



Ministry of Ports,  
Shipping & Waterways  
Government of India

# VISAKHAPATNAM PORT AUTHORITY

AN AUTONOMOUS BODY UNDER MINISTRY OF PORTS, SHIPPING & WATERWAYS

GOVERNMENT OF INDIA

GENERAL ADMINISTRATION DEPARTMENT

\*\*\*



**By Speed Post/ Email**

No.C2/Rect./Sr.Dy.TM/2025/  
Dt.11.09.2026

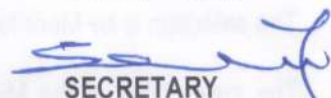
To  
The Secretary,  
All Major Port Authorities  
(As per list attached)

Sub: Filling up of the vacant post of Senior Deputy Traffic Manager (Class-I) in the scale of pay of Rs.80000-220000 in Traffic Department, Visakhapatnam Port Authority by absorption through Composite method of Recruitment – Reg.

1. One post of Senior Deputy Traffic Manager(Class-I) (Dy.HoD) on scale of Pay of Rs.80,000-2,20,000 in Traffic Department, in Visakhapatnam Port Authority has fallen vacant with effect from 28.05.2025. The post is to be filled up by absorption through Composite Method from the eligible and willing officers of Major Port Authorities, fulfilling eligibility criteria prescribed in the Recruitment Rule for the said Post. The copy of Recruitment Rules is enclosed at **Annexure-I**.
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-I. The eligible candidates have to register and apply through "Online Application Portal"(OAP) of the Ministry of Ports, Shipping & Waterways (<https://onlinevacancy.shipmin.nic.in/>) from **11-09-2026 to 12 -10-2026** and a print – out of the online application should be sent through proper channel, alongwith the following documents superscribing "Application for the post of Senior Deputy Traffic Manager (Class-I), Visakhapatnam Port Authority". No application other than OAP will be accepted.
  - a) Copies of educational qualifications and experience.
  - b) Undertaking of the applicant to the effect that candidatures will not be withdrawn, if selected by Service Selection Committee.
  - c) A self attested Passport Size Photo of the candidate to be affixed 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, 14.06.2021 and 11.08.2021 have to be strictly complied with.
7. Ports have to forward the applications of suitable and willing Officers who satisfy the requirements, alongwith the following documents, so as to reach Secretary, Visakhapatnam Port Authority, 1<sup>st</sup> Floor, Administrative Officer Building, Port Area, Visakhapatnam – 530 035, on or before 27.10.2026.

- a) Copies of ACRs/ APARs for the last 5 years (2021-22 to 2025-26) 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.
  - 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) If ACR/APAR for a particular year/ period is not available, No report certification/ Non availability certificate to that effect should be enclosed.
  - i) Complete statement of service details of the applicants with post held till date (**Annexure – VI**).
  - j) 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 Senior Deputy Traffic Manager (Class-I) on scale Rs.80000-220000 in Traffic Department of Visakhapatnam Port Authority is appointed on Composite Method he/she will be governed by the VPA's Service Rules and Regulations in force as amended from time to time.
  10. The Crucial date for determining the eligibility criteria as regards to the qualification, experience, age etc. is **12.10.2026** in terms of MoPSW letter Dt. 11.08.2021 addressed to all Major Ports.
  11. 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.
  12. 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 **27.10.2026**. Applications received after **27.10.2026** will not be considered.
  13. Incomplete application or application received after the due date or otherwise application not received 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. No further correspondence will be made in respect of incomplete applications.

Yours faithfully,



**SECRETARY**

VISAKHAPATNAM PORT AUTHORITY

- Encl:** 1. Annexure - I Copy of Recruitment Rules .  
2. Annexure - II. Certificate to be given by the HoD.  
3. Annexure - III. Proforma for Vigilance / Administrative Clearance.  
4. Annexure - IV. Proforma for Self undertaking.  
5. Annexure - V. Proforma for NOC.  
6. Annexure - VI. Service particulars of the applicant.

Copy to : The Secretary to the Govt. Of India,  
Ministry of Ports Shipping and Waterways,  
Ports Wing, New Delhi -110 001.

