



इंडियन पोर्ट रेल एंड रोपवे कॉर्पोरेशन लिमिटेड
(पूर्व नाम इंडियन पोर्ट रेल कॉर्पोरेशन लिमिटेड)
(पोत परिवहन मंत्रालय, भारत सरकार के अधीन संयुक्त उद्यम)
Indian Port Rail & Ropeway Corporation Ltd.
(formerly known as Indian Port Rail Corporation Ltd.)
(A JV Company under Ministry of Shipping, Government of India)
CIN No: U60300DL2015GOI282703



Vacancy Circular No.05/2020

Dated: 05.02.2020

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| Name of Post | Company Secretary (E-6) |
| Pay Scale & Level | Rs. 90000-240000(E6) + IDA + HRA will be admissible as per rules. In addition, Perks under cafeteria approach will be paid @ 35% of Basic Pay + other allowances as per IPRCL HR Policy. |
| Location | Mumbai |
| Number of Post | One (01) |
| Terms of appointment | Direct Recruitment |
| Age Limit | Up to 50 years |
| Eligibility Criteria | <p>A) For Candidates working in IDA Pay-scales (on absorption): Candidates should be working in CPSEs /Joint Venture Company under Govt. control and should be having at least 15 years of overall post qualification experience (including working as Asstt. Company Secretary/Deputy to Company Secretary etc) and fulfilling the following criteria: Officers must be working in E6 in IDA scale of Rs. 36600-62000 (Pre-revised 2nd PRC) revised to Rs. 90000-220000 under 3rd PRC having 12 years of Experience as Company Secretary.</p> <p style="text-align: center;">OR</p> <p>Officers must be Working in E-5 in IDA scale of Rs.32,900-58,000 (Pre-revised 2nd PRC) revised to 80,000-2,20,000 under 3rd PRC for a period of 3 years and having a total of 12 years of Experience as Company Secretary.</p> <p>B) For Candidates working in CDA Pay-scale in a Govt. Organizations (on absorption): Should have overall experience (including as Asstt Company Secretary/ Deputy to Company Secretary etc) of 15 years and fulfilling the following criteria: Officers working as Company Secretary in PB-3(15600-39100) + GP 7600/-(Pre-revised 6th CPC) Revised to matrix level 12 under 7th CPC.</p> <p style="text-align: center;">OR</p> <p>Senior Scale Officers working as Company Secretary in PB-3/GP-6600 /-(Pre-revised 6th CPC) Revised to matrix level 11 under 7th CPC with minimum 12 years of Group 'A' Service.</p> <p>Note: - For above post, Higher grade pay or pay scale granted under ACP / MACP by the parent department shall not be taken into account for the purpose of reckoning above eligibility criteria.</p> <p>D) For Candidates working Private Sector: Candidates should be working in Private and should be having at least 15 years of overall post qualification experience (including working as Asstt. Company Secretary/Deputy to Company Secretary etc) and fulfilling the following criteria:</p> |

