

## **Filling up the post of Executive Director, Indian Ports Association - Calling for Applications**

The Indian Ports Association (IPA) invites applications from Port Officers working in Major Port Authorities and also from All India Service/Central Civil Services Group 'A' officers for the post of Executive Director of Indian Ports Association in the pay scale of Rs.1,60,000-2,90,000 / - (Industrial DA pattern) on deputation basis. Apart from the salary, the post also carries the perquisites such as dedicated accommodation, transport, medical attendance, LTC etc.

1. The Indian Ports Association is a society registered under Society Registration Act 1860. IPA works as mutual benefit organization serving all major ports, Ministry of Ports, Shipping and Waterways and other stakeholders of ports and shipping sector, for improvement and modernization of maritime transport.
2. The Executive Director (ED) in Indian Ports Association shall be required help Managing Director in discharging his duties connected with all aspects of IPA. ED is required to exercise administrative and financial control on all activities under his/her direct control and also to supervise the functioning of various verticals of IPA including hospitality. The candidate must have demonstrable experience in following areas:
  - I. General Managerial ability;
  - II. Experience and talent in man-management in highly unionized environment.
  - III. Experience and ability in Financial Management.
  - IV. Ability to formulate and implement port development plans and also to prepare broad perspective plan for port development;
  - V. Strong co-ordination ability to co-ordinate with central and state law enforcement agencies (customs, immigration, GST, Central Ministries (MoPSW, Finance, Railway, Labour, Home, Defence, Personnel etc.), Governments of coastal states and UTs, State Maritime Boards etc.
  - VI. Experience and ability in personnel management and understanding of establishment matters in Port establishments.
  - VII. Organizing official events/ functions etc.

### 3. Eligibility criteria for Port Officers:

- a. Officers from Major Port Authorities holding analogous (Dy. Chairperson) post. Or
- b. Must have completed 5 year's regular service as Head of Department (Traffic, Personnel & Administration, Marine, Engineering, Finance) and
- c. Must have not attained age of 57 years on the last date of advertisement.

4. While forwarding the applications of the eligible serving candidates the concerned Major Port may ensure that following documents are sent along with the application form:
  - a. Attested copies of APAR of last 5 years.
  - b. A certificate on adverse entries in the ACRs, if any.
  - c. The details regarding officers holding higher posts on ad-hoc/temporary basis should clearly be specified
  - d. The Vigilance status of the candidate in the prescribed proforma duly filled and signed by CVOs of the concerned Port (with details of last ten years).
5. Eligibility criteria for AIS/ Central Civil Service Group 'A' officers:
  - a. The officers belonging to All India Services/Central Civil Services Group 'A' officers who have put in not less than 13 years of service in Group 'A' out of which at least 8 years must have spent in Port planning/operation /administration etc. in Port and Shipping sector.
  - b. Must have not attained age of 57 years on the last date of advertisement.
6. The appointment to the post of Executive Director can be made on deputation or contract for a period of 5 years or as may be decided by the Competent Authority (Governing Body), depending on suitability of the candidate recommended by the selection committee and accepted by the Governing Body of IPA.
7. Applications of serving candidates shall be considered on deputation, if he/she wishes to keep lien in his/her parent organization, and shall have to be forwarded through proper channel along with APAR (only attested photocopies) of last five years, excluding the immediate preceding year, along with the bio-data in the enclosed format, and clearance from administrative/vigilance angles and Integrity Certificate.
8. The applications of serving candidates, not routed through proper channel or any application received after due date will not be considered.
9. The last date for receipt of applications in IPA is **15.12.2022**
10. The applications may be sent to the Chief Administrative Officer, Indian Ports Association, 1st Floor, NBCC Place, Bhisham Pitamah Marg, New Delhi.-110003"

**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. Address :
6. Mobile no. & Email :
7. Qualifications :
8. Whether Educational and other qualifications required for post satisfied (if any qualification have been treated as equivalent to the prescribed in the rules state authority for the same):

| Sl. | Qualifications required | Qualifications possessed |
|-----|-------------------------|--------------------------|
|-----|-------------------------|--------------------------|

7. Experience specified under para 2 of the vacancy notice:

|  | Experience required | Experience possessed |
|--|---------------------|----------------------|
|--|---------------------|----------------------|

8. Details of employment in chronological order.

| No. | Office/ Institute/<br>Organisation | Post held | From | To | Scale of pay<br>with Grade<br>Pay | Patte<br>rn of<br>DA | Nature of duty |
|-----|------------------------------------|-----------|------|----|-----------------------------------|----------------------|----------------|
|     |                                    |           |      |    |                                   |                      |                |

8. Name of present employment i.e. ad-hoc or :  
temporary or quasi permanent or permanent
9. 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.
10. Please state whether working under :
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organisation
  - (d) Government Undertakings

11. Your present Pay Scale ?/ Pay Level

12. 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

(Signature of the forwarding officer with office seal)