

**Details of Eligibility criteria and Job description for the Post of  
Managing Director, Indian Ports Association**

Indian Ports Association (IPA), an apex body of twelve Major Ports of India invites applications for the post of Managing Director through deputation/failing which by transfer and failing both by direct recruitment. The details are as follows:

Name of the Post	Managing Director
No. of Post	1
Scale of Pay	Rs.2,00,000-3,70,000/- (pre-revised Rs. 80,000-1,25,000) <ul style="list-style-type: none"><li>In addition, he/she will also be entitled to other allowances and usual benefits including leased unfurnished family accommodation.</li></ul>
Upper age Limit for Direct Recruitment	55 years
Education and other qualifications prescribed for direct recruitment	(i) Master of Business Administration/CA/CMA or Degree in Engineering. (ii) 25 years of executive experience, out of which at least 5 years shall be as Head of a core functional area in maritime sector.
Period of Probation	2 years
In case of promotion/transfer/deputation grade from which it should be made	2 years as Chairman of a Major Port or 4 years as Dy. Chairman of a Major Port Trust or 20 years in AIS/CS/Group-A Service, of which 2 years shall be in the Ministry of Ports, Shipping and Waterways at the level of Jt. Secretary and above.
<b>Note: Age, education qualification , experience for direct recruits will not apply in case of promotion/transfer/deputation</b>	

**Job Description:**

- As a Chief Executive he will provide leadership and direction to Indian Ports Association. He will be responsible for day to day management decisions and for formulating and implementing short, medium and long term strategy for IPA in connection with the Governing Body.



- Ensure recruitment and retention of required numbers and types of well motivated trained and committed personnel.
- Prepare a corporate plan as well as annual business plans and monitor progress against these plans to ensure that the objectives are achieved as cost effectively and efficiently as possible.
- He shall also formulate, oversee and monitor the short, medium and long term plans including physical and financial targets relating to IPA in consultation with stakeholders and undertake midterm corrections and measures for expeditious completion of plans and projects.
- Prepare gain acceptance and monitor implementation of the annual budget to ensure that budget targets are met, that revenue flows are maximised and that costs are minimised.
- Build strong and motivated subordinate teams by supporting direct reports in professional development; instructing and monitoring to develop required knowledge and skills for better performance and succession planning.
- Provide strategic advice and guidance to the Ministry of Ports, Shipping and Waterways and Major Port Trust to keep them aware of development in the maritime sector and ensure that appropriate policies are developed to support growth of the port sector as a cost efficient logistic service provider.
- Establish and maintain effective formal and informal links with Chairman of Major Port, Senior Officials of the Ministry of Ports, Shipping and Waterways and other stakeholders including industry associations.
- Establish a positive attitude and healthy work environment.

### **Port Officers / CPSE Executives**

Port Officers/ CPSE Executives working in Major Port Trusts/ CPSEs who are eligible to be considered for the post as per para above should send their applications through proper channel. While forwarding the applications, the Chairman of the concerned Port/Employer of CPSE may please ensure the following documents are sent along with the application form:

- APAR/ACRs of last 5 years (2015-16 to 2019-20)
- A certificate on adverse entries in the APAR/ACRs, if any.



- If the APAR/ACRs of any particular year between 2015-16 to 2019-20 is pending/not available, "No Report Certificate" may be furnished.
- A statement showing APAR/ACRs gradings should also be furnished.
- The details regarding officers holding higher posts on ad-hoc/temporary basis should be clearly specified.
- The Vigilance status of the candidate in the prescribed proforma (Annexure-II) duly filled in column-wise and signed by CVOs of the concerned Port/ Employer (with details of last ten years )

The ACRs (only attested photocopies) of the officer for the last five years (2015-16 to 2019-20) along with the bio-data in the enclosed format, and clearance from administrative/vigilance angles and Integrity Certificate may also be sent. The vigilance clearance of the officer may be sent in the prescribed Performa (Annexure-II) attached with the application form.

### **General Conditions**

- IPA reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- Employee already in service in IPA may also apply provided they possess the prescribed qualification and experience. Age limit in such cases will not apply.
- Appointment shall be subject to Service and Conduct Rules of the Association.
- The applications should be as per prescribed format given at Annexure-I and Annexure-II.
- IPA takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. Candidates in their own interest are advised to submit application well in time before the last date to avoid possible delay in postal transit. Application received after due date will be summarily rejected.
- In case, it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any



material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected after appointment, his/her services are liable to be terminated.