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| | <p>(i) Officer working as Company Secretary at the level of JGM equivalent & above and drawing a minimum gross salary of at least Rs. 1.50 lacs per month.</p> <p>(ii) Should have experience of at least 12 years as Company Secretary.</p> <p>(iii) Officer must be working in a Company having Sales Turnover of the Company for the preceding year 2018-19 should be at least Rs. 200 Crs.</p> <p><u>E)For Candidates who have rendered the service in combination of IDA Pay-scale scale (on contract / on absorption) and in Private Sector should fulfill the following criteria:</u></p> <p>He / She should be presently working at E-6 level in the IDA scale of Rs. 36600-62000 (pre-revised) revised to Rs. 90000-260000 as Company Secretary or presently working in E-5 in the IDA scale of Rs. 32900-58000 (pre-revised) revised to Rs. 80000-220000 for at least 03 years in a CPSE / JV Company under Govt. control as Company Secretary. Before working in IDA scale he /she may have worked in Private Sector Companies and having overall service experience in IDA and Private sector combined together of at least 15 years (including the service rendered as Asstt. Company Secretary / Deputy to Company Secretary etc.).</p> <p><u>F)For Candidates who have rendered the service in combination of CDA Pay-scale (on contract / on absorption) and in Private Sector should fulfill the following criteria:</u></p> <p>He / She should be presently working as Company Secretary in PB-3(15600-39100) + GP 7600/-(Pre-revised 6th CPC) Revised to matrix level 12 under 7th CPC.</p> <p style="text-align: center;">OR</p> <p>Senior Scale Officers working as Company Secretary in PB-3/GP-6600 /-(Pre-revised 6th CPC) Revised to matrix level 11 under 7th CPC as Company Secretary in a Govt. Organization and before working in CDA pay-scale he /she should have worked in Private Sector Companies and having overall service experience CDA and Private Sector combined together of at least 15 years (including the service rendered as Asstt. Company Secretary / Deputy to Company Secretary etc.).</p> |
| Essential Qualification(s) | <p>Commerce Graduate and a member of Institute of Company Secretaries of India (ICSI) with degree in law.</p> <p>Note:</p> <p>Only post qualification experience of working as Company Secretary (including Asstt. Secretary / Deputy to Company Secretary etc.) would be reckoned for counting the period of experience.</p> |
| Specific Requirement | <p>(i) Candidates must possess strong domain knowledge of Corporate law comprising of secretarial matters including secretarial and regulatory compliances, corporate governance, management and shareholders matters.</p> <p>(ii) Should have sufficient experience in Secretarial as well as Legal functions.</p> <p>(iv)Should have handled independently whole gamut of activities related to Handling Board Meeting, AGM/EGM etc. as per the Companies Act.2013 & applicable secretarial standards.</p> |


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| | <p>(iii) Knowledge of drafting/amendments in documents such as agenda minutes, agreements, Memorandum of Association and Articles of Association, resolutions, dividend payments, co-ordinate with statutory / regulatory bodies / authorities, capable to co-ordinate with Ministry.</p> <p>(iv) Complete Secretarial participation with respect of audits, certification, drafting of various documents & agreements and section of annual report.</p> <p>(v) Should have knowledge of DPE and government guidelines.</p> |
| Last date of receiving applications in IPRCL Office | 21 days from the date of publication of vacancy in Employment News. |

Note:

(i) For Application Format please see **ANNEXURE-I**

(ii) For Company Profile & General Conditions of Vacancy please see **ANNEXURE-II**



(Ramesh J. Prasad)
Jt. General Manager (HR)



APPLICATION FORMAT (DIRECT RECRUITMENT)

INDIAN PORT RAIL& ROPEWAY CORPORATION LIMITED

Affix recent
Passport Size
Photograph

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|------|--|---------|----------|--------|
| 1 | POST APPLIED FOR | | | |
| 1(a) | PLACE OF POSTING APPLIED FOR | | | |
| 2 | APPLICANT NAME (Sh./Smt./Ms.) | | | |
| 3 | FATHER / HUSBAND NAME | | | |
| 4 | DATE OF BIRTH (dd/mm/yyyy) | | | |
| 5 | AGE (as on last date of receiving applications in IPRCL) | (YEARS) | (MONTHS) | (DAYS) |
| 6 | (i) CORRESPONDENCE ADDRESS | | | |
| | | | | |
| 6 | (ii) PERMANENT ADDRESS | STATE: | PINCODE: | |
| | | | | |
| 7 | CONTACT NUMBER WITH STD CODE | | | |
| 8 | MOBILE NUMBER | | | |
| 9 | EMAIL ID | | | |
| 10 | CATEGORY (SC/ST/OBC/GENERAL) | | | |

11. Details of Educational Qualifications :

| Sr.No | Qualification | Name of the Institution / Board / University | Month & Year of passing | Percentage of Marks Scored |
|-------|---------------|--|-------------------------|----------------------------|
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11.(A) Details of Additional Qualifications :

| Sr.No | Qualification | Name of the Institution / Board / University | Month & Year of passing | Percentage of Marks Scored |
|-------|---------------|--|-------------------------|----------------------------|
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12. DETAILS OF EXPERIENCE IN CHRONOLOGICAL ORDER:

