



# Indian Ports Association

Ref: GAD/Admin/554/Recruitment MDIPA/2024

Dated : 31.01.2024

To

The Chief Secretaries, All the State Governments.  
The Secretaries of all the Ministries/ Departments of Government of India.  
The Chairpersons, All Major Port Authorities,  
The Chairman, KPL  
The Heads of organisations under MoPSW

**Subject: Filling of the post of Managing Director, IPA on deputation basis -reg.**

Madam/Sir,

Please refer to the cited subject and find enclosed herewith Vacancy Circular dated 31.01.2024.

It is requested that this Vacancy Circular may be circulated amongst the eligible officers of your department on priority so that the applications complete in all respect may reach this office on or before 29.02.2024 along with (i) attested copies of APARs as stated in circular; (ii) Vigilance status of the Officer.

Yours faithfully,

(Balbir Singh)

Chief Administrative Officer (i/c)

Encl: As stated above

CC:

1. PS to Chairman, IPA – for the information of Chairman, IPA please.
2. The PPS to Secretary(PSW), MoPSW
3. The Jt. Secretary (IT), MoPSW – with a request to host the vacancy circular in MoPSW website.
4. PS to MD, IPA – for the information of MD, IPA please.
5. ED, IPA- for the information please.
6. The Deputy Chairperson – All Major Ports
7. MD, KPL
8. The Secretaries – All Major Ports
9. The AD(IT), IPA for hosting in IPA website.

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Admn. Office : 1<sup>st</sup> Floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodi Road, New Delhi – 110 003. Telephone: 011-24369061,24369063, 24368334 Fax : 011-24365866 & 24636204  
Web site: ipa.nic.in E-mail : [ipa@nic.in](mailto:ipa@nic.in)

**INDIAN PORTS ASSOCIATION  
VACANCY CIRCULAR**

**Sub: Filling up of the post of Managing Director, Indian Ports Association**

Indian Ports Association (IPA) invites applications in the prescribed format (attached) from eligible and willing persons for the post of Managing Director, IPA in the pay scale of Rs.1,80,000 – 3,20,000 (Industrial DA pattern).

2. IPA comprising of Chairpersons of the Major Ports is a Society registered in Delhi under the Societies Registration Act, 1860. IPA works as mutual benefit organisation serving all major ports; Ministry of Ports, Shipping and Waterways and other stakeholders of port and shipping sector, for improvement and modernization of maritime transport.

3. The details of the responsibility, remuneration, eligibility criteria, experience are given here under:

**(a) Responsibility –**

The Managing Director (MD) of IPA is the Chief Executive of the Organisation and is responsible for all aspects of IPA functioning. He is required to exercise administrative, disciplinary and financial control on all activities and also to supervise the functioning of various verticals of IPA.

**(b) Remuneration –**

1. The Managing Director (MD) of IPA will carry the pay scale of Rs.1,80,000 – 3,20,000 (in IDA pattern). However, the All India Service/Central Services Group 'A' officer's pay scale will be subjected to directions of MoPSW / Cadre Controlling Authority in this regard.



2. In addition, MD, IPA will be paid other allowances and provided facilities as may be decided by the Governing Body of IPA from time to time.
3. The terms and conditions of the appointment of the officer selected shall be decided by the Governing Body of IPA.

**(c) Eligibility criteria –**

**For AIS/Central Civil Service Group 'A' officers:**

1. Officers working in Senior Administrative Grade (Level 14), Pay Scale (144200-218200) and;
2. Officers who have worked as Chairperson/Deputy Chairperson in any Major Port or equivalent in autonomous bodies under MoPSW having more than 01 year of Port and Shipping Experience.

**For officers working in Major Ports or Autonomous Bodies under Ministry of Ports, Shipping and Waterways:**

Officers holding the post of Chairperson or equivalent having more than 01 year of Port and Shipping Experience at Chairperson or equivalent level.

OR

Officers holding the post of Deputy Chairperson or equivalent having more than 02 years of Port and Shipping Experience at Deputy Chairperson or equivalent level.

