



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.)  
JV Company under Ministry of Shipping, Government of India)  
CIN No: U60300DL2015GOI282703



**Vacancy Circular No.08/2020**

**Dated : 05.02.2020**

Name of Post	Senior Manager (E4) / Manager (E3) - Personal Secretary to Managing Director (PS to MD)
Level & Pay-scale	E-4 70000-200000/ E-3 60000-180000 +IDA + HRA + Perks and allowances as admissible in IPRCL.
Location	Mumbai
Number of post	One
Terms of appointment	(i) For regular Officers (on absorption) working in PSU / Govt. in CDA / IDA scale – <b>On Immediate Absorption.</b> (ii) For Officers working on contract in Govt./PSU in CDA/IDA scale – <b>On Contract for 03 years.</b> (iii) For Officers working in Private Sector – <b>On Annual Contract for 03 years extendable up to 05 years.</b>
Age Limit	Up to 50 years
Eligibility Criteria	<p>For the posts of Senior Manager / Manager(PS to MD) Candidate Should be having at least <b>13 years of overall experience</b> in the role of Assisting Senior Management level such as GM /CGM/ Director /MD / CMD etc. as Personal Secretary or Executive Secretary or Executive Assistant in Railways / Railways PSUs / Government Companies operating in the field of Railways / PSUs/ JV Companies under Govt. control /Govt. Autonomous Bodies,</p> <p style="text-align: center;"><b>OR</b></p> <p>Should be having at least <b>13 years of overall experience</b> of working in the role of Assisting Senior Management level such as Vice President / Sr. Vice President / General Managers/Director / MD / CMD / CEO etc. as Personal Secretary or Executive Secretary or Personal Assistant or Executive Assistant etc. in Private Companies and fulfilling the below criteria:</p> <p><b><u>A) For candidates working in Railways / Railways PSUs / Government Companies operating in the field of Railways / PSUs/ JV Companies under Govt. control /Govt. Autonomous Bodies.</u></b></p> <p><b><u>1) For Senior Manager (E-4):</u></b></p> <p><b><u>(i) For Officials presently working in CDA Pattern Pay-scales:</u></b> Officers should be presently working in PB-2/3 + 4800 or GP 5400 -(Pre-revised 6<sup>th</sup> CPC) Revised to matrix level 8 / 9 under 7<sup>th</sup> CPC.</p> <p><b><u>(ii) For Officials presently working in IDA Pattern Pay-scales:</u></b> Officers should be presently working in E-4 in IDA scale of Rs. 29100-54500 (Pre-revised 2<sup>nd</sup> PRC) revised to 70000-200000 under 3<sup>rd</sup> PRC having a total of 06 years of Managerial level service.</p> <p style="text-align: center;"><b>OR</b></p>

Officers should be presently working in E-3 in IDA scale of Rs. 24900-50500 (Pre-revised 2<sup>nd</sup> PRC) revised to 60000-180000 under 3<sup>rd</sup> PRC for a period of 02 years and having a total of 06 years of managerial level service.

**(iii) For Private Sector – On Annual Contract for 03 years extendable up to 05 years depending upon Performance of the Candidate & requirement of the Company:**

(i) Officer working at the level of Senior Manager & above and drawing a minimum gross salary of at least Rs. 1.0 lacs (Rupees one lac)

(ii) Should have Managerial level service experience of at least 10 years.

(iii) Officer must be working in the capacity of Secretary / Executive Assistant / Personal Secretary / Personal Assistant to Top Management like Directors / MD / CMD / CEO etc. in a Company operating in the field of Railways Projects and the Sales Turnover of the Company for the preceding year 2017-18 should be at least Rs. 150 Crores.

**B) For candidates working in Railways / Railways PSUs / Government Companies operating in the field of Railways / PSUs/ JV Companies under Govt. control /Govt. Autonomous Bodies.**

**2. For Manager (E-3):**

**(i) For Officials presently working in CDA Pattern Pay-Scales:**

Officers presently working in PB-2 + GP 4600 (PB2+GP 4800 in A/c's deptt. of IR) -(Pre-revised 6<sup>th</sup> CPC) Revised to matrix level 7 / 8 under 7<sup>th</sup> CPC for a period of 02 years.

