

**INDIAN PORTS ASSOCIATION  
NEW DELHI**

**CIRCULAR INVITING APPLICATIONS FOR ENGAGEMENT AS  
SENIOR ADVISER ON DEPUTATION BASIS IN IPA.**

The Indian Ports Association (IPA) invites applications from eligible officers of the Major Ports at the level of senior Head of the Department (HoD) for engaging as Senior Adviser in the scale of pay of Rs.1,60,000 – 2,90,000 (IDA pattern) in IPA on *ad hoc* on deputation basis.

2. The Indian Ports Association is a Society registered under the Societies 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.

3. The period of engagement will be initially for a period of one year which may be extended subject to exigencies of work.

4. The duties and responsibilities and other eligibility conditions prescribed for the engagement are given below:

**A) DUTIES AND RESPONSIBILITIES:** The duties of Senior Adviser shall include to look after the following works in a time – bound manner: -

- i) Undertake review of all Regulations of the Major Port Authorities and suggest suitable modifications/ amendments and submit proposals for considerations by the Ministry for notification in the light of Major Port Authorities Act – 2021,
- ii) Undertake review of old / obsolete Regulations in all Major Ports which are no longer required.
- iii) Undertake the Amendments of existing Recruitment Rules of all Class – I & II officers in Major Ports, which are already recommended by Sri K.G. Nath Committee and to finalize the same by discussing with each Major Port and send proposals for approval and notification by the Ministry.
- iv) Process matters relating to anomalies of Class-I & II officers and Class C & D employees.
- v) Assist in holding BWNC meetings.
- vi) Undertake a review of availability of manpower in all Major Ports and suggest suitable deployment of manpower to strengthen these areas.



- vii) Duties/assessment as may be assigned by Chairman/MD, IPA from time to time.

**B) ELIGIBILITY REQUIREMENTS:**

- (i) Officers holding the post at the level of senior HoD on regular basis for atleast five years.
- (ii) Must have experience of HR, Establishments and Administration matters.

**C) OTHER CONDITIONS:**

- i) The Selected candidate will be appointed *onad hoc* on deputation basis for a period of one year only which may be extended subject to exigencies of work.
- ii) He may be attached with any of the Major Ports in order to collect the data and having frequent interactions with the officers of the Major Ports. Whenever required, he has to attend IPA to brief the MD / Chairman of IPA and the Ministry officials on the assigned subjects.

5. Applications of the eligible and willing senior HoD level officers in the Major Port may be sent along with the following documents: -

- 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).

6. Applications not forwarded through proper channel and received after the last date will not be considered.

7. Last date for receipt of duly filled in applications in IPA is **19th August 2024**.

8. The applications may be sent to the Chief Administrative Officer, Indian Ports Association, 1st Floor, NBCC Place, Bhisham Pitamah Marg, New Delhi-110003"

9. Further notification in this regard will be hosted on the website of IPA.

**PROFORMA OF APPLICATION FOR THE POST OF SENIOR ADVISER IN  
INDIAN PORTS ASSOCIATION:**

S.NO	DETAILS	
1	Name of the Candidate	
2	Present Designation	
	Scale of pay	
	Present basic pay	
3	Name of the Port	
4	Contact Details Email ID Telephone No Mobile No Address	
5	Gender	
6	Date of Birth	
7	Date of Superannuation	
8	Category	

9. Educational Qualifications:

Sl.No.	Qualification	Subject(s)	Year of passing	Institution/University
1.				

10. Experience details:

Sl.No.	Name of the post held	Scale of Pay	From - To	Nature of duties
1.				

11. Name of the present employment, i.e. ad-hoc or temporary or quasi - permanent or permanent:

12. In case the 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 with you belong

13. Any other relevant information:

**SIGNATURE OF THE CANDIDATE**

(Signature of the forwarding officer with office seal)

