

VISAKHAPATNAM PORT AUTHORITY  
GENERAL ADMINISTRATION DEPARTMENT  
(PERSONNEL DIVISION)

No.C2/Rect/Sr.Dy.Secretary/GAD/2025/

Dt. 09.02.2026

To

1. The Chief Secretaries,  
All State Governments
2. All Secretaries  
Ministries / Departments of Government of India.

Sub: Filling up of Sr. Dy. Secretary (Class-I) (Dy.HoD) in the scale of pay of Rs.80000-220000 in General Administration Department, Visakhapatnam Port Authority on Deputation basis – Inviting applications from eligible candidates – Reg.

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Applications are invited for filling up of the post of Sr. Dy. Secretary (Class-I) (Dy.HoD) in the scale of pay of Rs.80000-220000 in General Administration Department of Visakhapatnam Port Authority, by deputation from Govt./ Semi-Govt./ Public Sector Undertakings or Autonomous Bodies, as per Recruitment Rule, annexed at **Annexure-I**. Deputation will be initially for three (03) years, further extendable by a maximum period of two years (total 5 years). The detailed terms & conditions of deputation are attached at **Annexure-II**.

2. Applications of suitable and willing officers, satisfying the provisions of the Recruitment Rules for the post of Sr. Dy. Secretary (Class-I), by Deputation may please be submitted through "Online Application Portal (OAP)" of the Ministry of Ports, Shipping & Waterways website <http://onlinevacancy.shipmin.nic.in> from **09.02.2026 to 10.03.2026**.

3. Thereafter, a printout of the filled in application along with the following documents may be sent under closed cover through proper channel i.e. organizations / Ministries / Departments who can be spared, super-scribing there on "Application for the post of Sr. Dy. Secretary (Class – I), to the Secretary, Visakhapatnam Port Authority, Administrative Office Building, Visakhapatnam – 530 035 on or before **25.03.2026**.

- i) Certified copies of ACR's/ APARs for the last 5 years (2020-2021 to 2024-2025), duly attested by an officer not below the rank of Dy. HoD on each page.
- ii) Attested copies of all certificates towards proof of educational qualifications, present and past work experience in the respective post and pay scale, duly verified by the administrative department / Ministries while forwarding the application to this Port.
- iii) No Objection Certificate issued by the Competent Authority from the respective departments / Ministries.
- iv) Undertaking of the applicant to the effect that candidature will not be withdrawn, if selected by Services Selection Committee.
- v) Certificate of Head of Office by the concerned Administrative Department / Ministry (Annexure-III).
- vi) Vigilance comments/ Clearance certificate in the proforma prescribed at Annexure-IV.
- vii) Self attested pass port size photographs (2 Nos).

**Contd....02**

3. Crucial date for determining the eligibility will be the last date of submission of application i.e. **10.03.2026**.
4. 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 the necessary documents may be sent by the forwarding authority along with application.
5. In terms of Ministry's letters No.A-29018/4/2018-PE-I dated 09.07.2020 and 01.06.2022, the Appointing Authority as well as Disciplinary Authority for all the Dy.HoD level posts will be Central Government i.e. Secretary (Shipping) and accordingly, the recommendations of the Service Selection Committee shall be conveyed to the Ministry for obtaining approval before issuing appointment order.
6. As per the Ministry's instructions Dt.11.08.2021 in case of receipt of advance copy of application for filling up of the Dy.HoD level posts, candidature of such candidates would not be considered by the port, if his / her application is not received through proper channel within 15 days from the last date of receipt of applications i.e. **25.03.2026**. Incomplete application or application received after the mentioned date will not be considered.
7. Also, as per the aforesaid Ministry instruction Dt.11.08.2021, candidates 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 Dy.HoD level posts in all Major Port Authorities for a period of two years.
8. The circular along with annexures are also available on VPA website <https://www.vizagport.com>, in careers section.

Encl: As above.

Yours faithfully,

for **SECRETARY**

**Sr. Personnel Officer (Estt) & Secretary I/c  
VISAKHAPATNAM PORT AUTHORITY**

**सचिव / SECRETARY**

**विशाखपट्टणम पोर्ट ट्रस्ट**

**Visakhapatnam Port Trust**

**विश्वकर्मा 530 03**

**Visakhapatnam - 530 03**

**Shri Devendra Kumar, Dy. Secretary (PHRD)**

Copy to:

The Secretary to the Govt. of India, **Attn:**  
Ministry of Ports, Shipping & Waterways,  
Ports Wing, New Delhi – 110 001. –

For information and necessary action.

Copy to: MD, IPA, New Delhi – 110003 – for uploading vacancy circular on IPAs website.

