeen years experience in Shipping / cargo operations/ railway transportation in executive cadre in a / Industrial / commercial/ Govt. undertaking.	(a) No. (b) Yes (c) No.	N.A	By absorption through composite method failing which by deputation and failing both by direct recruitment.	For absorption through composite method, Officers holding analogous posts or the post of Traffic Manager in category-II ports with 2 years regular service or officers holding posts in the scale of pay of Rs.17500-22300 with 4 years regular service in the grade or officers holding posts in the scale of pay of Rs.16000-20800 with 5 years regular service in the grade in the Traffic Deptt. of a Major Port Trust will be eligible. For deputation, Officers holding analogous posts or officers holding post of Traffic Manager and equivalent posts in Traffic Deptt. in the scale of pay of Rs.18500-23900 with 2 years regular service in the grade or officers holding post of Sr.Dy.Traffic Manager and equivalent posts in Traffic Deptt. in the scale of pay of Rs.16000-20300 and above with 5 years regular service in the grade in Govt. / Semi Govt. / PSUs or Autonomous Bodies will be eligible. The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "very good".	

[Part II - Annex 3 (1)]

भारत का धर्म : अहिंसा

ANNEXURE-II

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) along with statement of grading's are enclosed.

Dt. .2024

Signature of the Dy. Chairperson/
Chairperson along with official seal

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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 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 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 applied post being Selection post at the level of Head of Department, the officer is _____ from Vigilance angle as per the guidelines of DoP&T/CVC issued from time to time".

Date: .2024

(Name & Signature)