



VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

ISO-9001

ISO-14001

OHSAS-18001

No. C2/Rect/FA&CAO/2019
Dt. 04.01.2019

60

To

*The Chairmen
All Major ports
2
Other Govt. organisations*

Sir,

Sub: Filling up of the post of FA&CAO (HoD) on scale of pay of Rs.51300 - 73000 of Visakhapatnam Port Trust by Deputation – Reg.

The post of FA&CAO on scale of pay of Rs.51300-73000 in the rank of Head of Department, in Visakhapatnam Port Trust, is to be filled up by Deputation method from Officers holding analogous posts or Officers holding posts of FA & CAO and equivalent posts in the Finance Dept., in the scale of pay of Rs.18500-23900 (revised scale of pay of Rs.43200-66000) with 2 years regular service in the grade or Officers holding posts of Sr. Dy. Chief Accounts Officer and equivalent posts in the Finance Dept., in the scale of pay of Rs.16000-20800 (revised scale of pay of Rs.32900-58000) 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 bench mark in the overall grading in the ACRs will not be below "Very Good" as per the Recruitment Rule (enclosed).

The names of the eligible and willing officers, who satisfy the provisions in the approved Recruitment Rules for the post of FA&CAO, may be forwarded together with their applications in the prescribed format (enclosed) along with the following documents to this Port Trust on or before 22.02.2019.

- 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, 2018). 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.
- 6) The Port official, who withdraws his candidature for the post after his selection by the Service Selection Committee, will be liable for debarment from future selection to HOD level posts in all Major Port Trusts for a period of three years.


(Continued)

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 may be sent for forwarding to Government along with application.

It is also requested to ensure about the veracity of the Membership Certificate, University certificates and recognition of the Degree obtained by the applicants and certificate to that effect may be given by the Head of office. The applications received through proper channel will only be entertained. The applications received after the last date or without ACRs or otherwise incomplete will not be considered. Further, it is to inform that, the guidelines issued by the Ministry vide its letter No.A-12024/1/2010-PE-II, dt.04.07.2012 may be complied with.

It is informed that, if he/she selected to the post of FA&CAO (HoD) on scale of pay of Rs.51300 - 73000 in Accounts Department in Visakhapatnam Port Trust, under the Deputation Method of Recruitment will be governed by the Service Rules and Regulations of VPT in force as amended from time to time.

Yours faithfully,


04.07.12
SECRETARY

Encl: As above.

VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

EMPLOYMENT NOTICE No.02/2019, Dt.04.01.2019.

SL. No.		
1.	Name of the Post	FA&CAO (Category 1 Ports)
2.	No. of Posts	1 (One)
3.	Classification	Class – I (HoD)
4.	Scale of Pay	Rs. 51300-73000
5.	Whether Selection or Non-selection	Selection
6.	Upper Age limit for deputation	Not exceeding 56 years
7.	Educational and Other qualifications prescribed	Essential a) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. b) 17 years experience in Executive cadre in the field of Finance Accounting in an /Industrial / Commercial/Govt. undertaking.
8.	Method of Recruitment	By Deputation
9.	Period of Deputation	3 years or till further orders of the Ministry whichever is earlier
9.	In case of recruitment by deputation, grades from which it should be made	For deputation Officers holding analogous posts or Officers holding posts of FA & CAO and equivalent posts in the Finance Dept., in the scale of pay of Rs.18500-23900 (revised scale of pay of Rs.43200-66000) with 2 years regular service in the grade or Officers holding posts of Sr. Dy. Chief Accounts Officer and equivalent posts in the Finance Dept., in the scale of pay of Rs.16000-20800 (revised scale of pay of Rs.32900-58000) 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 bench mark in the 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 pro-forma enclosed through the Competent Authority of their Organisation along with attested copies of all certificates, as a proof of educational qualification, qualifying service/experience in the respective feeder post & pay scale wise
3. Age limit for deputationist is prescribed, the maximum age limit for an appointment made on deputation does not exceed 56 years on the closing date of application and the crucial date for determine the eligibility criteria is also 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 Organisation including Pay and DA pattern.
5. Organizations, which are forwarding the applications, should enclose ACRs for the last 5 years (i.e. from 2013-14 to 2017-18) duly attested on the each page of the ACR of the applicants along with the Administrative clearance, Disciplinary case position and Vigilance clearance certificate. If ACR for a particular year/period is not available, the certificate to that effect may be attached duly furnishing the preceding year ACR.
6. No Objection Certificate of respective Organization has to be furnished.
7. No advance copies of application from the applicant will be accepted. Competent Authority of the respective Organisation must forward only the eligible application within the due date. Those applications, which are forwarded by the Competent Authority of the respective Organisation, will only be considered.
8. Incomplete applications and applications received after due date and applications which are not forwarded by the Competent Authority of respective Organisations within the due date will summarily be rejected. In such cases, no correspondence from the applicants/organisation shall be entertained.
9. Applications without enclosing Membership Certificate will summarily be rejected without any further correspondence.
10. The Port official, who withdraws his candidature for the post after his selection by the Service Selection Committee, will be liable for debarment from future selection to HOD level posts in all Major Port Trusts for a period of three years.

