

INDIAN PORTS ASSOCIATION**Sub: Advertisement for engagement of Manager (HR) and Deputy Manager (HR) on contractual basis at Indian Ports Association – Calling for Applications.**

Indian Ports Association (IPA) invites application from eligible candidates for engagement of one Manager (HR) and one Deputy Manager (HR) on contractual basis initially for a period of two years which may be extended further for another three years based on the performance of the individual.

2. Indian Ports Association is a society registered in Delhi under the Societies Registration Act, 1860. IPA works as mutual benefit organization serving all major ports, and other stakeholders of port and shipping sector, for improvement and modernization of maritime transport.

3. Education, experience, age and remuneration:

A. Manager (HR):

Title of the Job	Manager (HR)
No. of Engagement	One (1)
Age Limit	Not more than 45 years as on the last date of receipt of application.
Period of Engagement	On contract for 2 years, extendable for another 3 years subject to satisfactory performance of the candidate.
Remuneration	Proposed yearly CTC upto Rs. 9.6 lakhs per annum with travelling allowance as applicable and internet allowance as admissible / commensurate with the experience.
Eligibility Criteria	Essential Qualification: Any Post Graduate in personnel management/ HR/ Industrial Relations from any recognized University/Institute. Essential Experience: Minimum 5 years' experience in HR/ Industrial Relations/ personnel Management etc. in a responsible capacity.

B. Dy. Manager (HR):

Title of the Job	Deputy Manager (HR)
No. of Engagement	One (1)
Age Limit	Not more than 40 years as on the last date of receipt of application.
Period of Engagement	On contract for 2 years, extendable for another 3 years subject to satisfactory performance of the candidate.
Remuneration	Proposed yearly CTC upto Rs. 8.00 lakhs per annum with travelling allowance as applicable and internet allowance as admissible/ commensurate with the experience.
Eligibility Criteria	Essential Qualification: Any Post Graduate in personnel management/ HR/ Industrial Relations from any recognized University/Institute. Essential Experience: Minimum 3 years' experience in HR/ Industrial Relations/personnel Management etc. in a responsible capacity.

4. The Roles and Responsibilities of the selected personnel 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.

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- 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.
5. The eligible candidates must forward their applications in the formats as enclosed at Annexure-I & Annexure-II on or before **09.09.2024**
6. 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.
7. In case, it is detected at any stage of engagement on contractual 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 engagement, his/her services are liable to be terminated. Any request for change of address for interview shall not be entertained.
8. IPA has the right to reject any application/candidature at any stage without assigning any reason and the decision of IPA shall be final.
9. The selected candidate shall not be allowed to withdraw his/her application.
10. The engagement is purely contractual for the specified period and the selected person shall have no right to continue in the same capacity or in any other capacity in IPA.
11. The application shall be sent to the Managing Director, Indian Ports Association, 1st Floor, South Tower, NBCC Place, Bhisham Pitahmah Marg, Lodhi Road, New Delhi-110003.
12. Further developments in this regard will be hosted on the website of IPA.

CV- PROFORMA

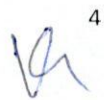
1. Name of Post Applied for :
2. Name & Designation :
3. Name of Service and year of joining :
4. Date of Birth (in Christian era) :
5. Postal Address :
6. Mobile no. & Email :
7. Qualifications :
8. Details of employment in chronological order: -

No.	Office/ Institute/ Organisation	Post held	From	To	CTC	Nature of duty

9. Your present annual CTC :

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

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Annexure-II

Enclosures

[To be furnished]

1. Date of Birth Proof :
2. Supporting Documents for Qualification :
3. Supporting Documents for Employment and nature of work duly certified by the employer :
4. Emoluments Proof :
5. Any other relevant document. :