Copy to: The Secretaries, All Major Ports (as per list) for information & necessary action.

Copy to: Jt. Director (R&P Div) with a request to upload the Circular in VPA Website.

Copy to: FA&CAO - For information.

Copy to : Notice Board.

**VISAKHAPATNAM PORT AUTHORITY**

**ANNEXURE - 1**

**RECRUITMENT RULES FOR THE POST OF Sr. DEPUTY SECRETARY (CLASS – I) IN GENERAL ADMINISTRATION DEPARTMENT / V.P.A.**

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	Where (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.	Senior Deputy Secretary	1	Class I	16000 - 20800  (Revised 80,000 – 2,20,000)	Selection	---	42	<b>Essential :</b>  i) Degree from a recognised University/Institution. ii) Twelve years experience in Executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial / Commercial / Govt. Under taking  <b>Desirable:</b>  i) Post Graduate degree/diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare or allied subjects or degree in Law from a recognised University / Institution.	a) No  b) Yes  c) No	N.A	By absorption through composite method <b>failing which by deputation from other Govt. organizations</b> and failing both by direct recruitment.	For absorption through composite method, Officers holding analogous posts <b>OR</b> the post of Dy. Secretary and equivalent post in the respective disciplines of GAD (Such as CPRO / Dy. Estate Manager/Dy. Chief Law Officer/Personnel Officer) in the scale of pay of Rs.13,000-18,250 (Revised Rs. 60,000 – 1,80,000) with 3 Yrs regular service in the grade in a Major Port Trust <b>OR</b> Dy. Secretary and equivalent posts in the respective discipline of GAD with 2 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs.10,750–16,750 & Rs.13,000 – 18250 in the respective discipline of GAD in a Major Port Trust will be eligible.  <b>For Deputation, officers holding analogous posts OR post of Dy. Secretary and the equivalent post in the respective discipline of GAD in the scale of pay of Rs.13, 000-18,250 (Revised Rs. 60,000 – 1,80,000) in Govt./Semi Govt./Public Sector Undertakings OR autonomous bodies with 3 years regular service in the grade will be eligible.</b>  The selection is by merit for which the benchmark in overall grading in the ACRs will not be below “very good”.	



# ANNEXURE - I

1	2	3	4	5	6	7	8	9	10	11	12	13	14
2	Sr Dy Secretary	1	Cl.I	16000-400-20800	Selection	-	42 yrs	<u>Essential:-</u> i) A degree from a recognised University ii) Twelve years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc., in an Industrial / Commercial / Govt. Undertaking. <u>Desirable:-</u> i) Post Graduate degree/diploma in Personnel Management / Industrial Relations / Social Work/Labour Welfare or allied subjects or degree in Law 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 the post of Dy Secretary and equivalent post in the respective disciplines of GAD (Such as CPRO/Dy. Estate Manager /Dy. Chief Law Officer / Personnel officer) in the scale of pay of Rs.13000 - 18250 with 3 years regular service in the grade in a Major Port Trust or Dy.Secretary and equivalent posts in the respective discipline of GAD 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 GAD in a Major Port Trust will be eligible. For deputation, officers holding analogous posts or post of Dy.Secretary and the equivalent post in the respective discipline of GAD in the scale of pay of Rs.13000 - 18250 in Govt. / Semi Govt. / Public Sector undertakings or autonomous bodies with 3 years regular service in the grade will be eligible. The selection is by merit for which the benchmark in overall grading in the ACRs will not be below 'very good'.	
<del>2</del>	<del>Dy Secretary</del>	<del>1</del>	<del>Cl.I</del>	<del>13000-350-18250</del>	<del>Selection</del>	<del>-</del>	<del>40 yrs</del>	<u>Essential:-</u> i) A degree from a recognised University. ii) Nine years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc., in an Industrial / Commercial / Govt. Undertaking. <u>Desirable:-</u> Post Graduate degree/diploma in Personnel Management / Industrial Relations / Social Work/Labour Welfare or allied subjects or degree in Law from a recognised University/Institution.	<del>a) No b) Yes c) No</del>	<del>2 yrs</del>	<del>By promotion failing which by absorption / deputation, failing both by direct recruitment</del>	<del>Promotion from Sr. Asst. Secretary (existing Dy. Secretary) in the scale of pay of Rs.10750-16750 with 4 years regular service in the grade failing which Senior Assistant Secretary (existing Dy. Secretary) (such as PRO/Sr.Asst./Estate Manager SLO/Dy.Personnel Officer/Sr.Welfare Officer) in the scale of pay of Rs.10750-16750 with 2 years regular service in the grade and a combined regular service of 9 years in the scales of pay of Rs.10750-16750 &amp; Rs.9100-15100 in the respective discipline of General Admn. Deptt. Absorption /deputation will be of officers holding analogous posts or post of Sr.Asst. Secretary (existing Dy. Secretary) - in the scale of pay of Rs.10750-16750 with 4 years regular service in the grade in a Major Port Trust</del>	

