



VISAKHAPATNAM PORT TRUST  
GENERAL ADMINISTRATION DEPARTMENT  
(PERSONNEL DIVISION)

ISO-9001

ISO-14001

OHSAS-18001

No.C2/Rect./Sr. Dy. Director (Research)/2019 /2916  
Dt. 7.05.2019

To  
The Chairmen  
All Major Port Trusts  
Sir,

Sub: Filling up of the post of Sr. Dy. Director (Research) (CL-I) on scale Rs.13000-18250 (revised scale Rs.24900-50500) on absorption/deputation basis, in Research & Planning Division of Traffic Department of Visakhapatnam Port Trust.

It is proposed to fill up the post of Sr. Dy. Director (Research) (CL-I) on scale Rs.13000-18250 (revised scale Rs.24900-50500) on absorption/deputation basis, among Major Ports in Research & Planning Division of Traffic Department of Visakhapatnam Port Trust, as per the RR (enclosed), on the terms and conditions (enclosed).

It is requested to circulate the proposal amongst eligible officers of your Port. Names of eligible and willing officers, who satisfy the RR for the post of Sr. Dy. Director (Research) (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 **03.07.2019**.

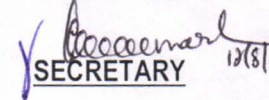
- 1) Copies of ACRs of the applicant for the last five years (for the period from 2014-15 to 2018-19). Non-availability certificate should be enclosed, in case of non-availability of ACR of particular year.
- 2) Attested copies of all certificates.
- 3) No Objection Certificate of respective Port.
- 4) An Undertaking of the applicant not to withdraw, if selected.
- 5) Vigilance/Administrative clearance of the concerned Port in the prescribed proforma as per Ministry's letter No.A 12022/10/205-PE-1 dt.27.08.2010 and revised instructions issued thereon.

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. Director (Research) on scale Rs.13000-18250 (revised scale Rs.24900-50500) in Research & Planning Division of Traffic 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 considered / entertained. Applications received after the last date or without the ACR's/advance copies or otherwise found incomplete without enclosures will not be considered. All Ports are requested to forward the eligible applications within due date with all the enclosures.

Yours faithfully,

  
SECRETARY 12/5/19

Encl: As above.

Copy to: Joint Director (R&P) – for wide publicity among eligible officers.

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

**RECRUITMENT RULES FOR THE POST OF Sr. Dy. DIRECTOR (RESEARCH) IN RESEARCH & PLANNING DIVISION OF TRAFFIC DEPARTMENT IN  
VISAKHAPATNAM PORT TRUST**

| S<br>l.<br>No. | Name of the post            | No of posts | Class i-fiction | 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 Quantifications/ (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. Director (Research) | 1           | CL-I            | 13000-350-18250 (revised scale of pay of Rs. 24900-50500) | Selection                               | --  | 40 years  | <b>Essential:</b><br>i) Degree in Economics or Statistics or Mathematics from a recognized University/institutions.<br>ii) Nine years Executive experience in planning or in collection, compilation and interpretation of data or in conducting field surveys, investigations etc.<br>ii) Knowledge of computer operations. | a) No<br>b) Yes<br>c) No  | 2 Yrs.                         | By promotion failing which by absorption/ deputation failing both by direct recruitment       | Promotion from Deputy Director (Research) in the scale of pay Rs.10750-16750 (revised scale of pay of Rs.20600-46500) with 4 yrs. Regular service in the grade failing which Dy. Director (Research) in the scale of pay of Rs.10750-16750 with two years regular service in the grade and a combined regular service of 9 |         |

|  |  |  |  |  |  |  |  |  |  |  |   |
|--|--|--|--|--|--|--|--|--|--|--|---|
|  |  |  |  |  |  |  | <p><b>Desirable:</b><br/> i) Post graduate degree/ diploma in Economics or statistics or Mathematics or Operational research and allied subjects from a recognized university/institutions.<br/> ii) Knowledge of Computer operations.</p> |  |  |  | <p>years in the scales of pay Rs.10750-16750 and in 9100-15100 (revised scales of pay of Rs.20600-46500) in the respective discipline of P&amp;R Div. <b>Absorption</b> /deputation will be of Officers holding analogous posts or Dy. Director (Research)/ Deputy Director (EDP) and other equivalent posts in the scale of pay of Rs.10750-16750 (revised scale of pay of Rs.20600-46500) with 4 yrs. Regular service in the grade in P&amp;R div in a Major Port Trusts.</p> |
|--|--|--|--|--|--|--|--|--|--|--|---|

