

VISAKHAPATNAM PORT AUTHORITY

AN AUTONOMOUS BODY UNDER MINISTRY OF PORTS, SHIPPING & WATERWAYS

GOVERNMENT OF INDIA

GENERAL ADMINISTRATION DEPARTMENT

By Speed Post

To
The Chairperson,
All Major Port Authorities
(As per list)

No.C1/Rect./ MM (Dy HoD)/2025/
Dt. 10.10.2025.

Sir,

Sub: Filling up of the vacant post of Materials Manager (Dy.HoD)(Class-I) on scale of pay of Rs.80000 - 220000 in Materials Management Division of Mechanical and Electrical Engineering Department of Visakhapatnam Port Authority by **absorption through Composite Method** of Recruitment - Reg.

1. The Post of Materials Manager (Dy.HoD) (Class - I) on scale of Rs.80000-220000 in Materials Management Division of Mechanical and Electrical Engineering Department of Visakhapatnam Port Authority has fallen vacant and the same is to be filled up by absorption through Composite Method, from **eligible and willing officers of Major Port Authorities**, fulfilling eligibility criteria prescribed in the Recruitment Rule for the said Post. The copy of Recruitment Rule is enclosed at **Annexure-1**.

2 Applications are invited from **Eligible and willing officers of all the Major Port Authorities** possessing the prescribed qualifications and experience as mentioned at **Annexure - 1**. The applications shall be submitted through 'Online Application Portal' (OAP) of the Ministry of Ports, Shipping & Waterways (<http://onlinevacancy.shipmin.nic.in>) from **10.10.2025 to 11.11.2025** and a print-out of the online application should be sent through proper channel, along with the following documents superscribing "Application for the post of Materials Manager (Dy.HoD) (Class - I) in Visakhapatnam Port Authority" on or before **25.11.2025**. No application other than OAP will be accepted.

- Copies of Educational Qualifications and Experience certificates.
- Undertaking of the applicants to the effect that candidatures will not be withdrawn, if selected by Service Selection Committee.
- A self attested Passport Size photo of the candidate to be fixed on the application.

3. The Ministry in the letter dt.09.07.2020, has informed that the Appointing Authority as well as Disciplinary Authority for all Dy.HoD level posts will be the Central Government i.e. Secretary (Shipping) and directed all Major Ports to carry out amendments in their service regulations viz. Recruitment, Seniority and Promotion (RS&P), Classification, Control and Appeal and other relevant Regulations as per the laid down procedure.

4. Subsequently, the Ministry vide letter dt.29-12-2020, has conveyed that "till amendments in the Service Regulations viz. Recruitment Rules (RRs), Seniority and Promotion (RS&P), Classification, Control and Appeal and other relevant Regulations are notified, Dy. HoD level posts in Major Ports may be filled up only by absorption through Composite Method at Port level. Advertisement for filling up of the posts, DPC etc., may be held at Port level. However, recommendations of the DPCs may be conveyed by Major Port Authorities to the Ministry and obtain approval of the Ministry before issuing appointment orders.

5. The Selection is by Merit for which overall grading in ACR/APAR will not be below "Very Good".

6. The instructions of the Ministry vide letters Dt.09.07.2020, 29.12.2020, 14.06.2020 and 11.08.2021 has to be strictly complied.

7. Ports have to forward the applications of suitable and willing officers who satisfy the requirements along with the following documents so as to reach SECRETARY, Visakhapatnam Port Authority, 1st Floor, Administrative Office Building, Port Area, Visakhapatnam - 530 035 on or before **25.11.2025**.