VISAKHAPATNAM PORT AUTHORITY  
GENERAL ADMINISTRATION DEPARTMENT  
(PERSONNEL DIVISION)

**Annexure-II**

**Terms & Conditions of Deputation for appointment in the post of Sr. Dy. Secretary (Dy. HoD) in the scale of Rs.80,000-2,20,000/- in General Administration Department of Visakhapatnam Port Authority.**

1. **PERIOD OF DEPUTATION:** The period of deputation for a period of 3 years from the date of taking over charge of the post which is further extendable to 2 years (total 5 years).
2. **Pay:** While on deputation, the officer may, within one month from the date of his joining in General Administration Department, Visakhapatnam Port Authority, may elect to draw either the pay in the scale of pay of the post in VPA or his basic pay in the scale of pay of his parent organization/ department / Ministry plus deputation thereon.
3. **Deputation Allowance:** If he opts for the scale of pay of his parent organization (which is other than VPA), the deputation allowance will be payable at the rate of 10% of basic pay, subject to a maximum of Rs.9000/- per month, whichever is less.
4. **Dearness Allowance:** The officer shall be entitled to Dearness Allowance as per rates prevailing in VPA or in his parent organization depending on whether the officer opts to draw pay in the pay scale of the post in VPA or the pay in parent organization / department / Ministry.
5. **Cafeteria Allowance:** The Deputationist, if opts for the pay of the borrowing organization would be granted perks and allowances subject to a ceiling of 35% of Basic Pay under the concept of Cafeteria approach. List of allowances and or exclusions shall be governed by the applicable rules of the borrowing organizations (VPA).
6. **House Rent Allowance:** The officer shall be entitled to draw House Rent Allowance (HRA) at the rates prevailing in Major Port Authorities, or in his parent organization / department / Ministry depending on whether he opts to draw pay in the pay scale of the post in Major Port Authorities or pay in his parent organization department / Ministry. The officer shall be entitled to residential accommodation on payment of standard rent according to the rules of Major Port Authorities. The officer will not be entitled to HRA in case he is provided with VPA residential accommodation.
7. **Joining Time Pay and Transfer Travelling Allowance:** The officer shall be entitled to Joining Time Pay and Travelling Allowance, both on joining the post on deputation in Visakhapatnam Port Authority and on reversion there from to his parent organization, as admissible under the rules. The expenditure on this account will be borne by Visakhapatnam Port Authority.
8. **Travelling Allowance for journey on duty during the period of deputation:** The Officer shall be entitled to Travelling Allowance and daily allowance for journeys undertaken after joining on deputation according to the relevant rules of Visakhapatnam Port Authority.

**9. Leave (Earned, Half-pay & Casual Leave):**

- a) Visakhapatnam Port Authority, will maintain a leave account of the officer concerned, on the basis of extract of the leave account received from his parent organization. Visakhapatnam Port Authority will determine the leave admissible to the officer concerned and sanction it under intimation to the parent organization. That means the copy of the leave sanctioned to the officer during deputation will be sent to parent organization.
- b) Officer shall continue to be governed by the Leave rules of his parent organization. The procedure as laid down in the rules and regulations of parent organization should be followed scrupulously.

**10. Leave Salary/Pension/NPS Contributions:** The leave due and admissible to the officer from his parent organization during the deputation period shall be as per parent organization's / department / Ministry rules and regulations policy. During the deputation period, the admissible leave to the officer as per rules, the reimbursement of leave admissible to him for that period, will be reimbursed to the parent organization by Visakhapatnam Port Authority as per the parent organization department / Ministry policy.

Leave salary contribution (except for the period of leave availed on deputation) and pension contribution (Employer's share-if pension scheme is available in the parent organization) will be paid by Visakhapatnam Port Authority to the parent organization.

In case the officer is covered under New Pension Scheme (NPS), the borrowing organization, i.e. Visakhapatnam Port Authority will provide matching contribution to the NPS account of the employee during the deputation period and remit it to the parent Ministry/department/organization, provided such facility exists in his parent Ministry / Department / organizations.

No leave salary contribution will be payable during the period of his leave while on deputation. Visakhapatnam Port Authority shall pay pension contribution to his parent organization / department / Ministry, in respect of his foreign service in accordance with the orders issued under FR 116 within 15 days from the end of each financial year or the end of the deputation if the deputation expires before the end of financial year.

