

# **India Ports Global Limited (IPGL)**

## **Requirement of Deputy Manager (Administration)**

### **I. COMPANY PROFILE:**

India Ports Global Limited (IPGL) is a joint venture between Jawaharlal Nehru Port Trust (JNPT) and Kandla Port Trust (KPT), created and incorporated on 22<sup>nd</sup> January 2015 under the Indian Companies Act, 2013, as per directions of Ministry of Shipping (MoS), Government of India for development of Ports overseas. The Ministry of Shipping has presently assigned IPGL the task of equipping and operation of Container / Multi-purpose Terminals at Chabahar in Iran.

IPGL wishes to appoint a Deputy Manager (Administration) in the pay-scale of Rs. 20, 600-46,500 (E1 Scale). The other details are as follows:

### **II. JOB DESCRIPTION AND RESPONSIBILITIES:**

The Deputy Manager (Admin.) will be responsible for Administration matters and will report to the Company Secretary / Managing Director. His functions shall include:

- To handle all matters relating to General Administration, Personnel, Industrial Relations, data entry, travel arrangements and outdoor duties as assigned by the Management.
- To assist the Management in ensuring compliance under the various Acts, Regulations and Guidelines as applicable to the Company.
- To coordinate with and maintain good public relations with various internal and external bodies, including statutory authorities, Government Agencies, etc.

### **III. ELIGIBILITY:**

**A.** Age as on the date of advertisement. : Not more than 40 years  
Age of superannuation is 60 years.

#### **B. Qualifications and Experience:**

- (a) Degree from a recognized University with at least five years of post-qualification experience of working as an Officer in the Administration / Secretarial Department of a Major Port Trust or Industrial/Commerical/Govt. Undertaking.
- (b) Persons working in Port Trusts/Govt./PSUs/Autonomous bodies holding posts, with three years' regular service in the pay scale of Rs.16, 400-40,500 or above.
- (c) Persons having similar qualifications and experience in a reputed private sector organization (ports and comparable domains) may also be considered, if found suitable.
- (d) Officers of appropriate level/rank, retired from Major Port Trust or Central/State Govt./PSUs with Port/Shipping experience, may be considered, if found suitable. In such case, relaxation in qualification, age and experience shall be considered, depending upon their experience in the related field, and appointment shall be on contract basis, with lump sum monthly emoluments commensurate with their qualification, experience and last pay drawn.

**C. Desired Skills**

- Post Graduate diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare or allied subjects from a recognized University/Institution.
- Knowledge of working in Major Ports /Public Sector Units / Autonomous Bodies.
- Experience in General Administration matters.

**D.** Total monthly emoluments at the minimum of the above pay-scale shall be approx. Rs.61, 244/- (including HRA) / Rs.55,064/- (Without HRA).

**E. Nationality/ Citizenship:** Candidate must be a Citizen of India.

**IV. SUBMISSION OF APPLICATIONS:**

Prospective candidates from Public Sector Companies shall submit their applications, through proper channel, in the format at **Annexure-I**.

Prospective candidates from Private Sector Companies shall submit their applications in the format at **Annexure-II**.

Prospective candidates, who are retired officers covered under B(d) above shall submit their applications in the format at **Annexure-III**.

**V. CERTIFICATION BY CANDIDATE:**

Candidate has to submit his/her willingness for the post at the time of interview itself clearly stating that he/she will join the post, if selected. If any candidate does not initially give his/her willingness, he/she will not be interviewed.

The selected candidate will have to join within one month of issue of letter of appointment.

Currently employed Govt. /Public Sector/ Autonomous bodies employees have to produce "No Objection Certificate" from the current employer at the time of interview, failing which candidate will not be allowed to appear for interview.

**VI. GENERAL CONDITIONS:**

- (i) All qualifications should be recognized by UGC/ AICTE/ AIU(GOI).
- (ii) Weightage may be given to candidates having additional relevant qualifications.
- (iii) Candidates, who are presently employed in Private Sector institutions, must spell out clearly that his/her designation and pay-scale in his present organization is equivalent to or above that mentioned herein above. These candidates are required to submit a copy of the Organization Structure and indicate the pay-scale of the present employment (duly signed by the candidate) to justify their eligibility for the particular post, in the absence of which the application shall not be considered.
- (iv) IPGL reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- (v) Appointment and Service Conditions shall be governed by the prevailing policy of the Company.
- (vi) IPGL 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 applications well in time before the last date to avoid possible delay in postal transit. Application received after due date will be summarily rejected.