(IF REQUIRED, SEPARATE SHEET CAN BE ATTACHED IN THE SAME FORMAT)

| Sr.No | Name & Address of the Organization | Designation / Post Held | From DD/MM/YY | To DD/MM/YY | Pay-Scale (IDA/ CDA) | Last drawn Basic Pay | Gross Salary P.M | Brief Duties / Responsibilities (Attach Latest CV clearly describing details of each job performed) |
|-------|------------------------------------|-------------------------|------------------|----------------|----------------------------|----------------------------|------------------------|--|
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13. Do you hold Lien in any other organization : Yes / No

If Yes.

a. Name & address of the Organization in which lien is held :

b. Date from which lien is held :

14. Are you on deputation : Yes / No

If Yes.

a. Date from which you have been on deputation :

b. Name & address of the organization in which you are on Deputation. :

15. Whether any Punishment to the applicant during the last 10 years. : Yes / No

If Yes- Details thereof :

16. Whether any action or inquiry is going on against the applicant : Yes / No
as far as his knowledge goes.

If Yes – Details thereof :

I hereby declare that the particulars furnished above are true. I understand that my candidature will be cancelled if any information is found to be incorrect or false at any stage or me not satisfying the eligibility criteria according to the requirements prescribed in the vacancy notification / circular.

Date: _____

Place: _____

Signature of Candidate

Name: _____

(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. There is no disciplinary / vigilance case contemplated or initiated against the officer.

Signature & Designation
of the Competent Forwarding Authority
with Telephone No. & Official Seal

Documents to be enclosed.

1. Educational Certificates (Class X onwards)
2. Work Experience Certificates (Appointment & Relieving Letters from all organizations).
3. Caste Certificate (in case of SC/ST/OBC (NCL))
4. Copy of last drawn salary slip
5. Certified copies of last 5 years ACRs / APARs (Applicable to Candidates working in Govt. / PSU)
6. Latest Detailed CV describing clearly job performed in each post.

INDIAN PORT RAIL & ROPEWAY CORPORATION LIMITED

COMPANY PROFILE:

The Government of India had approved the formation of a Special Purpose Vehicle (SPV) as a public limited company under Companies Act, 2013 and named it as Indian Port Rail & Ropeway Corporation Limited (formerly known as Indian Port Rail Corporation Limited) to provide efficient rail evacuation systems to Major Ports and thereby enhance their handling capacity and efficiency. The Company would undertake projects involving last mile connectivity to Major Ports, modernization of evacuation infrastructure in Ports, operate and manage internal Port Railway system and raise financial resources for funding Port Related Connectivity Projects and to carry on the business of development, establishment, financing, construction, operation, maintenance and Management of Ropeway Projects and other modern transit system.

The company is under the administrative control of the Ministry of Shipping, Government of India.

IPRCL is a Joint Venture Company between the 11 Major Ports (under the Ministry of Shipping) and Rail Vikas Nigam Limited (RVNL) as equity shareholders. Established as public limited company under the Companies Act, 2013 on 10th July 2015 with Initial authorized capital of Rs. 500 crores and Initial Paid-up share capital: Rs.100 Crore.

The Company has registered Office at Delhi and Corporate Office at Mumbai.

