

**VISAKHAPATNAM PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT**

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ANNEXURE-II

APPLICATION FOR THE POST OF: Executive Engineer (Civil) (CI-I)

1. Full Name (in Block letters) :
2. (a) Address for communication :
(b) Telephone No./Mobile No. :
(c) E-mail Address :
3. Present post with scale of pay :
4. Date of Continuous Appointment in the Present post. :
5. Date of initial appointment and In Class – I cadre (in the Port Sector) :
6. Date of Birth & Age as on date of Circular :
(Attested copy of proof shall be enclosed)
7. Date of Superannuation/Retirement :
8. Whether belongs SC/ST/OBC :
(Copies of certificates shall be enclosed)
9. Educational & other qualifications :
(copies of certificates shall be enclosed)

Examination	University	Year of passing	Class and percentage obtained	Special subjects

10. Details of employment / experience in Chronological order:

Name of the Major Port Authority	Post held & Category	Scale of Pay	From	To	Nature of duties Regular / Ad-hoc / officiating

11. Details of fulfilling qualifying service in the feeder grade:

	Period		
	Post on Regular basis (From – To)	Post on officiating basis (From – To)	Against Temporary post (From – To)
*Rs.50000-160000- (pre-revised Rs.10750-16750)			
*Rs.50000-160000- (pre-revised Rs.9100-15100)			

- 1) The above columns shall be clearly filled in
- 2) *Pay scale granted as financial up-gradation under Modified Assured Career Progression Scheme (MACPS) should not be indicated as it is not a regular service in the grade.

(Contd.....02)

12. Languages known
(Read, Write and Speak) :

13. Any other information desired
to be furnished :

I do hereby declare that the particulars furnished above by me are true to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, my candidature/appointment may be cancelled/terminated without any notice. In the event of my selection to the above post, I will not withdraw and undertake to accept the appointment/posting.

(Signature of the applicant)

Place :

Date :

ANNEXURE- III

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 EXECUTIVE ENGINEER (CIVIL) (Class-I) on Scale of Rs. 50,000 – 1,60,000 in Visakhapatnam Port Authority in terms of the VPA Circular Dt. .09.2025.

Place.

Date. . 2025

SIGNATURE OF THE HEAD OF OFFICE
WITH SEAL.

ANNEXURE- V

CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE

Shri/Smt. _____

Designation: _____

1. It is certified that the particulars furnished by the applicant are correct and the incumbent fulfils the requisite eligibility criteria with regard to educational qualification and experience as specified in the RRs (Annexure-I) of the Circular for absorption / deputation.
2. The veracity of the educational qualification certificates and caste certificates submitted by the applicant are ensured and certified.
3. 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.
4. His / Her integrity is certified.
5. It is certified that No Major /Minor penalties have been imposed on the officer during the last 10(ten) years. If any, kindly indicate details thereof.
6. Attested copies of ACRs/APARs for the last five years (2020-21 to 2024-25) along with statement of grading's are enclosed.

Place:

Date : . 2025

SIGNATURE OF THE HEAD OF OFFICE
WITH SEAL.

ANNEXURE-IV**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 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 : Port Service
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 date.	

Date: . .2025

(Name & Signature)

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