



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

**ISO-9001**

**ISO-14001**

**OHSAS-18001**

No.C2/Rect/Sr. Dy. CAO/2014/2731  
Dt.08.04.2014

To  
The Chairmen,  
All Major Ports (As per list)

Sir,

Sub: Filling up the post of Sr. Dy. CAO (CL-I) on scale Rs.32900-58000 on deputation basis, in Accounts Department of Visakhapatnam Port Trust.

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It is proposed to fill up the post of Sr. Dy. CAO (CL-I) on scale 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 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 pro-forma enclosed, along with the following documents, may be furnished to the undersigned on or before 21.05.2014.

- 1) Copies of ACRs of the applicant for the last five years (up to March, 2014).
- 2) Attested copies of all certificates.
- 3) No Objection Certificate of respective Port.
- 4) An Undertaking of the applicant not to withdraw, if selected.
- 5) Vigilance/Administrative clearance of the concerned Port.

The officer appointed on deputation, will be governed by the enclosed terms and conditions of deputation. The period of deputation shall not ordinarily exceed three years and in any case, not to exceed five 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 in 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 the ACR's or otherwise found incomplete will not be considered.

Yours faithfully,

Sd/-  
**SECRETARY**

Encl: As above.

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



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GENERAL ADMINISTRATION DEPARTMENT  
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PROFORMA

1. Name of the Officer :
2. Date of Birth :
3. Date of Retirement :
4. Present post held along with the details of earlier post held in chronological order. :
5. Present basic pay and pay scale of the post indicating detailed break up of emoluments. :
6. If applicant is on revised pay scale indicate the date from which revision took place and also indicate the pre-revised scale. :
7. Service to which the officer belongs :
8. Educational qualifications :
9. Other qualifications :
10. Experience :
11. Whether belongs to SC/ST :
12. Address for communication with telephone number. :
13. Any other points he may desire to mention :

Place:

(SIGNATURE OF THE APPLICANT)

Date:

**CERTIFICATE BY HEAD OF OFFICE (COMPETENT AUTHORITY) 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.
5. Details of ACRs attached for the last 5 years.

**SIGNATURE OF THE HEAD (COMPETENT AUTHORITY) OF THE OFFICE  
ALONG WITH THE OFFICE SEAL**



**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's (If any)**

**11. N O C 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. . .2014

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.	<b>ESSENTIAL:</b> 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. <b>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"</b>	

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

**EMPLOYMENT NOTICE No.02/2014, Dt.07.04.2014**

<b>SL. No.</b>		
1.	<b>Name of the Post</b>	<b>Sr. Dy. CAO (CL-I)</b>
2.	<b>No. of Posts</b>	<b>01 (one) (Unreserved)</b>
3.	<b>Classification</b>	<b>Class – I</b>
4.	<b>Scale of Pay</b>	<b>Rs.32900-58000</b>
5.	<b>Whether Selection or Non-selection</b>	<b>Selection</b>
6.	<b>Upper Age limit</b>	<b>42 years.</b>
7.	<b>Educational and Other qualifications prescribed for direct recruitment</b>	<b>ESSENTIAL:</b> 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.	<b>Whether</b> 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.	<b>Period of Probation (in years)</b>	<b>N.A.</b>
10.	<b>Method of Recruitment</b>	<b>By deputation from other Govt. organizations.</b>
11.	<b>In case of recruitment by deputation, grades from which it should be made</b>	<b>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".</b>

(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.
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 Organisation 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 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 21.05.2014.

The above information is available in Port Web site No. [www.vizagport.com](http://www.vizagport.com)

Sd/-  
SECRETARY.

**VISAKHAPATNAM PORT TRUST**  
**TERMS AND CONDITIONS OF DEPUTATION OF THE POST OF**  
**Sr. Dy. CAO (CL-I) IN ACCOUNTS DEPARTMENT VISAKHAPATNAM PORT TRUST.**

**1. PERIOD OF DEPUTATION**

The period of deputation will be of 3 (three) years from the date of taking overcharge of the post subject to curtailment / extension.