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 pro-forma enclosed, with copies of Certificates duly attested should be sent through the Competent Authority of their Organisation to reach "THE SECRETARY VISAKHAPATNAM PORT TRUST, VISAKHAPATNAM -530035" on or before **22.02.2019**.

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


SECRETARY

RECRUITMENT RULES FOR THE POST OF FA & CAO (HOD) IN VISAKHAPATNAM PORT TRUST

Sl. No.	Name of the post	No of posts	Classification	Scale of pay (Rs.)	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.	FA & CAO (Category-1 Ports)	1	CL-I HOD	20500-500-26500 (revised Rs.51300-73000)	Selection	--	45 yrs	Essential a) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. b) 17 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 and failing both by direct recruitment	For absorption through composite method, Officers holding analogous posts or in the posts of FA & CAO in category-II Ports with 2 years regular service in the grade or Officers holding posts in the scale of pay of Rs.17500-22300 (revised scale of pay of Rs.36600-62000) with four years regular service in the grade or Officers holding posts in the scale of pay of Rs.16000-20800 (revised scale	

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VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
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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:

(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 2013-14 to 2017-18) are enclosed.

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

Grams: PORTRUST ♦ FAX: 0891-2565023, STD: 0891 Phone: 2876000 ♦
Visakhapatnam-530 035 (Andhra Pradesh) E-Mail: vpt@vizagport.com

FOR OFFICE USE

**DATE OF RECEIPT
OF APPLICATION**

APPLICATION PROFORMA-FOR APPLYING TO THE POST OF FA&CAO (HoD) ON SCALE OF PAY OF
Rs.513000-73000 IN VPT BY DEPUTATION IN CONNECTION WITH
THE EMPLOYMENT NOTICE No.02/2019 Dt.04.01.2019.

1. **NAME** (In English & Block Capitals)[illegible]

Paste latest
photograph
With
Attestation.

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

Age (YY/MM)
(as on 22.02.2019)

3. NATIONALITY/ RELIGION

[illegible]

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4. Father's NAME

[illegible]

5. Mailing Address for Correspondence

[illegible]

6. Category

Genl	
SC	
ST	
OBC	

5 (a) Permanent Mailing Address

[illegible]

Telephone No, Mobile No
& e-Mail ID

7. SEX: MALE / FEMALE

8. Educational Qualifications as on 22.02.2019 (Academic / Professional) :

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

(Enclose copy of certificates)

9. Experience as on 22.02.2019.

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 CLEARANCE : YES / NO****13. Languages known:**

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. I also here by undertake that I will not withdraw my candidature if I am selected to the post of FA&CAO (CI.I) (HoD) on deputation in VPT.

Dt. . .2019.

SIGNATURE