APPLICATION FORMPost applied for: Sr. Dy. Director (Research) by absorption/deputation

1. Full Name (in block letters) :
2. (a) Address for communication :  
(b) Telephone No./Mobile No. :  
(c) Fax/Email address :
3. Date of birth :
4. Date of retirement :
5. Category (caste certificate to be enclosed in case of SC/ST/OBC) : SC ST OBC GEN
6. Present post with scale of pay :
7. Date of continuous appointment in the present post :
8. Date of first appointment in Class-I cadre of the Post :
9. Educational and other qualifications (graduation certificate and certificate for higher professional qualification to be enclosed)

| Examination | University | Year of passing | Class and percentage obtained | Special subjects |
|-------------|------------|-----------------|-------------------------------|------------------|
|             |            |                 |                               |                  |

## 10. Details of fulfilling qualifying service:

| Post | Scale<br>(both revised & pre-revised) | Period           |                            |                     |
|------|---------------------------------------|------------------|----------------------------|---------------------|
|      |                                       | On regular basis | On officiating/Adhoc basis | On Deputation basis |
|      |                                       |                  |                            |                     |
|      |                                       |                  |                            |                     |
|      |                                       |                  |                            |                     |

Note: (1) All columns must be clearly filled in.

(2) Pay scale granted as financial upgradation under Modified Assured Career Progression Scheme (MACPS) should not be indicated as it is not a regular service in the grade.

11. Details of employment/  
Experience in executive cadre in a chronological order

| Name of the organisation | Posts held | Scale of pay | From | To | Nature of duties |
|--------------------------|------------|--------------|------|----|------------------|
|                          |            |              |      |    |                  |

12. Any outstanding achievement in the :  
Posts so far held (give brief note)

13. Any other information that applicant :  
may like to mention (give brief note)

In the event of my selection to the above post, I will not withdraw and undertake to accept the posting.

(Signature of the Applicant)

Place:

Date:

Certificate to be given by Head of Office of the applicant.

1. The particulars furnished by the applicant are correct and he/she fulfills the eligibility criteria.
2. The veracity of educational qualification certificates are correct.
3. No disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from vigilance angle.
4. His/Her integrity is certified.
5. No major/minor penalties have been imposed on the applicant during the last 10 (ten) years (in terms of Ministry's letter No.A-12022/10/05-PE-E dt.01.02.2017. If any Major or Minor Penalty has been imposed on the applicant during last 10 years the details of the disciplinary case leading to such penalty along with necessary documents will have to be sent).
6. Attested copies of ACRs for the last five years (1.4.2014 to 31.03.2019) are enclosed.

SIGNATURE OF THE CHAIRMAN/DY.CHAIRMAN  
WITH SEAL

- Note:
1. Applicant may enclose self-attested copies of certificates in support of the educational and other qualifications.
  2. Applicant may enclose copies of documents in support of employment in organisations other than in Major Port Trusts.

TERMS AND CONDITIONS OF DEPUTATION OF THE POST OF  
Sr. Dy. Director (Research) (CL-I) IN RESEARCH & PLANNING DIVISION OF TRAFFIC  
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. The 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 and the crucial date for determining the eligibility criteria is also on the closing date of application.

**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.13000-18250 (revised scale of Rs.24900-50500) attached to the post of Sr. Dy. Director (Research) (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 Road Transport & Highways 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. 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.

**11. RESIDUARY MATTER:**

All matters relating to the conditions of service not covered by the paras 1 to 10 above will be governed by the rules and orders applicable to him/her in parent Department/ Organization.





**8. Educational Qualifications (Academic / Technical) as on 03.07.2019 :**

| <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 as on 03.07.2019.**

| <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. NOC 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.

Dt. . .2019.

SIGNATURE