



विशाखपट्टणम पोर्ट ट्रस्ट/VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
(PERSONNEL DIVISION)

ISO-9001

ISO-14001

OHSAS-18001

No.C2/Rect/Joint Director/2010,
Dt. .06.2010

To

Sir,

Sub: Filling up the post of Joint Director (CL-I) on scale Rs.16000-400-20800 on deputation basis, in Research & Planning Division under Traffic Department of Visakhapatnam Port Trust.

It is proposed to fill up the post of Joint Director (CL-I) on scale Rs.16000-400-20800 in Research & Planning Division under Traffic Department of Visakhapatnam Port Trust, as per the Employment Notification (enclosed) on deputation basis, as per the terms and conditions enclosed.

It is requested to circulate the proposal to fill up the above post amongst eligible officers of your Port. Names of eligible and willing officers, who satisfy the Employment Notification for the post of Joint Director (CL-I) together with their applications, as per the bio-data pro-forma enclosed, along with the following documents, may be furnished to the undersigned on or before 03.08.2010.

- 1) Copies of ACRs of the applicant for the last five years (up to March, 2010).
- 2) Attested copies of all certificates.
- 3) No Objection Certificate of respective Port.
- 4) An Undertaking of the applicant not to withdraw, if selected.
- 5) Vigilance/Administrative clearance of the concerned Port.

The officer appointed on deputation, will be governed by the enclosed terms and conditions of deputation. The period of deputation shall not ordinarily exceed three years and in any case, not to exceed five years.

Applications received through proper channel only will be entertained. Applications received after the last date or without the ACR's or otherwise found incomplete will not be considered.

Yours faithfully,

SECRETARY

Encl: As above.



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P R O F O R M A

1. Name of the Officer :
2. Date of Birth :
3. Date of Retirement :
4. Present post held along with the details of earlier post held in chronological order. :
5. Present basic pay and pay scale of the post indicating detailed break up of emoluments. :
6. If applicant is on revised pay scale indicate the date from which revision took place and also indicate the pre-revised scale. :
7. Service to which the officer belongs :
8. Educational qualifications :
9. Other qualifications :
10. Experience :
11. Whether belongs to SC/ST :
12. Address for communication with telephone number. :
13. Any other points he may desire to mention :

Place:

(SIGNATURE OF THE APPLICANT)

Date:

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

1. It is certified that the particulars furnished by the Officer are correct.
2. It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and he / she is clear from the Vigilance 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 years.
5. Details of ACRs attached for the last 5 years.

**SIGNATURE OF THE HEAD (COMPETENT AUTHORITY) OF THE OFFICE
ALONG WITH THE OFFICE SEAL**