

VISAKHAPATNAM PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

By Speed Post / Email

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

No. C2/Rect./Secretary/GAD/2025
Dt. 25.11.2025

Sir,

Sub: Filling up of the post of SECRETARY (HOD) (Class – I) in the scale of pay of Rs.100000-260000/- (Revised) by absorption through composite method in General Administration Department, Visakhapatnam Port Authority – Reg.

Sir,

1. The post of **SECRETARY (HOD)**, in Visakhapatnam Port Authority has fallen vacant with effect from **15.11.2025**. The post in the pay scale of Rs.100000-260000 (Revised) (pre-revised Rs.43200-66000) is to be filled by absorption through composite method from officers of Major Port Authorities, fulfilling the eligibility criteria as per RRs (**Annexure-I**).

2. The Selection is by merit for which overall grading in the ACRs/APARs should not below "Very Good".

3. As directed by the Ministry vide letter dated 19.11.2019, the incumbent will be initially appointed to the HOD post in the scale of pay of Rs.100000-260000 (Revised) (pre-revised Rs.43200-66000) and after completion of three years' regular service in the post, he/she will be elevated to the scale of pay of Rs.120000-280000 (Revised) (pre-revised Rs.51300-73000) subject to fulfilling the relevant conditions as per the Ministry's guidelines vide letter No.A-12023/15/2018-PE-I Dt.19.11.2019. It may be noted that any changes as directed by the Ministry from time to time, will be made applicable.

4.1 Application are invited from eligible and willing Officers of all the Major Port Authorities possessing the prescribed qualifications, experience and other conditions, for the post of Secretary (HoD) (Class – I) in the pay scale of Rs.100000-260000 as per **Annexure-I**. The application may be submitted through "Online Application Portal" (OAP) of the Ministry of Ports, Shipping and Waterways website <http://onlinevacancy.shipmin.nic.in> from **25.11.2025 to 26.12.2025**. No application other than OAP shall be accepted.

4.2 The candidate will have to submit the printout of application from already uploaded in OAP to his administrative Port for onward forwarding. The administrative Ports are required to forward the applications of the candidates along with the following documents on or before **12.01.2026** superscribing "**Application for the post of SECRETARY (HOD) in Visakhapatnam Port Authority**".

- (i) Certified copies of ACRs/APARs of the applicant for the last 5 years (2020 – 2021 to 2024 – 2025) duly attested by an officer, not below the rank of Deputy Head of Department, on each of the page.
- (ii) A statement showing year-wise availability of ACRs/APARs and grading duly signed by the Dy. Chairperson/Chairperson as per the Ministry's letter dated 01.02.2007. If ACR/APAR for a particular year during the last 5 years period is pending/not available, "No Report Certificate" may be furnished along with ACRs/APARs of the preceding years.
- (iii) Attested photocopies of all certificates and proof of educational qualification present and past work experience in the respective post and pay scale.
- (iv) No objection certificate from the respective Port.
- (v) Certificate by the Head of the Office of the applicant (**Annexure-II**)

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- (vi) An undertaking of the applicant to the effect that candidature will not be withdrawn, if selected by Services Selection Committee.
- (vii) Vigilance and Administrative clearance of the concerned Port, as per enclosed proforma (**Annexure-III**).
- (viii) The veracity of the professional certificates and caste certificate provided in terms of letter No.A-12022/10/2005-PE-I Dt.27.08.2010 by the applicant may be ensured and certified.
- (ix) Two recent passport size colour photographs in a sealed envelope.

5.1 As per the Ministry's guidelines Dt.26.09.2019, in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate will not be considered by the Ministry if his/her application is not received through proper channel by the Port within 15 days of the last date of receipt of applications, i.e. on or before **12.01.2026**.

5.2 Further, the Ministry vide letter dated 20.09.2022 has issued the advisory in continuation to its earlier guidelines dated 26.09.2019 regarding filling up the HOD level posts in Major Port Authorities wherein it is inter-alia stated that, "In this connection, it is to be clarified that certain documents viz., obtaining vigilance clearance, APARs of the candidate may take some time due to administrative formalities. In such scenario, the Ports need to forward the application of the officer with the approval of the competent authority (i.e. through proper channel) to the port which has issued advertisement before due date of submission of application. Such applications received through proper channel (even through without APARs, Vigilance, etc.) will be taken into consideration by the Ministry for appointment of HOD level posts. However, for consideration of candidature of the candidate by the selection committee, the Ports are required to forward the remaining documents without necessary delay. At various instances, the Ports forward the applications of the candidates in the last hours. Thus, it becomes impossible for the applications to reach the Port that issued advertisement before due date of submission. In such cases, the Ports, are required to forward his/her application (through proper channel i.e. forwarding of the Port along with printout of OAP application) via email so that the candidature of the candidate could be considered for the post. Subsequently, the complete application of the candidate along with other documents may be forwarded by the Port by registered post to the Port that issued advertisement.