**2. PAY & Allowances**

During the period of deputation Shri/Smt \_\_\_\_\_ will have the option either to get his/her pay fixed in the scale of Rs.32900-58000 attached to the post of Sr. Dy. CAO (CL-I) in Visakhapatnam Port Trust under the normal rules or the pay attached to the post held by him in his/her parent department viz., \_\_\_\_\_ plus Deputation (duty) Allowance in accordance with and subject to the conditions as modified from time to time and such general or special orders issued by the Ministry of Shipping in this regard.

**3. DEARNESS ALLOWANCE**

Shri/Smt \_\_\_\_\_ will be entitled to dearness allowance under the rules of the parent Department/ Organization or under the rules of Visakhapatnam Port Trust according as he/she retains his/her scale of pay under the parent Department/ Organization or he/she draws pay in the scale attached to the post under the Visakhapatnam Port Trust.

**4. JOINING TIME PAY AND TRANSFER T. A.**

He/She will be entitled to TA and joining time both on joining the post in Visakhapatnam Port Trust and on reversion there-from to his/her parent Department/ Organization under the rules of Visakhapatnam Port Trust. The expenditure on this account will be borne by the Visakhapatnam Port Trust.

**4 (A) T. A. FOR JOURNEY ON DUTY DURING THE PERIOD OF DEPUTATION.** To be regulated under rules of the Visakhapatnam Prot Trust.

**5. LOCAL ALLOWANCES LIKE COMPENSATORY (CITY ALLOWANCE & HRA):**

To be regulated under the rules of Visakhapatnam Port Trust. He/She is not entitled to HRA in case he/she is provided VPT Residential Accommodation.

**6. LEAVE AND PENSION**

During the period of deputation he/she will continue to be governed by the leave, pension, Rules of the parent Department/ Organization applicable to him before his deputation to Visakhapatnam Port Trust. The Visakhapatnam Port Trust shall pay the 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 under F. R. 116 within 15 days from the end of each financial year or the end of the deputation if the deputation expires before the end financial year. The Leave Salary and Pension contribution shall be paid at the rates intimated by the parent Department/ Organization. The leave salary in respect of the leave availed during deputation period shall be borne by the parent Department/ Organization.

(Continued)



**7. PROVIDENT FUND BENEFITS**

During the period of deputation he/she will be governed by the rules of parent Department/ Organization. The Visakhapatnam Port Trust will deduct the subscription by contribution on this account from his/her pay and allowances and remit it to the parent Department/ Organization.

**8. MEDICAL ATTENDANCE & TREATMENT**

The deputationist will be entitled to Medical Attendance & Treatment facilities under the rules of Visakhapatnam Port Trust.

**9. RESIDENTIAL ACCOMMODATION**

He/She will be entitled to residential accommodation according to the rules of Visakhapatnam Port Trust, when residential accommodation is provided by the Visakhapatnam Port Trust, he/she will have to pay rent to the Visakhapatnam Port Trust as per the Regulations of VPT plus additional charges for Water and Electricity etc., as per the rules of Visakhapatnam Port Trust.

**10. CHILDREN'S EDUCATIONAL ALLOWANCE & REIMBURSEMENT OF TUITION FEE**

The deputationist will be eligible to claim CEA & Reimbursement of Tuition fee in respect of his/her children under the Visakhapatnam Port Trust Regulations subject to the fulfillment of the conditions prescribed therefore from time to time. He/She cannot claim both the concessions in respect of the same child.

**11. LEAVE TRAVEL CONCESSION:**

The Visakhapatnam Port Trust shall allow and bear the expenditure on account of LTC as admissible to him/her under the Visakhapatnam Port Trust (LTC/Home Town) Regulations.

**12. INSURANCE SCHEME:**

The Visakhapatnam Port Trust will deduct the contribution on this account from his/her pay and Allowance and remit it to parent Department/ Organization.

**13. RESIDUARY MATTER:**

All matters relating to the conditions of service not covered by the paras 1 to 12 above will be governed by the rules and orders applicable to him/her in parent Department/ Organization.

Sd/-  
**SECRETARY**