

INDIAN PORTS ASSOCIATION

Eligibility Criteria for the post of Executive Assistant

IPA-Profile

Indian Ports Association (IPA) was constituted in 1966 under Societies Registration Act, primarily with the idea of fostering growth and development of all Major Ports, which are under the supervisory control of Ministry of Shipping .Over the years, IPA has consolidated its activities and grown strength and considered to be a think tank for the Major Ports with the ultimate goal of integrating the Maritime Sector.

Following is the eligibility criteria for appointment to the post of **Executive Assistant**

Post No.1. Executive Assistant.

Sl No.	Detail of Post	Description
1	Name of Post	Executive Assistant
2.	No. of Post	3
	Classification	Class III
3	Mode of Selection	Direct
4.	Scale of Pay (Rs)	Rs 23,600-56,300.
5.	Upper age Limit for Direct Recruitment (in years)	Upto 45 years
6.	Period of Probation (in years)	1 years
7.	Education and other qualifications prescribed for direct recruitment	Direct Recruitment:- <ul style="list-style-type: none">• Master Degree / PG Diploma from a recognised University.• Knowledge of Office productivity tools like MS Office.• Minimum 5 years of experience. Preference will be given who will having following additional qualification: <ul style="list-style-type: none">• Master/PG Diploma in Library & Information Science/ Business Administration / Interior Architecture and Design/Computer response.

8.	Job Description	Key responsibilities - <ul style="list-style-type: none"> • Maintaining office operation (supplies / inventory) • Making travel arrangements. • Preparing papers for consideration/ presentation by committee / HoDs. • Listing meetings in order to record minutes. Distribute minutes of meetings and mailing documents. • Supervise clerical staff. • Perform basic book keeping work. • Preparing & making arrangements for committee, board/meetings including agendas. • Filing govt. /committee documents, records & reports. • Read & analyse incoming memos, submissions & reports in order to determine their significance & plan their distribution etc.
9.	Skills	Good coordinator, telephone skills, typing, attention to details, administrative writing skills, dependability, excellent verbal & written communication.
10	Job Location	New Delhi
Note: <ul style="list-style-type: none"> • Internal Candidate/ Contract employees can also apply. • Written test will be conducted and shortlisted candidate have to appear for the Interview. 		

The last date of submission of application is 06th March 2018. Incomplete applications are liable to be rejected. Please apply in prescribed format with C.V. and attested copies of the testimonials to the:

Managing Director,
Indian Ports Association,
1st floor, South Tower, NBCC Place,
Bhisham Pitamah Marg, Lodi Road, New Delhi – 110 003

Note: There should be a separate application if the candidate wants to apply more than one post.

INDIAN PORTS ASSOCIATION

Eligibility Criteria for the post of Junior Assistant.

IPA-Profile

Indian Ports Association (IPA) was constituted in 1966 under Societies Registration Act, primarily with the idea of fostering growth and development of all Major Ports, which are under the supervisory control of Ministry of Shipping .Over the years, IPA has consolidated its activities and grown strength and considered to be a think tank for the Major Ports with the ultimate goal of integrating the Maritime Sector.

Following is the eligibility criteria for appointment to the post of **Junior Assistant**.

Post No. 2. Junior Assistant.

SI No.	Detail of Post	Description
1	Name of Post	Junior Assistant.
2.	No. of Post	3
	Classification	Class III
3	Mode of Selection	Direct
4.	Scale of Pay (Rs)	Rs 17,700-44,600/-
5.	Upper age Limit for Direct Recruitment (in years)	Upto 36 years
6.	Period of Probation (in years)	1 years
7.	Education and other qualifications prescribed for direct recruitment	Direct Recruitment:- <ul style="list-style-type: none">• Master Degree from a recognised University.• Knowledge of office productivity tools like MS Office.• Minimum 4 years of experience Preference will be given who will having following additional qualification: <ul style="list-style-type: none">• Stenography• Shorthand Speed 80wpm• Typing speed 40wpm
	Job Description	Key responsibilities - <ul style="list-style-type: none">• Maintaining office operation (supplies / inventory)• Making travel arrangements.• Preparing papers for consideration/ presentation by committee/ HoDs.• Listing meetings in order to record minutes. Distribute minutes of meetings and mailing documents.• Supervise clerical staff.

		<ul style="list-style-type: none"> • Perform basic book keeping work. • Preparing & making arrangements for committee, board/meetings including agendas. • Filing govt. /committee documents, records & reports. • Read & analyse incoming memos, submissions & reports in order to determine their significance & plan their distribution etc.
9	Skills	Good coordinator, telephone skills, typing, attention to details, administrative writing skills, dependability, excellent verbal & written communication.
10	Job Location	New Delhi
Note: <ul style="list-style-type: none"> • Internal Candidate/ Contract employees can also apply. • Skill Test in Typing speed/ Shorthand /MS Office will be conducted and shortlisted candidate have to appear for Written Test. 		

The last date of submission of application is 06th March 2018. Incomplete applications are liable to be rejected. Please apply in prescribed format with C.V. and attested copies of the testimonials to the:

Managing Director,
Indian Ports Association,
1st floor, South Tower, NBCC Place,
Bhisham Pitamah Marg, Lodi Road, New Delhi – 110 003

Note: There should be a separate application if the candidate wants to apply more than one post.