Contd.....2

- a. Copies of ACRs / APARs for the last 5 years (2020-2021 to 2024-25) along with grading statement, duly attested by an Officer not below the rank of Deputy HOD on each of the page of the ACR/APAR. If ACR / APAR for a particular year/period are not available, the last available five years ACRs/APARs may be furnished with a non-availability certificate so as to complete the reckoning of APARs for preceding five years.
 - b. Attested photocopies of all certificates and proof of educational qualifications, present and past work experience in the respective post and pay scale wise, duly verified by the Port while forwarding the application.
 - c. Administrative Clearance of the concerned Port duly signed and stamped by the Head of the Department (**Annexure – II**).
 - d. No Objection Certificate of the respective Port to relieve the candidate (**Annexure – V**).
 - e. Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by the SSC (**Annexure – IV**).
 - f. Vigilance /Administrative clearance of the concerned Port, as per enclosed proforma prescribed by the Ministry (**Annexure-III**).
 - g. The veracity of the University Certificates and the recognition of the degree obtained by the applicant may be ensured and certified (**Annexure – II**).
 - h. Complete statement of service details of the applicants with post held till date (**Annexure – VI**).
 - i. Two recent passport size photographs.
8. 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 along with application.
9. If the officer selected to the post of Materials Manager (Dy. HoD) (Class-I) on scale Rs.80000-220000 in MM Division of Mechanical and Electrical Engineering Department of Visakhapatnam Port Authority will be appointed on Composite Method and will be governed by the Service Rules and Regulations in force as amended from time to time and terms & conditions prescribed by the Central Government.
10. In terms of Ministry's letter dated 11.08.2021, once the application(s) is /are forwarded in respect of any employee with the prior approval of the competent authority, **the port concerned shall ensure that he/she would be relieved immediately in any case within 30 days of his/her present post in case of selection and appointment to the above post.** In case he/she is not relieved within 30 days of his/her appointment to the above said post, it would be deemed as relieved of his/her present post after expiry of 30 days of his/her appointment.
11. The Crucial date for determining the eligibility criteria as regards to the qualification, experience, age etc. is **11.11.2025** in terms of MoPSW letter Dt. 11.08.2021 addressed to all Major Ports.
12. The Port official, who withdraws his candidature for the post after his/her selection by the Service Selection Committee, will be liable for debarment from future selection to Dy. HoD level posts in all Major Port Authorities for a period of two years in terms of Ministry's guidelines Dt. 11.08.2021.
13. As per the Ministry's guidelines dated 26.09.2019, in case of receipt of advance copy of application from any candidate, his / her candidature will not be considered if his/her application is not received through proper channel from the Port within 15 days of the last date of receipt of applications. Therefore, Major Ports are requested to forward the applications with complete set of enclosures on or before **25.11.2025**. Applications received after **25.11.2025** will not be considered.
14. Incomplete application or application received after the due date or otherwise application received not through proper channel will not be considered. Applications received through proper channel will only be considered. Applications duly forwarded within the due date shall only be considered.

Yours faithfully,

for SECRETARY

VISAKHAPATNAM PORT AUTHORITY

अजय तेजा . वि / Ajay Teja. V

सहायक सचिव श्रेणी-I / Asst. Secretary Gr-I

विशाखपट्टणम पोर्ट प्रधिकरण / Visakhapatnam Port Authority

भारत सरकार / MoPSW, Govt. of India)

विशाखपट्टणम / VISAKHAPATNAM

- Encl: a. Annexure - 1 Copy of Recruitment Rules for the post of Materials Manager (Dy. HoD).
- b. Annexure - 2. Certificate to be given by the Head of Office.
- c. Annexure - 3. Proforma for Vigilance / Administrative Clearance.
- d. Annexure - 4. Self undertaking of the Applicant.
- e. Annexure - 5. NOC of the respective Port.
- f. Annexure - 6. Service particulars statement.

Copy to : The Secretary to the GOI, MoPSW, New Delhi.

Kind Attention : Shri Ashish Bhattacharya,
Under Secretary to GOI, (PHRD)
MoPSWs, New Delhi. – For information.

Kind Attention : Shri Devendra Kumar,
Deputy Secretary (PHRD),
MoPSWs, New Delhi. – For information.

Copy to : MD, IPA, New Delhi - for uploading the vacancy circular on IPAs website.

Copy to: CME - for information and vide circulation among eligible Officers in M&E Engineering Department,
VPA.

Copy to: Joint Director with a request to upload the Circular on the VPA website and ensure OAP is available
in MoPSW Portal. The Circular may be deleted from the web site after last date.

