

**INDIAN PORTS ASSOCIATION****Sub: Advertisement for engagement of Senior Manager (IT), Manager (IT) and Deputy Managers (IT) on contractual basis at Indian Ports Association – Calling for Applications.**

Indian Ports Association (IPA) invites application from eligible candidates for engagement of one Senior Manager (IT), one Manager (IT) and two Deputy Managers (IT) on contractual basis initially for a period of two years which may be extended further for another three years based on the performance of the individual.

2. Indian Ports Association is a society registered in Delhi under the Societies Registration Act, 1860. IPA works as mutual benefit organization serving all major ports, and other stakeholders of port and shipping sector, for improvement and modernization of maritime transport.

3. Education, experience, age and remuneration:

**A. Senior Manager (IT):**

<b>Title of the Job</b>	<b>Senior Manager (IT)</b>
<b>No. of engagement</b>	<b>One (1)</b>
<b>Age Limit</b>	Not more than 45 years as on the last date of receipt of application.
<b>Period of Engagement</b>	On contract for 2 years, extendable for another 3 years subject to satisfactory performance of the individual.
<b>Remuneration</b>	Proposed yearly CTC upto Rs. 12 lakhs along with travelling allowance as applicable and internet allowance as admissible / commensurate with desirable experience and qualifications.
<b>Eligibility Criteria</b>	<b>Desirable Qualification:</b> Degree in Computer/IT Engineering or Technology or Masters' Degree in Computer Applications or M.Sc. (Computer Science / Information Technology) from a recognized University or Institute.

	<p><b>Essential Experience:</b></p> <p>Minimum 5 years' experience in the in the area of Information Technology or System Implementation or e-Governance etc. in a responsible capacity.</p> <p>Desirable: Experience in implementing solutions with emerging technologies like Artificial Intelligence, IoT, 5G, SAP, ERP, POS, PCS etc. Preference shall be given to the candidates who have desirable experience.</p>
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**B. Manager (IT):**

<b>Title of the Job</b>	<b>Manager (IT)</b>
<b>No. of engagement</b>	<b>One (1)</b>
<b>Age Limit</b>	Not more than 40 years as on the last date of receipt of application.
<b>Period of Engagement</b>	On contract for 2 years, extendable for another 3 years subject to satisfactory performance of the individual.
<b>Remuneration</b>	Proposed yearly CTC upto Rs. 9.60 lakhs along with travelling allowance as applicable and internet allowance as admissible/ commensurate with the desirable experience and qualifications.
<b>Eligibility Criteria</b>	<p><b>Desirable Qualification:</b></p> <p>Degree in Computer/IT Engineering or Technology or Masters' Degree in Computer Applications or M.Sc. (Computer Science / Information Technology) from a recognized University or Institute.</p> <p><b>Essential Experience:</b></p> <p>Minimum 3 years' experience in the area of Information Technology or System Implementation or e-Governance etc. in a responsible capacity.</p> <p>Desirable: Experience in implementing solutions with emerging technologies like Artificial Intelligence, IoT, 5G SAP, ERP, POS, PCS etc. Preference shall be given to the candidates who have desirable experience etc.</p>

**C. Dy. Manager (IT):**

<b>Title of the Job</b>	<b>Deputy Manager (IT)</b>
<b>No. of engagement</b>	<b>Two (2)</b>
<b>Age Limit</b>	Not more than 40 years as on the last date of receipt of application.
<b>Period of Engagement</b>	On contract for 2 years, extendable for another 3 years subject to satisfactory performance of the individual.
<b>Remuneration</b>	Proposed yearly CTC upto Rs. 8.00 lakhs with travelling allowance as applicable and internet allowance as admissible / commensurate with the desirable experience and qualifications.
<b>Eligibility Criteria</b>	<b>Desirable Qualification:</b> Degree in Computer/IT Engineering or Technology or Masters' Degree in Computer Applications or M.Sc. (Computer Science / Information Technology) from a recognized University or Institute. <b>Essential Experience:</b> Minimum 3 years' experience in the area of Information Technology or System Implementation or e-Governance etc. in a responsible capacity. Desirable: Experience in implementing solutions with emerging technologies like Artificial Intelligence, IoT, 5G SAP, ERP, POS, PCS etc. Preference shall be given to the candidates who have desirable experience etc.

4. Roles and Responsibilities.

- Handling Servers, Networking, Cloud Infrastructure etc.
- Ensure compliance with all relevant industry standards, regulations, and policies, cybersecurity acts and guidelines for the projects
- Maintain accurate and up-to-date project documentation, including project progress plans, schedules, and reports.
- Monitoring and managing the implementation of ongoing projects like NLP, EBS, POS, e-office etc. and the upcoming projects and coordinating with the system integrator, consultants of the projects
- Provide regular status updates, reports, and presentations for ongoing projects.

- Collaborate with vendors and suppliers to ensure timely delivery of milestones and services.
- Schedule and perform routine maintenance, including hardware inspections, software updates, and equipment replacements etc.
- Ensure proper connectivity and functioning of all equipment's/infrastructure/applications available at IPA.
- Any other work assigned by Managing Director/Executive Director & IT Officials of IPA.

5. The eligible candidates must forward their applications in the formats as enclosed at Annexure-I & Annexure-II on or before **24.06.2024**

6. 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.

7. In case, it is detected at any stage of engagement on contractual basis 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 engagement, his/her services are liable to be terminated. Any request for change of address for interview shall not be entertained.

8. IPA has the right to reject any application/candidature at any stage without assigning any reason and the decision of IPA shall be final.

9. The final offered CTC to the shortlisted candidates will be subject to negotiations on the basis of last drawn CTC, qualification and desirable experience.

10. The selected candidate shall not be allowed to withdraw his/her application.

11. The engagement is purely contractual for the specified period and the selected person shall have no right to continue in the same capacity or in any other capacity in IPA.

12. The application shall be sent to the Managing Director, Indian Ports Association, 1st Floor, South Tower, NBCC Place, Bhisham Pitahmah Marg, Lodhi Road, New Delhi-110003.

13. Further notifications in this regard will be hosted on the website of IPA.

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CV- PROFORMA

1. Name of Post Applied for :
2. Name & Designation :
3. Name of Service and year of joining:
4. Date of Birth (in Christian era) :
5. Postal Address :
6. Mobile no. & Email :
7. Qualifications :
8. Details of employment in chronological order.

No.	Office/ Institute/ Organisation	Post held	From	To	Scale of pay with Grade Pay/ CTC	Pattern of DA(if applica ble)	Nature of duty

9. Type of present employment i.e. ad-hoc or temporary or quasi permanent or permanent :
10. In case the present employment is held on deputation basis, please state:
  - (a) The date of initial appointment
  - (b) Period of appointment on deputation/Contract
  - (c) Name of the parent office/organization to which you belong.
11. Please state whether working under:
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organisation
  - (d) Government Undertakings

12. Your present Pay Scale / Pay Level /CTC

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

Signature of the candidate with date

**Enclosures**

[To be furnished]

1. Date of Birth Proof: :
2. Supporting Documents for Qualification :
3. Supporting Documents for Employment :
4. Copy of form 16/ Emoluments Proof :
5. Any other relevant document. :