



Indian Ports Association

Ref: IPA/PHRD/PORTHROFFICERS/2024

Dated: 02.02.2024

To

The Chairpersons, All Major Port Authorities
MD, KPL

Subject: Appointment of Port HR Officers from Major Ports on deputation basis in IPA.

Madam/Sir,

A copy of IPA Vacancy Circular No. IPA/PHRD/PORTHROFFICERS/VC/2024 dated 02.02.2024 regarding appointment of Port HR Officers from Major Ports on deputation basis in IPA enclosed herewith.

2. It is requested that this Vacancy Circular may be circulated in your port on priority and applications of eligible and willing officers may be forwarded to 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)

Enclosed: as stated above

CC:

1. PS to Chairman, IPA – for information of Chairman, IPA pl
2. PS to MD, IPA – for information of MD, IPA pl
3. ED, IPA- for information pl
4. Deputy Chairpersons – All Major Ports
5. Secretary – All Major Ports

Admn. Office : 1st 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

INDIAN PORTS ASSOCIATION
VACANCY CIRCULAR

Sub: Advertisement for appointment of Port HR Officers from Major Ports at Indian Ports Association – Calling for Applications.

Indian Ports Association (IPA) invites application from willing officers of the Major Ports working in the GAD Department on deputation basis initially for a period of two years which may be extended further upto three years by providing them one pay scale higher than the existing pay scale drawn by them in their respective ports.

2. In addition to the basic pay, IDA and other allowances as applicable to the IPA employees will also be paid to the selected Officers. Other benefits like medical reimbursement, leave encashment, etc. will be in accordance with the extant rules of IPA or as applicable in the parent department of the officer (whichever is beneficial).

3. Eligibility criteria –

Officers of any Major Port working in the GAD Department from the Pay Level: -

(I) 50000-160000

OR

(II) 60000-180000

4. Total number of vacancies: 3 (Three).

5. The Roles and Responsibilities of the selected officers include

- Pending/ unsettled issues of wage settlement.
- Dealing with Industrial Relation (IR) and Industrial Disputes (ID) matters of trade unions and all India worker federations including negotiations etc.
- Classification and categorisation of employees.
- Formulation, regulation, execution of Productivity Link Reward Scheme of Major Port Authority.
- Matters connected with framing, standardization of Regulations connected with recruitment, selection, promotion, creation, transfer etc. of manpower in ports.

- All matters related with pay revision (Pay Revision Committee) of class I & II officers of Major Port Authority.
- Matters connected with Wage Negotiation (BWNC) for fixing of wage structure for Class III & IV employees of Major Port Authority at regular intervals.
- Matters related to pay revision and pay fixation anomalies of Class I to IV employees of Major Port Authority.
- Issues related with pension and pension regulation, Anomalies, Grievances etc.
- Organising Training for port personnel.
- Any other work assigned by Managing Director/Executive Director/IPA.

6. 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.

7. The willing Officers must forward their applications in the formats as enclosed at Annexure-I & Annexure-II on or before **29.02.2024**. The applications received after the last date shall not be considered.

8. 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.

9. In case, it is detected at any stage of recruitment on deputation basis 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

10. IPA has the right to reject any application/candidature at any stage without assigning any reason and the decision of IPA shall be final

11. The selected candidate shall not be allowed to withdraw his/her application.

12. The application shall be sent to the Managing Director, Indian Ports Association, 1st Floor, South Tower, NBCC Place, Bhisam Pitahmah Marg, Lodhi Road, New Delhi-110003.

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

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. Details of employment in chronological order: -

No.	Office/ Institute/ Organisation	Post held	From	To	Scale of pay with Grade Pay	Pattern of DA	Nature of duty

9. Your present Pay Scale?/ Pay Level :

10. 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)

Annexure-II

Enclosures

[To be furnished]

1. Date of Birth Proof :
2. Supporting Documents for Qualification :
3. Supporting Documents for Employment :
4. VC (if applicable) :
5. Emoluments Proof :
6. Clearance from HOD/Competent Authority :
7. APAR for past 5 years. :
8. Any other relevant document. :