



VISAKHAPATNAM PORT AUTHORITY  
GENERAL ADMINISTRATION DEPARTMENT  
(PERSONNEL DIVISION)

THE ONLY INDIAN PORT WITH ISO 9001, ISO 14001 & OHSAS 1800

No.C1/Rect. /EXE (Civil)/ CE/2022

1472

Dt 09.12.2022

Recruitment Notice

The Chairperson,  
All Major Port Authorities.

Sir,

Sub: Filling up of **03 (Three) vacant posts of Executive Engineer (Civil)** on scale of pay of Rs.50000-160000 in Civil Engineering department of Visakhapatnam Port Authority on Absorption/Deputation basis – Reg.

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**03 (Three) posts of Executive Engineer (Civil)** on scale of pay of Rs.50000-160000 in Civil Engineering Department of Visakhapatnam Port Authority, are to be filled up by Absorption/Deputation from the officers of Major Port Trusts fulfilling the eligibility criteria prescribed in the Recruitment Rules enclosed, **at Annexure - I**

Applications are, therefore invited from the eligible and willing officers who satisfy the Recruitment Rule for the post of Executive Engineer (Civil) in the prescribed format enclosed, **at Annexure - II**

Application may be forwarded by the respective Port Authorities to the undersigned along with the following documents.

- 1) Copies of ACRs duly attested by an Officer not below the rank of Deputy HOD on each of the page of the ACR of the applicant for the last five years (up to March, 2021). If ACR for a particular year/period is not available, the certificate to that effect may be attached and the ACR of the preceding years for similar No. of years should be enclosed with the certificate indicating the reasons for non-availability of ACRs.
- 2) Attested copies of all certificates, as a proof of educational qualification, qualifying service/experience in the respective feeder post & pay scale wise.
- 3) No Objection Certificate of the Heads of the respective Port /Organization.
- 4) Administrative clearance of the concerned port as per enclosed proforma.
- 5) Vigilance/Administrative clearance of the concerned Port in the prescribed proforma as per Ministry's letter No.A12022/10/205-PE-I, dt.27.08.2010, duly filled in all respects.
- 6) Two latest passport size photographs (to insert/attach in an envelope).
- 7) **The crucial date to determine the eligibility criteria for 03 (Three) vacant posts is 01.12.2022**
- 8) Undertaking of the applications to the effect that candidature will not be withdrawn, if selected.
- 9) Incomplete application or application received after the due date will not be considered.
- 10) **The last date for receipt of application duly completed, by the Port Authority is 06.01.2023.**

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 attached format as **at Annexure III**.

The Port reserves the right to cancel or make any alteration in the recruitment process, if need arises, without further notice and without assigning any reason thereof, changes, if any will be notified in Port's website only.

Encl: As above.

Yours faithfully,

  
for **SECRETARY**

**VISAKHAPATNAM PORT TRUST**

**RECRUITMENT RULES FOR THE POST OF EXEC(CIVIL) IN CIVIL ENGINEERING DEPARTMENT, VISAKHAPATNAM PORT TRUST**

Name of the post	No. of posts	Classification	Scale of pay (Rs)	Whether selection or non-selection	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 or by promotion/absorption/deputation)	In case of promotion/deputation, grades from which it should be made	Remarks.
Exe. Engineer (Civil)	09	Cl.II	10750-300-16750	Selection	--	35	(i) Degree or equivalent in Civil Engineering from a recognized University / Institution. (ii) Five years experience in a Executive Cadre in Planning / Construction / Design/Maintenance preferably of Port and Marine Structure in an Industrial / Commercial / Govt. undertaking	(a) No (b) No however, a diploma in Civil Engg. from a Recognized university / Institution is essential. (c) No	2	By promotion failing which by absorption / deputation, failing both by Direct Recruitment.	Promotion from Asst. Executive Engineer (Civil) in the scale of pay of Rs.9100-15100 with 5 years regular service in the grade failing which Asst. Executive Engineer (Civil) in the scale of pay of Rs.9100-15100 with 2 years regular service in the grade and a combined regular service of 8 years in the scales of pay of Rs.9100-15100 and Rs.8600-14600 in the respective discipline of Civil Engineering Department.	



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Annexure - II

PROFORMA

01. Name of the Officer :
02. Date of Birth :
03. Present post held along with the  
Details of earlier post held in chronological order :
04. Whether belongs to SC/ST :
05. Present basic pay and pay scale of the post  
indicating detailed break-up of emoluments :
06. Service to which the officer belong :
07. Educational qualifications :
08. Other qualifications :
09. Experience :
10. Date of retirement :
11. Address for communication with telephone No. :
12. Any other points he may desire to mention :

Place:  
Date :

(SIGNATURE OF THE APPLICANT)

**CERTIFICATE BY HEAD OF OFFICE (COMPETENT AUTHORITY) OF THE APPLICANT**

- 01 It is certified that the particulars furnished by the Officer are correct.
- 02 It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and he / she is clear from the Vigilance angle.
- 03 His / her integrity is certified.
- 04 It is certified that no major / minor penalties have been imposed on the officer during the last 10 years.
- 05 Details of ACRs attached for the last 5 years.

SIGNATURE OF THE HEAD OF THE OFFICE  
ALONG WITH THE OFFICE SEAL

**FOR OFFICE USE**

**DATE OF RECEIPT OF APPLICATION**

**APPLICATION PROFORMA FOR APPLYING TO THE POST OF EXECUTIVE ENGINEER (CIVIL) ON DEPUTATION BASIS IN VPA**

1. **NAME** (In English & Block Capitals)

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Paste latest photograph With Attestation.

2. **DATE OF BIRTH** (DD/MM/YYYY)

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Age (YY/MM/DD) (as on 01.12.2022) 3. **NATIONALITY/ RELIGION**

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4. **Father's NAME**

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5. **Mailing Address for Correspondence**


P I N

**6. Category**

Genl	
SC	
ST	
OBC	

5 (a) **Permanent Mailing Address**


P I N

Telephone No, Mobile & e-Mail ID

7. **SEX:** MALE / FEMALE

8. **Educational Qualifications (Academic / Technical) :**

Educational Qualifications	Board / University	Year of Passing	Percentage of Marks	Elective Subject

(Enclose copy of certificates)

**9. Experience.**

Name of the Organisation	Joining Date	Leaving Date	Duration			Designation
			Y	M	D	

(Enclose copy of certificates)

**10. Name & Address of the Present Employer with contact no's (If any)**

**11. N O C submitted : YES / NO**

**12. VIGILANCE / ADMINISTRATIVE CLEARANCE : YES / NO**

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. .2022

SIGNATURE

INDIAN PORT TRUST

**VISAHAPATNAM PORT AUTHORITY  
VIGILANCE DEPARTMENT**

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 :
2. Father's Name :
3. Date of Birth :
4. Date of Retirement :
5. Date of Entry in to Service :
6. Service to which the Officer belongs including batch/year Cadre etc., where applicable. :
7. Positions held (During the ten preceding years) :

Sl. No	Organization (Name in full)	Designation & Place of Posting	Administrative / nodal Ministry / Department concerned (in case of officers of PSU ect.	From	To

8. Whether the officer has been placed on the "Agreed list" or "List of officers on doubtful integrity" (if yes, details to be given) :
9. Whether the allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, with what result (\*) :
10. Whether any punishment was 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 Chargesheet 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 no dated. :

Date

CHIEF VIGILANCE OFFICER

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