RR of the Post of Materials Manager (cl-I) in M&E Department / VPA

RECRUITMENT RULES FOR THE CLASS -I POSTS IN MATERIALS MANAGEMENT DIVISION UNDER M. & E. DEPARTMENT

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.	MATERIALS MANAGER	1	Class-I	16000-400-20600	Selection	—	45	Essential: (i) Degree or equivalent in Mechanical/Electrical Engineering from a recognised University/Institution. (ii) Twelve years experience in executive cadre in the field of Materials Management / Mechanical Engineering / Electrical Engineering in a / Industrial / Commercial / Govt. Undertaking. Desirable: (i) Post Graduate Degree / Diploma in Materials Management from a recognised University / Institution.	(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.	For absorption through composite method, officers holding analogous posts or Sr. Dy. Materials Manager and equivalent posts in M.M. Div. In the scale of pay of Rs.13000-18250 with 3 years regular service in the grade in a Major Port Trust or the Post of Sr. Dy. Engineer (Mech/Elect) in the scale of pay of Rs.13000-18250 with 3 years regular service in the grade in a Major Port Trust or Sr. Dy. Materials Manager and equivalent posts in M.M. Div. / Supdt. Engineer (Mech/Elect) 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 and Rs.13000-18250 in the respective discipline of M.M. Div. / M&E Engg. Deptt. in a Major Port Trust will be eligible. For deputation, officers holding analogous posts or officers holding posts of Sr. Dy. Materials Manager/Supdt. Engineer (Mech/Elect) and equivalent posts in M.M. Div. / M&E Engg. Deptt. in the scale of pay of Rs.13000-18250 with 3 years regular service in the grade in Govt./Semi Govt./PSUs/ Autonomous Bodies 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".	

(Pre-revised) 10750-300-16750 / 20600-46500 / 50000-160000 (Revised)
(Pre-revised) 13000-350-18250 / 24900-50500 / 60000-180000 (Revised)

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

Shri / Smt.....Designation.....

1. It is certified that the particulars furnished by the applicant are correct and the incumbent fulfills 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 / APAR's for the last five years (2020-21 to 2024-25) along with statement of grading's are enclosed.

**SIGNATURE OF THE CHAIRPERSON/
Dy. CHAIRPERSON ALONG WITH OFFICIAL SEAL**

VISAKHAPATNAM PORT AUTHORITY

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 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 including batch/year Cadre etc., where applicable			Port Service	
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.				

Date:

(Name & Signature)

(*) If Vigilance Clearance had been obtained from the Ministry / CVC in the past, the information may be provided for the period thereafter.

Annexure - IV

SELF UNDERTAKING

I _____(Name & Designation)_____, hereby undertake / confirm that in the event of my selection by the Services Selection Committee to the post of Materials Manager (Dy.HoD) (Class – I) on scale of pay of Rs. 80,000 – 2,20,000 in Visakhapatnam Port Authority, I will not withdraw my candidature, in terms of the Ministry's Instructions Dt. 11.08.2021.

Date: .10.2025

SIGNATURE OF THE CANDIDATE

ANNEXURE- V

NO OBJECTION CERTIFICATE

It is certified that _____ Port Authority has no objection to relieve Sri _____, _____(Designation) (Class-I) on Scale of pay of Rs. _____, _____ Dept, _____ Port Authority of his duties in the event of his Selection to the post of Materials Manager (Dy.HoD)(Class-I) on Scale of pay of Rs. 80,000 – 2,20,000 in Visakhapatnam Port Authority in terms of the VPA Circular
Dt. .10.2025.

Place.

Date. .10.2025

SIGNATURE OF THE HEAD OF OFFICE
WITH SEAL.

ANNEXURE - VI

SERVICE PARTICULARS OF THE APPLICANTS TO BE FURNISHED BY THE PORT CONCERNED

Sl.No.	Name and Designation of the officers, DoB / DoR & Date of joining in the Port/ Declaration of probation in the feeder grade	Educational Qualifications	Posts held in the Port with Name of the Post / Method of Recruitment, category etc. (please mention adhoc / regular)	Scale of Pay (Revised & Pre revised)	Period		Vigilance status cleared / not cleared with copy of CVO letter	Details of Major/Minor penalty imposed for the last 10 years with date and order copies, if any	APARs Grading's for the period 2020-21 to 2024-2025 (if APAR of a particular period is not available, APARs Grading's of the preceding years may be furnished with No Report Certificate / non availability certificate for that year / period).
					From	To			
1	2	3	4	5	6	7	8	9	10
									2020 – 2021 (Score; ____) (Grading:____) 2021 – 2022 (Score; ____) (Grading:____) 2022 – 2023 (Score; ____) (Grading:____) 2023 – 2024 (Score; ____) (Grading:____) 2024 – 2025 (Score; ____) (Grading:____)

Signature of the Head of Department
Along with official seal