GENERAL CONDITIONS:

- i. All qualifications should be recognized by UGC/AICTE/AIU(GOI).
- ii. Additional weightage may be given to candidates having additional relevant qualifications.
- iii. IPRCL reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- iv. Appointment shall be subject to Service and Conduct Rules of IPRCL.
- v. Application should be duly forwarded through "Proper Channel" along with Certified copies of last 5 years APARs/ACRs. However, advance copy of application shall be considered. In case of difficulty in forwarding the application through "Proper Channel", Candidate has to attach a declaration that, if Shortlisted, No Objection Certificate (NOC) will be produced at the time of Interview.
- vi. If the candidate is not in a position to forward the application through "Proper Channel" nor he / she may be able to produce NOC at the time of Interview then the applicant may send his / her application along with self-certified copies of last 5 years ACR/APARs and other requisite documents. However, in case of his / her selection to the post he / she has to be properly relieved from the parent organization for which he / she will have to compulsory obtain a Relieving Letter and submit the same in IPRCL while joining the Company failing which he / she will not be allowed to join the Company.
- vii. Conditions mentioned above at Para. v. & vi. are not applicable for Candidates working in Private Sector. However, in case of selection to the post in IPRCL, they will have to submit Relieving letter from their Company.
- viii. IPRCL 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.
- ix. In case it is detected at any stage of recruitment 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 even after appointment, his/her services are liable to be terminated.

- x. The candidate must satisfy himself about the fulfillment of eligibility criteria. In case he is found ineligible at the time of interview or after selection, then his / her candidature will be treated as cancelled automatically without any communication in this regard.
- xi. Any request for change of address / change of Centre for group discussion and / or interview shall not be entertained.
- xii. In case of 05 or more eligible candidates for each vacancy, IPRCL reserves the right to shortlist candidates for interview on the basis of their eligibility / experience in the relevant field in the ratio of **1:5**.
- xiii. IPRCL has the right to increase or decrease the number of posts advertised or cancel entirely or partially the recruitment advertisement/ Vacancy Circular at any stage without assigning any reason and the decision of IPRCL shall be final in this regard.
- xiv. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.
- xv. Canvassing in any form will be a disqualification.
- xvi. Communication shall be sent at the **Present Address** mentioned by the Candidate in the application form.
- xvii. **Any changes /modifications in the advertisement and / or Vacancy Circular at a later date will be placed on website of IPRCL & IPA only. Candidates applying for the post are advised to visit the IPRCL & IPA website regularly for updates.**
- xviii. Self-Attested Photocopies of all certificates /testimonials are to be provided with the application form including: -
 - a. Educational/ Professional Certificates (right from Class Xth to the latest)
 - b. Experience Certificates (including Appointment & Relieving letters of all previous employers)
 - c. Caste Certificate [in case of SC/ST and OBC (NCL)]
 - d. Copy of last drawn Salary, etc.
 - e. Certified copies of last 5 years ACR/APARS (Applicable to candidates working in Govt./PSU)
 - f. **Copy of Latest updated CV detailing the work performed.**

No certificate in original is required to be attached with the application. Ministry of Shipping/ Indian Ports Association/IPRCL shall not be responsible for misplacement of such certificates.

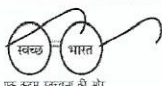
- xix. **Last date of submission of application and Reckoning of Age, Experience, Eligibility Criteria etc.**

The last date for receipt of application is 21 days from publication in Employment News. Age, Experience, Eligibility criteria etc. shall be reckoned as on the last date of receiving of applications.

Applications along with enclosures should be sent in hard copy by POST / COURIER Super scribing as **"APPLICATION FOR THE POST OF _____"** on the Left Top Side of the Envelope. Applications received after the due date, incomplete applications, applications not made in prescribed format and applications without enclosures of requisite documents as mentioned above shall be summarily rejected.

Applications are to be addressed to:

**Joint General Manager (HR)
Indian Port Rail & Ropeway Corporation Limited,
4th Floor, Nirman Bhavan,
Mumbai Port Trust Building,
M.P Road, Mazgaon (E),
Mumbai – 400010.**



Corporate Office: 4th Floor, Nirman Bhavan, Mumbai Port Trust Building, M. P. Road, Mazgaon (E), Mumbai - 400 010
Ph. No. : 022 – 6656 6335; Fax No. : 022 – 6656 6336; Email id: hr.iprcl@gmail.com website: www.iprcl.org
Regd. Off. : 1st Floor, NBCC Place, Bhisma Pitamah Marg, Lodhi Road, New Delhi-110003