6. The crucial date of determining the eligibility criteria will be **26.12.2025** i.e. the last date of closing of applications in terms of Ministry of Port, Shipping and Waterways letter No. I-26/25/2013-PE.I Dt. 26.09.2019

7. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application. Vigilance report is to be furnished in the format prescribed, vide CVC Circular No. 06/02/24 Dt. 23.02.2024 forwarded by Ministry of Ports, Shipping and Waterway's letter No. C-30019/2/2024-Vigilance Dt. 05.03.2024. Copy of which is attached as **Annexure-III**.

8. As per the Ministry's guidelines dated 26.09.2019 regarding filling up the HOD level posts in Major Port Authorities, Port official, who withdraws his/her candidature for the post after his/her selection by the Services Selection Committee, will be liable for debarment from future selection to HOD level posts in a Major Port Authorities for a period of two years.

Incomplete applications or applications not made following the stated procedure or received after due date will not be considered.

Yours faithfully,

for SECRETARY

Asst. Secretary Gr.I

VISAKHAPATNAM PORT AUTHORITY

अजय तेजा .वि / Ajay Teja. V

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

विशाखपट्टणम पोर्ट प्रधिकरण / Visakhapatnam Port Authority

(एम ओ पी एस डब्ल्यू, भारत सरकार / MoPSW, Govt. of India)

विशाखपट्टणम / VISAKHAPATNAM

Encl: 1) Annexure-I

2) Annexure-II

3) Annexure-III

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

Kind Attention : Sri Ashish Bhattacharaya ,
Under Secretary (PHRD),
MoPSWs, New Delhi. – For information
Email: usphrd-psw@gov.in

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: Joint Director with a request to upload the Circular on the VPA website. The Circular may be deleted from the web site after last date in OAP i.e. 26.12.2025

Copy to: Notice Board.

RECRUITMENT RULES FOR THE POST OF TRAFFIC MANAGER (HOD) IN VISAKHAPATNAM PORT AUTHORITY

| Sl. No | Name of the post | No of posts | Classification | Scale of pay (Rs.) | Whether Selection or non Selection post | 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. |
| 1. | SECRETARY | 1 | CL-I HOD | Rs.43,200 – 66,000. (Revised Rs.100000 – 260000) (The pay scale will be elevated to the scale of Rs. 1,20,000 – 2,80,000 after three years regular service with the approval of the Central Government) | Selection | 45 Years | Essential : i. A Degree from a recognized University. ii. Seventeen years' experience in executive cadre in the field of General Administration, Personnel Industrial relations etc., in an Industrial / Commercial / Govt. Undertaking Desirable : Post Graduate Degree / Diploma in Personnel Management / Industrial relations / Social work / Labour Welfare or allied subjects or Degree in Law from a recognized University / Institution. | 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 posts in the scale of pay of Rs. 32,900 – 58,000 (revised Rs.80000-220000) with 3 years regular service in the General Administration Deptt. of any Major Port Trust shall be eligible. For deputation, Officers holding analogous posts OR post of Secretary and equivalent posts in GAD / HRD in the scale of pay of Rs.18500-23900 (Revised Rs.1,00,000- 2,60,000) with 2 years regular service in the grade OR officers holding posts of Sr. Dy. Secretary and equivalent posts in the GAD/HRD in the scale of pay of Rs.16000-20800 (Revised Rs.80,000 – 2,20,000) and above with 5 years regular service in the grade in Govt. / Semi Govt. / PSUs or Autonomous bodies (**other than Major Port Trust) will be eligible. The selection is by merit for which the benchmark in the overall grading in the ACRs will not be below " Very Good" | Elevation of Pay Scale from Rs. 1,00,000 – 2,60,000 to Rs. 1,20,000 – 2,80,000 shall be granted in term of *Ministry letter Dt. 19.11.2019 subject to the following conditions: (a) Recommendation of the Port Chairman. (b) The APARs of the officer for last five years should not be below bench mark of "Very Good". (c) The officer should be clear from Vigilance angle. (d) Approval of Ministry. |

* RR is yet to be notified.

* As per MOS letter No. A-12023/15/2018-PE-I Dt. 19.11.2019

** As per MOS letter No. A-11019/1/2023-PE-II-Part (1)/e-359924 Dt. 28.10.2024

ANNEXURE-II

CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE

Shri/Smt. _____

Designation: _____

1. It is certified that the particulars furnished by the applicant are correct and the incumbent fulfils 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/APARs for the last five years (2020 -2021 to 2024-2025) along with statement of grading's are enclosed.

Dt. .2025

Signature of the Chairperson /
Dy. Chairperson along with official seal

ANNEXURE-III**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 the 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 : Port Service
including batch/year cadre etc.,
wherever applicable.
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. | |

(*) The applied post being Selection post at the level of Head of Department, the officer is _____ from Vigilance angle as per the guidelines of DoP&T/CVC issued from time to time".

Date: .2025

(Name & Signature)