- (vii) In case it is detected at any stage of recruitment that a candidate does not fulfill 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 even after appointment, his/her services are liable to be terminated.
- (viii) Any request for change of address / change of centre for group discussion and / or interview shall not be entertained.
- (ix) IPGL reserves the right to reject any application/candidature at any stage without assigning any reason and the decision of Company shall be final.
- (x) IPGL reserves the right to reject entirely or partially the selection process at any stage without assigning any reason and the decision of the Company shall be final in this regard.
- (xi) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (xii) Canvassing in any form will be a disqualification.
- (xiii) Any changes /modifications in the advertisement will be placed on the websites of JNPT, KPT and Indian Ports association (IPA) only. Candidates applying for the post are advised to visit the websites regularly for updates.
- (xiv) Self-attested photocopies of all certificates /testimonials are to be provided with the application form including:
  - a) Educational/ Professional Certificates (right from Class X to the latest).
  - b) Experience Certificates (including appointment and relieving letters of all previous employers).
  - c) Copy of last drawn salary statement, etc.

[ No certificate in original is required to be attached with the application and IPGL shall not be responsible for misplacement of such certificates. ]

- (xv) Communication, if any, to the applicant shall be sent at the E-mail ID or at the **Present Address** mentioned by the applicant in the application form.

**Last date of receipt** of applications is **19<sup>th</sup> February 2017**. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED.

IPGL reserves the right to shortlist candidates for interview.

Applications are to be addressed to:

The Managing Director  
India Ports Global Limited  
4<sup>th</sup> Floor, Nirman Bhavan  
Muzawar Pakhadi Road  
Mazgaon, Mumbai 400010

**ALL CORRESPONDENCE ON THE ABOVE SUBJECT SHOULD BE ADDRESSED TO THE MANAGING DIRECTOR OF IPGL ONLY (E-mail : md.indiaportsglobal@gmail.com, Tel. (o22) 6900 0431.**

**ANNEXURE I**  
**APPLICATION FORM FOR THE POST OF DY.MANAGER (ADMIN.)**  
**(For Public Sector Officers - Through Proper Channel )**

(Note: Any column left blank will make the application incomplete and liable for rejection.)

1. Name of the post applied for : \_\_\_\_\_
2. (a) Name (in full) : \_\_\_\_\_  
 (b) Father's / Husband's Name (in full) : \_\_\_\_\_  
 (c) Designation of the Applicant (in full) : \_\_\_\_\_  
 (d) Office Address: \_\_\_\_\_
3. Present Address: \_\_\_\_\_
4. Permanent Address: \_\_\_\_\_
5. Telephone No: Office \_\_\_\_\_, Residence \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Mobile No. \_\_\_\_\_ E-Mail address \_\_\_\_\_
6. Date of birth and age as on date of vacancy : \_\_\_\_\_
7. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications(along with the name of Institutions)			
Pay Scale (Rs.)			
Length of service in eligible pay scale			

8. Positions held during the preceding ten years:-

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale (Rs.)

- 8(a). Details of experience relevant for the advertised post and job description, out of 7 above:

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale(Rs.)	Nature of experience

Note: If you wish, you may attach a write up in support of your candidature not exceeding two pages.

.....2/-

9. (A) Do you hold lien in any other organization? Yes No  
If yes:  
a) Name of the organization in which the lien is held.  
b) Date from which the lien is held
- (B) Are you on deputation? Yes No  
If yes:  
a) Date from which you have been on deputation.
- 10.(a) Whether any punishment awarded to the applicant during the last 10 years Yes/ No  
If yes, the details thereof
- (b) Whether any action or inquiry is going on against him as far as his knowledge goes. Yes/ No  
If yes, the details thereof

I hereby declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligibility criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date :  
Place : (Name and Signature of the applicant)

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**(To be filled by the PSU/Ministry /Department concerned)**

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Date : Signature & Designation  
of the Competent Forwarding Authority with Tel.No. and Office  
Seal.  
Place :

**ANNEXURE II**  
**APPLICATION FORM FOR THE POST OF DY.MANAGER (ADMIN.)**  
**(For Private Sector Officers)**

(Note: Any column left blank will make the application incomplete and liable for rejection.)