- The interview shall be held at IPA, New Delhi or any place as shall be notified by IPA. Any request for change of place for interview shall not be entertained.
- IPA has the right to reject any application/candidature at any stage without assigning any reason and the decision of IPA shall be final.
- IPA has the right to reject entirely or partially the selection/advertisement at any stage without assigning any reason and the decision of IPA shall be final in this regard.
- Canvassing in any form will be a disqualification.
- Communication shall be sent at the Present Address mentioned by the Candidate in the application form.
- Any changes/modifications in the advertisement will be placed on the website of IPA only. Candidates applying for the post are advised to visit website regularly for updates.
- Self-attested Photocopies of all certificates/testimonials are to be provided with the application form including:
  - Certificate having mention of date of birth
  - Educational/Professional Certificates (right from Class X to the latest)
  - Experience Certificates (including Appointment and Relieving letters of all previous employers)
  - Copy of last drawn Salary (salary slip).
- No certificate in original is required to be attached with the application. Indian Ports Association shall not be responsible for the misplacement of such certificates.

**Last date of receipt of applications is 31-08-2021.** No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED.

Applications are to be addressed to:  
Managing Director,  
Indian Port Association,  
1<sup>st</sup> Floor, South Tower, NBCC Place,  
Bhisham Pitamah Marg, Lodhi Road,  
New Delhi - 110 003  
psmd.ipa@nic.in



(NOTE: Any column left blank will make the application incomplete and liable for rejection.)

1. Name of the Post applied for:
2. (a) Name (in full):  
(b) Father's/Husband's Name (in full):  
(c) Designation of the Applicant (in full):  
(d) Office Address:
3. Present Address:
4. Permanent Address:
5. Telephone No. Office \_\_\_\_\_, Residence \_\_\_\_\_, Fax No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_, E-mail address: \_\_\_\_\_
6. Date of Birth and Age as on Date of vacancy:
7. Eligibility Criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications (along with the name of institute)			
Pay Scale			
Length of service in eligible pay scale			

8. Positions held during the preceding ten years:

S.No.	Designation and Place of Posting	Organisation	From	To	Pay Scale

9. Details of experience relevant for the advertised post and job description, out of 7 above:

S.No	Designation and Place of Posting	Organisation	From	To	Pay Scale	Nature of Experience

Note: You may attach write up, if you wish, not exceeding two pages, in support of your candidature.

10. Do you hold lien in any other organisation? Yes/No  
If yes:  
a) Name of the organisation in which the lien is held.  
b) Date from which the lien is held.
11. Are you on Deputation? Yes/No  
If yes:  
a) Date from which you have been on Deputation.
12. a) Whether any punishment awarded to the applicant during the last 10 years Yes/No  
If yes, the details thereof  
a) Whether any action or inquiry is going on against him as far as his knowledge goes. Yes /No  
If yes, the details thereof

I hereby declare that all the statements made in this application form are true, complete and correct to the best of the knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligible criteria according to the requirement, my candidature/appointment is liable to be cancelled/terminated.

Date:

Place:

(Name and signature of the applicant)

**(To be filled by the PSU/Ministry/Department concerned)**

It is certified that the particulars furnished above have been scrutinised and found to be correct as per the official records.

Signature and Designation of the Competent Forwarding Authority with Telephone No. and office seal

Applications with full particulars including updated C.V. should reach the Managing Director, Indian Ports Association, 1st floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodhi Road, New Delhi-110003 by **31-08-2021**

No TA/DA shall be paid for attending the interview

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS/  
CLEARANCE 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 Service :
6. Service to which the officer belongs including batch/year cadre-etc. wherever applicable :
7. Positions held (during the ten preceding years) :

S.No	Organization (Name in full)	Designation & Place of posting	Administrative/nodal Ministry/Deptt. Concerned (in case of officers of PSUs etc.)	From	To
1.					
2.					

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 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 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] (\*) :

DATE:

(NAME AND SIGNATURE)

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