

### **Details of Eligibility criteria, Job description and Responsibility for the Post of Executive Director, IPA**

Indian Ports Association (IPA) an apex body constituted as a Society by the twelve Major Ports of India. These Major Ports are under the administrative control of Ministry of Shipping, Government of India.

The post carries a revised scale of Rs 65000-75000 (Pre-revised scale of pay is Rs. 22500-600-27300/-) alongwith the other usual benefits including leased unfurnished family accommodation and a Vehicle for official purpose.

IPA is headquartered in New Delhi.

#### **There is a requirement for filling up the post of Executive Director. The details are as follows:**

Organisation Name	Indian Ports Association
Title of the Job	Executive Director,
No. of Posts	01
Date	25.10.2016
Tenure	03 (Three) Years + 02 (Two) Years
Appointment	Deputation / Contract
Scale of Pay	Rs. 65,000 – 75,000 in case of deputation & Rs 2.0 – 2.5 Lakhs PM plus in case of contract

#### **JOB DESCRIPTION AND RESPONSIBILITIES**

He will assist the Managing Director in all aspects of IPA functioning. He is required to exercise administrative and financial powers and also to supervise the functioning of various units with the IPA. The job requirements, therefore, are the following: -

- (i) Wide administrative experience and General Managerial ability;
- (ii) Experience and talent in man-management;
- (iii) Experience and ability in Financial Management;
- (iv) Ability to co-ordinate with various agencies such as State Governments, the Law and order authorities, different agencies of Central Government such as customs, Railway, Ministry of Labour, etc.;
- (v) Experience and ability in personnel management and understanding of establishment matters.

He shall also be

- Overall In-charge of Consultancy division.
- Reviewing the performance of IPA in achieving its objectives
- Carry out Studies and other exercises
- Implement Information Technology for Consultancy and other areas.
- Keep himself updated the latest information on Port development, Port operations, Labour matters, Pension, etc.
- Approve procurement, work contracts, sale within his delegated powers.

- Provide guidelines to other officers and motivate them in improving the efficiency in various activities of IPA.
- Carry out such other duties as are required to achieve the overall objectives of IPA.

## **ELIGIBILITY**

### **A. Age**

- As on the Date of Advertisement: Maximum 50 years

### **B. Qualification and Experience**

- The candidate should be B.Tech/CA/ICWAI/MBA from recognised university/institute.

### **C. Pay Scale**

#### **1. Central Public Sector Executives**

Executives holding posts in the pay scale of:

- i. Rs. 51,300 – 73,000 (IDA) Post 01.01.07 or;
- ii. Pay Level 14: Rs. 144,200 – Rs. 218,200 (CDA) (revised 01.01.2016)  
Old Scale: Rs. 37,400 – 67,000+GP 10000 (CDA)

The minimum length of service required in the eligible scale will be three years as on the date of advertisement.

#### **Port Officers**

Provided that notwithstanding the qualifications and experience prescribed, the applicant should have served at least five years in the grade of HOD of Category 'A' Post or above in Major Ports with adequate experience in Industrial Relations, HRD and Project Management will be eligible for consideration on deputation basis.

Port Officers working in Major Port Trusts 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 may please ensure the following documents are sent along with the application form:

- APAR/ACRs of last 5 years (2009-10 to 2013-14)
- A certificate on adverse entries in the APAR/ACRs, if any.
- If the APAR/ACRs of a particular years between 2011-12 to 2015-16 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 (with details of last ten years )

### **Government Officers**

Provided that notwithstanding the qualifications and experience prescribed, the applicant should have 9 years of services in AIS/CS/Group A services of which 2 years must have been in the Ministry of Shipping in the Grades of Director/Dy.Secretary with adequate experience in Industrial Relations, HRD and Project Management will be eligible for consideration on deputation basis.

Preference may be given to those having experience of working in Port and Shipping sectors. The terms and conditions of appointment of the officers selected shall be as per the rules and instructions of Central Government.

The ACRs (only attested photocopies) of the officer for the last five years (2011-12 to 2015-16) 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 proforma (Annexure-II) attached with the application form.

### **Direct Recruitment**

In order to apply, candidates must fulfil all the following criteria:

- i. They should be working in the maritime Sector with atleast 9 years of experience as a senior level executive.
- ii. Candidates, who are reporting directly to a functional head will be preferred.
- iii. High preference will be given to the Candidates with Post-graduate degree in Port & Shipping Management from any international institutious.

### **D. Nationality/Citizenship**

Candidate must be a Citizen of India.

### **DURATION OF APPOINTMENT**

The appointment shall be for a period of 03 (Three) years extendable upto 05 (Five ) years .

### **SUBMISSION OF APPLICATIONS**

Prospective candidates from the Central Public Sector Companies, Major Ports and Government officers shall submit their applications, through proper channel, in the format at Annexure – I. The applications for various categories of the officers are to be routed through proper channels as follows:

- a. For Government Servants: through Cadre Controlling Authority.
- b. For Executives in CPSE: through their employer.
- c. For Major Ports : through Chairman

## Certification by Candidate

- a. Candidate has to submit his/her willingness for the post at the time of interview itself clearly stating that he/she will join the post, if selected. If any candidate does not initially give his/her willingness, he/she will not be interviewed.
- b. The selected candidate will have to join within one month of issue of letter of appointment, unless & otherwise permitted by MD,IPA.
- c. For currently employed Govt./Public Sector/Autonomous bodies employees, have to produce "No Objection Certificate" from the current employer at the time of interview, failing which candidate will not be allowed to appear for interview.

## General Conditions

- IPA reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- Appointment shall be subject to Service and Conduct Rules of the Association.
- Working knowledge of Computers including MS-Office is essential for the above post.
- 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.
- Any request for change of address 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 the websites regularly for updates.
- Self-attested Photocopies of all certificates/testimonials are to be provided with the application form including:
  - Educational/Professional Certificates (right from Class X to the latest)
  - Experience Certificates (including Appointment and Relieving letters of all previous employers)
  - Caste Certificate (in case of SC/ST and OBC)
  - Copy of last drawn Salary, etc.
- 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 28<sup>th</sup> November 2016.** 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

**ALL CORRESPONDENCES ON THE ABOVE SUBJECT SHOULD BE ADDRESSED TO THE MANAGING DIRECTOR,  
INDIAN PORTS ASSOCIATION ONLY.**

**Annexure I**

APPLICATION FORM FOR CENTRAL PUBLIC SECTOR EXECUTIVES/GOVT. OFFICERS (THROUGH PROPER CHANNEL)

(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

**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.