1. Name of the post applied for : \_\_\_\_\_
2. (a) Name (in full) : \_\_\_\_\_  
 (b) Father's / Husband's Name (in full) : \_\_\_\_\_  
 (c) Designation of the Applicant (in full) : \_\_\_\_\_  
 (d) Office Address: \_\_\_\_\_
3. Present Address: \_\_\_\_\_
4. Permanent Address: \_\_\_\_\_
5. Telephone No: Office \_\_\_\_\_, Residence \_\_\_\_\_, Fax No. \_\_\_\_\_  
 Mobile No. \_\_\_\_\_ E-Mail address \_\_\_\_\_
6. Date of birth and age as on date of vacancy : \_\_\_\_\_
7. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications(along with the name of Institutions)			
Pay Scale (Rs.)			
Length of service in eligible pay scale			

8. Positions held during the preceding ten years:-

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale (Rs.)

- 8(a) Details of experience relevant for the advertised post and job description, out of 7 above:

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale	Nature of experience

**Note:** If you wish, you may attach a write up in support of your candidature, not exceeding two pages.

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9. Annual Turnover of the Company where the candidate is employed (Certified copy to be attached) :

Turnover Rs. \_\_\_\_\_ for the year \_\_\_\_\_.

10. I certify that:

- (i) the annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/CFO is enclosed at **Encl. I.**
- (ii) a write up on the significant contributions made by me during the present/past assignments and my suitability for the post is enclosed at **Encl. II.**
- (iii) I am working at Board level position/ or reporting directly to a Director on the Board, i.e. one level below Board level.
- (iv) The Company in which I am working is listed on the \_\_\_\_\_ (Name) Stock Exchange.  
A proof of listing is enclosed t **Encl. III.**

#### DECLARATION

I hereby declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligibility criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date :  
Place :

(Name and Signature of the applicant)

**ANNEXURE III**  
**APPLICATION FORM FOR THE POST OF DY.MANAGER (ADMIN.)**  
**(For Officers retired from Major Port Trust or Central/State Govt./PSUs.)**  
*(Note: Any column left blank will make the application incomplete and liable for rejection.)*

1. Name of the post applied for : \_\_\_\_\_
2. (a) Name (in full) : \_\_\_\_\_  
 (b) Father's / Husband's Name (in full) : \_\_\_\_\_  
 (c) Designation of the Applicant (in full) : \_\_\_\_\_  
 (d) Office Address: \_\_\_\_\_
3. Present Address: \_\_\_\_\_
4. Permanent Address: \_\_\_\_\_
5. Telephone No: Office \_\_\_\_\_, Residence \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Mobile No. \_\_\_\_\_ E-Mail address \_\_\_\_\_
6. Date of birth and age as on date of vacancy : \_\_\_\_\_
7. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications(along with the name of Institutions)			
Pay Scale (Rs.)			
Length of service in eligible pay scale			

8. Positions held during the preceding ten years:-

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale (Rs.)

8(a). Details of experience relevant for the advertised post and job description, out of 7 above:

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale(Rs.)	Nature of experience

**Note:** If you wish, you may attach a write up in support of your candidature not exceeding two pages.

.....2/-

9. Date of retirement on superannuation or voluntary retirement. :
10. In case of voluntary retirement, reason therefor. :
10. (a) Whether any punishment awarded to the applicant during the last 10 years Yes/ No  
If yes, the details thereof:
- (b) Whether any action or inquiry is going on against him as far as his knowledge goes. Yes/ No  
If yes, the details thereof:

I hereby declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligibility criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date :  
Place :

(Name and Signature of the applicant)

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