**(ii) For Officials presently working In IDA Pattern Pay-scales:**

Officers presently working in E-3 in IDA scale of Rs. 24900-50500 (Pre-revised 2<sup>nd</sup> PRC) revised to 60000-180000 under 3<sup>rd</sup> PRC. OR Officers presently working in E-2 in IDA scale of Rs. 20600-46500 (Pre-revised 2<sup>nd</sup> PRC) revised to 50000-160000 under 3<sup>rd</sup> PRC for a period of 02 years.

**Note for posts at 1 & 2 :-**

For any of the above posts, 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.

**(iii) For Private Sector – On Annual Contract for 03 years extendable up to 05 years depending upon Performance of the Candidate & requirement of the Company:**

(i) Officer working at the level of Manager & above and drawing a minimum gross salary of at least Rs. 75,000/- (Rupees seventy five thousand per month).

(ii) Should have Managerial level service experience of at least 08 years.

Handwritten signature and date: 05/02/2020

	(iii) Officer must be working in the capacity of Secretary / Executive Assistant / Personal Secretary / Personal Assistant to Top Management like Directors / MD / CMD / CEO etc. in a Company Operating in the field of Railways Projects and the Sales Turnover of the Company for the preceding year 2017-18 should be at least Rs. 150 Crores.
Essential Qualification	Degree in any discipline from a Govt. Recognized University. Should have certificate of passing 100 w.p.m. speed in shorthand and 40 w.p.m. speed in typing. Should be fully conversant in MS-Office.
Job Description	<ul style="list-style-type: none"> <li>• To Coordinate and maintain calendar, travel, meeting, and schedule arrangements for the MD.</li> <li>• Manage &amp; maintain executive schedules, making appointments and changes to appointments if required.</li> <li>• Work closely with other team members to ensure MD's preparation for meetings, presentations or other engagements.</li> <li>• To maintain confidentiality &amp; secrecy at all times.</li> <li>• Taking phone calls regarding MD's Office and maintaining of personal and business files.</li> <li>• Corporate record keeping for multiple entities.</li> <li>• Noting &amp; drafting, documentation, filing, storage &amp; retrieval of business and personal activities.</li> <li>• Preparation and sending of business and correspondence.</li> <li>• To maintain a list of Officers with their official as well as residential telephone &amp; address.</li> <li>• Carries out responsibilities with professionalism, respect for others, in accordance with the organization's policies and applicable laws.</li> </ul> <p>Any other duties as assigned from time to time.</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 (FOR ABSORPTION)****INDIAN PORT RAIL & ROPEWAY CORPORATION LIMITED**

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

**11. Details of Educational Qualifications :**

Sr. No.	Qualification	Name of the Institution / Board / University	Month & Year of passing	Percentage of Marks Scored

**11.(A) Details of Additional Qualifications :**

Sr. No.	Qualification	Name of the Institution / Board / University	Month & Year of passing	Percentage of Marks Scored

**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)

**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.
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. 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.
- viii. 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.

- ix. 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.
  - x. Any request for change of address / change of Centre for group discussion and / or interview shall not be entertained.
  - xi. 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**.
  - xii. 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.
  - xiii. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.
  - xiv. Canvassing in any form will be a disqualification.
  - xv. Communication shall be sent at the **Present Address** mentioned by the Candidate in the application form.
  - xvi. **Any changes /modifications in the advertisement 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.**
  - xvii. 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
    - 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.
- xviii. **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,  
4<sup>th</sup> Floor, Nirman Bhavan,  
Mumbai Port Trust Building,  
M.P Road, Mazgaon (E),  
Mumbai – 400010.**



Corporate Office: 4<sup>th</sup> 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](mailto:hr.iprcl@gmail.com) website: [www.iprcl.org](http://www.iprcl.org)  
Regd. Off. : 1<sup>st</sup> Floor, NBCC Place, Bhisma Pitamah Marg, Lodhi Road, New Delhi-110003



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Sr.No	Qualification	Name of the Institution / Board / University	Month & Year of passing	Percentage of Marks Scored

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**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of Candidate**

**Name:** \_\_\_\_\_

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

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

**Documents to be enclosed.**

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2. Work Experience Certificates (Appointment & Relieving Letters from all organizations).
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- 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.

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  - 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.

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Mumbai Port Trust Building,  
M.P Road, Mazgaon (E),  
Mumbai – 400010.**