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

**Kind Attention :** Shri Ashish Bhattacharya,  
Under Secretary to GOI, (PHRD)  
MoPSWs, New Delhi. – For information.  
Email: upshrd-psw@gov.in

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

Copy to: TM - for information and vide circulation among eligible Officers.

Copy to: AD(EDP) 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 website after last date i.e. 27.10.2026.

# RECRUITMENT RULE FOR THE POST OF SENIOR DEPUTY TRAFFIC MANAGER (C.I.) TRAFFIC DEPARTMENT, VPA

| Sl. 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 | 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. Traffic Manager | 2<br>(Cadre Strength) | C.I.           | 80000-2,20,000 | Selection                               | --                                                                                                   | 42                                     | <p><b>Essential:</b></p> <p>i) A degree from a recognised University.</p> <p>ii) 12 (Twelve) years' experience in shipping/cargo operations/rail way transportation in executive cadre in an Industrial / Commercial / Govt. undertaking.</p> | <p>a) No<br/>b) Yes<br/>c) No</p>                                                                                                        | NA                             | By absorption through composite method <b>failing</b> which by deputation from other Govt. organizations and <b>failing</b> both by direct recruitment. | By absorption through composite method, Officers holding analogous posts <b>OR</b> post of Dy Traffic Manager (existing Docks Manager) and equivalent posts in the respective discipline of Traffic Dept., in the scale of pay of Rs. 60,000-1,80,000 with 3 years regular service in the grade in a Major Port Trust <b>OR</b> Dy. Traffic Manager (existing Docks Manager) and equivalent posts in the respective discipline of Traffic Department with 2 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs.50,000 – 1,60,000 (pre-revised scale 10750 – 16750) and Rs. 60,000 – 1,80,000 (pre-revised scale Rs. 13000 – 18250) in the respective discipline of Traffic Department in a Major Port will be eligible. | ---     |
|        |                         |                       |                |                |                                         |                                                                                                      |                                        |                                                                                                                                                                                                                                               |                                                                                                                                          |                                |                                                                                                                                                         | <p><b>For DEPUTATION</b> Officers holding analogous posts or holding posts of Dy Traffic Manager (existing Docks Manager) and equivalent posts in the respective discipline of Traffic 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"</p>                                                                                                                                                                                                                                                                                |         |

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 (2021-22 to 2025-26) along with statement of grading's are enclosed.

SIGNATURE OF THE HEAD OF OFFICE  
ALONG WITH OFFICIAL SEAL

Date:

(Name & Signature)

It is Vigilance Clearance has been obtained from the Ministry / CVC in the past, the information may be provided for the period specified.

## 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 Senior Deputy Traffic Manager (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: .10.2026

**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 Senior Deputy Traffic Manager (Class-I) on Scale of pay of Rs. 80,000 – 2,20,000 in Visakhapatnam Port Authority in terms of the VPA Circular Dt. .10.2026.

Place.

Date.

**SIGNATURE OF THE HEAD OF OFFICE**  
**WITH SEAL.**

## 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 Recruitment, category (please mention adhoc / regular) | Scale of Pay<br>(Revised & Pre revised) | Period<br>From To |   | 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 2021-22 to 2025-2026 (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).                                                                                                                                                                                                      |
|--------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------|-------------------|---|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | 2                                                                                                                           | 3                          | 4                                                                                          | 5                                       | 6                 | 7 | 8                                                              | 9                                                                                               | 10                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|        |                                                                                                                             |                            |                                                                                            |                                         |                   |   |                                                                |                                                                                                 | 2021 – 2022<br>(Score: <input type="text"/> )<br>(Grading: <input type="text"/> )<br><br>2022 – 2023<br>(Score: <input type="text"/> )<br>(Grading: <input type="text"/> )<br><br>2023 – 2024<br>(Score: <input type="text"/> )<br>(Grading: <input type="text"/> )<br><br>2024 – 2025<br>(Score: <input type="text"/> )<br>(Grading: <input type="text"/> )<br><br>2025 – 2026<br>(Score: <input type="text"/> )<br>(Grading: <input type="text"/> ) |

Signature of the Head of Department  
Along with official seal