



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

ISO-9001

ISO-14001

OHSAS-18001

No. C2/Rect./Sr. Dy. CAO/2016
Dt. 10.05.2016

To
The Chairmen,
All Major Ports.

Sir,

Sub: Filling up of the vacant post of Sr. Dy. CAO on scale of pay of Rs.32900 - 58000 on deputation basis in Accounts Department of Visakhapatnam Port Trust – Reg.

It is proposed to fill up the post of Sr. Dy. CAO (Cl.I) on scale of pay of Rs.32900-58000 on deputation basis in Accounts Department of Visakhapatnam Port Trust as per the Employment Notification (enclosed) as per the terms and conditions (enclosed).

It is requested to circulate the proposal to fill up the above post amongst eligible officers of your Port Names of the eligible and willing officers, who satisfy the Employment Notification for the post of Sr. Dy. CAO (Cl.I) together with their applications, as per the bio-data proforma (enclosed), along with the following documents may be furnished to the undersigned on or before **10.06.2016**.

- 1) Copies of ACRs of the applicant 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, 2016). If ACR for a particular year/period is not available, the certificate to that effect may be attached.
- 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 respective Port Trust/Organization.
- 4) An Undertaking of the applicant not to withdraw, if selected.
- 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.

The officer appointed on deputation will be governed by the enclosed terms and conditions of deputation. The period of deputation shall not ordinarily exceed 3 years and in any case not to exceed 05 years.

It is informed that, if he/she selected to the post of Sr. Dy. CAO on scale of pay of Rs.32900-58000 in Accounts Department of Visakhapatnam Port Trust will be governed by the Service Rules and Regulations in force as amended from time to time.

Applications received through proper channel will only be entertained. Applications received after the last date or without ACRs or otherwise found in complete will not be considered.

Yours faithfully,
Sd/-
SECRETARY

Encl: As above.



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GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)**

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<u>PROFORMA</u>		
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:	(SIGNATURE OF THE APPLICANT)	
Date:		

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 (i.e., from 01.04.2011 to 31.03.2016) are enclosed.

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

FOR OFFICE USE**DATE OF RECEIPT
OF APPLICATION**

APPLICATION PROFORMA FOR APPLYING TO THE POST OF SENIOR DEPUTY CHIEF ACCOUNTS OFFICER
(CLASS-I) IN VPT IN CONNECTION WITH THE EMPLOYMENT NOTICE No.09/2016 Dt.10.05.2016.

Paste latest
photograph
With
Attestation.

1. NAME (In English & Block Capitals)

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

		-			-				
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Age (YY/MM)(as on 01.05.2016)

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3. NATIONALITY/ RELIGION

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4. Father's NAME

5. Mailing Address for Correspondence

																P	I	N	

6. Category

Genl	
SC	
ST	
OBC	

5 (a) Permanent Mailing Address

																P	I	N	

Telephone No, Mobile No
& e-Mail ID

7. SEX: MALE / FEMALE

8. Educational Qualifications (Academic / Technical) :

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

(Enclose copy of certificates)

9. Experience.

Name of the Organisation	Joining Date	Leaving Date	Duration			Designation
			Y	M	D	

(Enclose copy of certificates)

10. Name & Address of the Present Employer with contact no's (If any)

11. N O C submitted : YES / NO

12. VIGILANCE / ADMINISTRATIVE CLEARENCE : 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. . .2016.

SIGNATURE

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.	2.	3	4	5	6	7	8	9	10	11	12	13	14
1.	Sr. Dy. Chief Account Officer	1	Class-1	16000-400-20800 (revised scale Rs. 32900-58000)	Selection	---	42 yrs.	ESSENTIAL: a) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. b) 12 Years experience in executive cadre in the field of Finance, Accounting in an Industrial /Commercial/ Govt. Undertaking	(a) No (b) Yes (c) No	N.A	By absorption through composite method failing which by deputation from other Govt.organizations and failing both by direct recruitment.	By absorption through composite method, Officers holding analogous posts or Dy CAO and equivalent posts in respective discipline of Finance Dept., in the scale of pay of Rs-13000-18250 with 3 years regular service in the grade Rs-13000-18250 (revised scale Rs.24900-50500) in a Major Port Trust or Dy.CAO and equivalent post in respective discipline of Finance Department with 2 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs.10750 – 16750 (revised scale Rs.20600-46500) and Rs.13000-18250 (revised scale Rs.24900-50500) in the respective discipline of Finance Department in a Major Port will be eligible. For DEPUTATION Officers holding analogous posts or holding posts of Dy CAO and equivalent posts in respective discipline of Finance Dept: in the scale of pay Rs-13000-18250 (revised scale Rs.24900-50500) in Govt. /Semi-Govt./PSUs or Autonomous bodies with 3 years regular service in the grade will be eligible .The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "very Good"	

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GENERAL ADMINISTRATION DEPARTMENT
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EMPLOYMENT NOTICE No.09 /2016, Dt.10.05.2016

SL. No.		
1.	Name of the Post	Sr. Deputy Chief Accounts Officer (Cl.I)
2.	No. of Posts	1 (One) (Unreserved)
3.	Classification	Class – I
4.	Scale of Pay	Rs. 32900-58000
5.	Whether Selection or Non-selection	Selection
6.	Upper Age limit	42 years.
7.	Educational and Other qualifications prescribed for direct recruitment	<u>Essential</u> a) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. b) 12 years experience in executive cadre in the field of Finance, Accounting in an Industrial/Commercial/ Govt. Undertaking
8.	Whether (a) age (b) Educational qualifications (c) Experience for direct recruits will apply in the case of promotion / absorption / deputation	a) No b) Yes c) No
9.	Period of Probation (in years)	N.A.
10.	Method of Recruitment	By deputation as mentioned in below columns
11.	In case of recruitment by deputation, grades from which it should be made.	For DEPUTATION Officers holding analogous posts or holding posts of Dy CAO and equivalent posts in respective discipline of Finance Dept: in the scale of pay Rs-13000-18250 (revised scale Rs.24900-50500) in Govt. /Semi-Govt./PSUs or Autonomous bodies with 3 years regular service in the grade will be eligible.The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "very Good"

(Continued)

Other conditions:

1. The appointment will be on deputation as per the terms and conditions enclosed.
2. Applicants should furnish their bio-data as per the proforma enclosed through the Competent Authority of their organization.
3. Age limit for deputationist is not prescribed, but maximum age limit for an appointment made on deputation does not exceed 56 years on the closing date of application.
4. Applicants should furnish the duties and responsibilities held by them in their existing post duly attested by the Competent Authority of their organization including Pay and DA pattern.
5. Organizations, which are forwarding the applications, should enclose ACRs for the last 5 years duly attested on the each page of the ACR of the applicants along with the clearance from Disciplinary/Vigilance angle.
6. No advance copy of application from the applicant will be accepted. Competent Authority of the respective Organisation must forward every application. Those applications, which are forwarded by the Competent Authority of the respective Organisation, will only be considered.
7. Incomplete applications and applications received after due date and applications which are not forwarded by the Competent Authority of respective Organisations will summarily be rejected. In such cases, no correspondence from the applicants shall be entertained.

In view of the above, interested candidates may furnish their applications with full particulars of Name, Address, Date of Birth, Qualifications and Experience etc., as detailed in the proforma enclosed, with copies of certificates duly attested should be sent through the Competent Authority of their Organization to reach **“The Secretary, Visakhapatnam Port Trust, Visakhapatnam-530 035” on or before 10.06.2016.**

The above information is available in Port Website No.www.vizagport.com

Sd/-
SECRETARY



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CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE OF THE APPLICANT

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