**11. Employee provident Fund Subscription:** During the period of deputation, he will be governed by the rules of parent department/organization /Ministry. Visakhapatnam Port Authority will deduct the subscription by contribution on this account from his pay and allowances and remit it to the parent department/organization / Ministry. The officer shall continue his subscription to the Employee Provident Fund of which he is member in accordance with the prescribed rules. Visakhapatnam Port Authority shall reimburse the E.P.F amount deducted every month from his salary due amount and also Foreign Employer equal contribution amount to parent organization / department / Ministry by Demand Draft. The same will be credited in his E.P.F regular account under his common Universal Account Number (U.A.N).

**12. Leave Salary on account of disability leave:** Visakhapatnam Port Authority shall be liable to pay leave salary in respect of any disability leave that may be granted on account of disability incurred in or through deputation even if such disability manifests itself after the termination of deputation.



- 13. Leave Travel Concession:** The officer shall be entitled to the leave travel concession according to the relevant rules of the parent organization on the subject. The expenditure in this respect shall be borne by Visakhapatnam Port Authority. However, the deputationist opting for Port scale, he is not entitled for LTC since LTC is a part of Cafeteria Allowance
- 14. Medical Facilities:** The officer shall be entitled to the Medical facilities in accordance with the Rules/Regulations of Visakhapatnam Port Authority.
- 15. Departmental Inquiry:** If a departmental inquiry is to be initiated against the officer during his deputation, Visakhapatnam Port Authority may revert back the officer to his parent organization.
- 16. Subsistence Allowance:** The subsistence allowance only for the period between suspension and repatriation shall be paid by Visakhapatnam Port Authority.
- 17. Premature reversion of deputationist to parent organization:** As and when a situation arises for premature reversion to the parent organization / department / Ministry of the deputationist, his services could be so returned after giving an advance notice of three months to his parent organization / department / Ministry and the employee concerned. However, Visakhapatnam Port Authority, in exceptional circumstances, may return the services of the deputationist to his parent cadre without such advance notice.
- 18. Residuary Matters:** In all matters relating to conditions of service and benefits/facilities in Visakhapatnam Port Authority, not covered under item No.1 to 17 above, the officer will be governed by the existing rules, regulations and orders of Visakhapatnam Port Authority.
- 19. Relaxation of Conditions:** Any relaxation in the above said terms and conditions will require prior concurrence/approval of Visakhapatnam Port Authority, as the case may be.
- 20.** The deputation will commence on the date on which he hands over the charge of his post in his parent organization and takes over the charge at the borrowing institution. The deputation end on the date on which he assumes charge of the post under his parent organization upon reversion / expiry of the approved tenure.

The above mentioned terms and conditions would be applicable till the Deputationist remains on deputation with Visakhapatnam Port Authority. On reversion from deputation, he will be governed by the relevant rules laid down for the Parent Organization.

  
for **SECRETARY**  
**Sr. Personnel Officer (Estt) & Secretary I/c**  
**VISAKHAPATNAM PORT AUTHORITY**  
सचिव / **SECRETARY**  
विशाखपट्टणम पोर्ट ट्रस्ट  
**Visakhapatnam Port Trust**  
विशाखपट्टणम-530 035  
**Visakhapatnam -530 035**

**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 :  
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

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 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	
14.	Details of complaint pending against the officer as on dated.	

N.B: The applied post being selection post at the level of Dy.HoD, specific mention whether the officer is CLEAR/ NOT CLEAR (whichever is applicable), from Vigilance angle as per guidelines of Ministry of Ports, Shipping and Waterways vide letter No.A-29018/4/2018-PE-I dt.30.05.2022 has to be made.

Date: . .2026.

(Name & Signature)

(\*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.



**CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE**

Shri/Smt. \_\_\_\_\_

Designation: \_\_\_\_\_

1. It is certified that the particulars furnished by the officer are correct.
2. It is certified that no disciplinary/vigilance case are pending or contemplated against the applicant and he /she is clear from Vigilance and Administrative 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(ten) years.
5. Attested copies of ACRs/APARs for the last five years (2020-2021 to 2024-2025) along with statement of grading's are enclosed.
6. The veracity of the educational qualification certificates and caste certificates submitted by the applicant are ensured and certified and the incumbent fulfils the eligibility criteria with reference to and experience as specified in the **Annexure-I** of the circular for deputation method.
7. This department / organization has no objection in relieving the officer concerned in case he / she is selected for the post applied.

Place:

Date : - -2026.

**SIGNATURE OF THE FORWARDING AUTHORITY**  
**WITH OFFICIAL SEAL.**