

VISAKHAPATNAM PORT TRUST  
(GENERAL ADMINISTRATION DEPARTMENT)  
(PERSONNEL DIVISION)  
VISAKHAPATNAM – 530035

Employment Notice No. 05 / 2012 , Dt. 18.05.2012

Name of the post	:	Joint Director (Class-I)	Sr. Dy. Chief Accounts Officer (Class-I)	Assistant Secretary Gr-I (Class-I)	(1) Asst. Executive Engineer (Civil) (Cl.I). (2) Asst. Executive Engineer (Rlys) (Cl.I).
Scale of pay	:	Rs. 16000-400-20800 (Revised scale Rs. 32900-58000)	Rs. 16000-400-20800 (Revised scale Rs. 32900-58000)	Rs. 9100-15100 (Revised scale 20600-46500)	Rs. 9100-15100 (Revised scale 20600-46500)
No. of vacancies	:	01 (One) (Unreserved)	01 (One) (Unreserved)	01 (One) (Unreserved)	(1) AXE (Civil) – 03 (three) (02 UR & 01 OBC). (2) AXE (Rlys) – 01 (one) (01 UR).
Qualifications & Experience as on 18.07.2012	:	<u>Essential:</u> i) Degree in Economics <b>or</b> statistics <b>or</b> Mathematics <b>or</b> Computer Engineering from a recognized University/institutions. ii) Twelve yrs executive experience in planning <b>or</b> in collection, compilation and interpretation of data <b>or</b> in conducting field surveys, Investigations etc., <b>or</b> in the field of Electronic Data Processing/ information Technology.	<u>Essential :</u> a) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. b) 12 years experience in executive cadre in the field of Finance, Accounting in an Industrial/Commercial/ Govt. Undertaking	<u>Essential:</u> i) A Degree from a Recognised University.  <u>Desirable</u> 1) 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. 2) 2 yrs. experience in Executive cadre in the field of General Admn, Personnel, an Industrial Relations etc., in Industrial/Commercial/Govt. under taking.	<u>Essential:</u> Degree or equivalent in Civil Engineering from a recognized University / Institution.  <u>Desirable:</u> Two years experience in Executive Cadre in Planning / construction / Design / Maintenance preferably of Port and Marine Structures in an Industrial / Commercial / Govt undertaking.

(P.T.O)

		<u>Desirable:</u> Post graduate degree/diploma in Economics <b>or</b> Statistics <b>or</b> Mathematics <b>or</b> Operational research <b>or</b> Postgraduate degree in Computer Science <b>or</b> Computer Engineering <b>or</b> Information Technology <b>or</b> Information Systems <b>or</b> MIS <b>or</b> Systems <b>or</b> Computer Applications <b>or</b> Business Admn. (PG Degree/Diploma) with specialization in systems <b>or</b> Information systems <b>or</b> MIS <b>or</b> information technology and allied subjects from a recognized University/institution.			
Whether Selection or Non Selection	:	Selection	Selection	Selection	Selection
Period of Probation	:	Not applicable	Not applicable	02Years	02 Years
Upper Age limit.	:	42 years.	42 years.	30 years.	30 Years
Method of Recruitment	:	By direct recruitment	By direct recruitment	By direct recruitment	By Direct Recruitment.
Last date of receipt of applications.	:	18.07.2012	18.07.2012	18.07.2012	18.07.2012
For Further Details visit	:	<a href="http://WWW.VIZAGPORT.COM">WWW.VIZAGPORT.COM</a> (useful information / careers section)			

The candidates should possess the requisite experience and qualification as on **18.07.2012**

Upper age limit relaxable to the extent of 3 years for OBC Candidates and 5 years in case of SC/ST Candidates will be allowed. The OBC Candidates have to submit the caste certificate regarding their OBC Status as well as exclusion from creamy layer in the proforma prescribed by the Central Government. The upper age limit is also relaxable for Government servants as per extant rules. The SC/ST/OBC candidates have to submit the latest caste certificates.

Candidates, if appointed, will be governed by the New Pension Scheme, which came into force w. e. f. 01-01-2004 and other Rules & Regulations of Visakhapatnam Port Trust. Details will be intimated at the time of appointment.

Applications in the model proforma available in the Visakhapatnam Port Trust web-site be downloaded (use separate application for each post) and filled in be submitted along with all relevant copies of certificates with regard to qualifications, experience, duly attested with two recent passport size photos, latest caste certificate (SC/ST/OBC) should be sent by post to " The Secretary, Administrative Office Building, Visakhapatnam Port Trust, Visakhapatnam – 530 035 on or before **18.07.2012**, Superscribing the cover "Application to the Post of "Joint Director/ Sr.Dy.CAO/Asst.Sect Gr.I/AXE (Civil)/AXE (Rlys)"".

Applications of willing & eligible candidates working with Central Govt / State Govt / PSU / Autonomous Bodies / Major Ports etc., and who would be spared in the event of their selection, with all relevant documents (qualification & experience), should be forwarded through their EMPLOYER to the under signed duly furnishing "NO OBJECTION CERTIFICATE, Copies of Annual Confidential Reports for the past five years (2008-2012) with attestation by an officer not below the rank of Dy.HOD, Vigilance & Administrative clearance certificate, Disciplinary case position for the last ten years and Integrity Certificate.

The vacancies shown above are provisional and liable to vary at any stage. VPT reserves the right to cancel /restrict/curtail the recruitment process at any stage without assigning any reason thereof. The VPT is not liable to compensate the applicant for consequential damage / loss thereof.

The earlier circular issued vide Employment Notice No.06/2010, Dt.12.10.2010 for the post of Joint Director (Class-I) is hereby treated as cancelled, due to administrative reasons.

Applications received after the closing date **or** without any of the aforesaid documents **or** otherwise found incomplete **or** not in the prescribed proforma are liable to be rejected.

S/d  
**SECRETARY**  
**Visakhapatnam Port Trust – 530 035**

Copy to : The Secretary, All Major Port Trusts. **(as per list)** – for necessary action.

Copy to : Chief Vigilance Officer.

Copy to : CE / CME / DC / TM / FA & CAO / CMO for information and necessary action.

Copy to : Materials Manager / Director (HRDC) / Dy.Director (R&P) / Asst Secretary (Admin) for information and necessary action.

Copy to: C2 section for information & necessary action.

Copy to : Notice Board (GAD).



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

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

(Enclose copy of certificates)

**9. Experience in Executive Cadre in Planning /Construction/Design/Maintenance Preferable of Port & Marine Structures.**

<b>Name of the Organisation</b>	<b>Joining Date</b>	<b>Leaving Date</b>	<b>Duration</b>			<b>Designation</b>
			<b>Y</b>	<b>M</b>	<b>D</b>	

(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. In the event of selection to the above post, I will not withdraw and undertake to accept the appointment / posting.

Palce .

Dt.

SIGNATURE