4. The crucial date for determining the eligibility shall be the last date for receipt of application.
5. The maximum age limit to apply for the post of MD, IPA is 57 years on the last date for receipt of application.

6. The officers who are eligible and willing to be considered for the post of MD, IPA shall send their application through proper channel as per proforma enclosed (**Annexure I**). However, the candidates may also send the advance copy of duly filled application form directly to IPA through email/dak before due date of submission.
7. The application of the eligible and willing candidates along with requisite documents may be forwarded so as to reach IPA by 29.02.2024. Any applications received after due date of submission will not be taken into consideration. However, advanced copies of applications (i.e. application forwarded directly by the candidate to IPA through email/dak) received before due date of submission, which are forwarded by Cadre Controlling Authorities through proper channel after last date of receipt of applications, will also be taken in to consideration. Only those applications which are received through proper channel will be considered for selection to the post.
8. The Central/State Governments and the Major Ports are requested to give wide publicity amongst the eligible officers working under their control and may forward the applications of the eligible and willing officers to the Chief Administrative Officer, Indian Ports Association, 1<sup>st</sup> Floor, NBCC Place, Bhisham Pitamah Marg, New Delhi-110003 before due date of submission.
9. The following documents are required to be sent along with the application form: -
- i) Attested copies of ACRs/APARs of last 5 years (2018-19 to 2022-23);
  - ii) If the ACRs/APARs of a particular year / period between 2018-19 to 2022-23 is pending / not available, No Report Certificate / Pendency Certificate may be furnished along with ACRs/APARs of preceding years.
  - iii) A statement showing year wise status of ACRs/APARs grading
  - iv) Complete service details of the applicant with posts held till date
  - v) Vigilance Status

vi) The details regarding officer's holding higher post on ad hoc/temporary basis should be clearly specified.

10. Further developments in this regard will be hosted on the website of IPA.



**PERSONAL DATA**

PHOTOGRAPH

**Application for the Post of Managing Director, Indian Ports Association**

1.	Applying for the post of	
2.	Name and Designation of the candidate	
3.	Service & Batch (only for AIS & Central Service Group 'A') Cadre (only for AIS)	
4.	Domicile	
5.	Contact Details : Office	
	1) E-mail Id:	
	2) Telephone	
	3) Mobile Number:	
	4) Address:	
6.	Contact Details : Residence	
	1) E-mail Id:	
	2) Telephone	
	3) Mobile Number:	
	4) Address:	

7.	Exam Year (only for AIS & Central Service Group 'A')	
8.	Allotment Year (only for AIS & Central Service Group 'A')	
9.	Date of Joining	
10.	Gender	
11.	Date of Birth	
12.	Date of Superannuation	
13.	Category	
14.	Present Pay level/scale details	
15.	Whether the officer has requisite length of service / pay scale as required for the post	
16.	Whether the officer fulfils the eligibility criteria for the post	

**17. EDUCATIONAL QUALIFICATIONS:**

(Please mention only Graduation and above).

Sl No.	Qualification	Subject(1) Subject(2)	Year/Division	Institution University Place Country

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**18. EXPERIENCE DETAILS:**

(Please provide up to date experience details)

<b>S. No</b>	<b>Type of Posting (Cadre/ Deputation / Others)</b>	<b>(i) Level/Pay Scale (ii) Designation</b>	<b>Ministry Department Office Place</b>	<b>Field of experience acquired during the posting (Major &amp; Minor)</b>	<b>Tenure from &amp; Tenure to</b>

**19. Total experience in Port and Shipping Sector, if any:**

**20. Two separate write-ups (not exceeding 300 words each) may be attached as follows:**

**(i) Write-up on the professional experience and core-competence of the officer in handling the assignment applied for.**

**(ii) Write-up on how the applicant can fulfil and advance the mission and objectives of the organisation that he seeks to join.**

**20. Date of filling of IPR:**

**Signature of the Candidate**

**Date:  
Place:**