



इंडियन पोर्ट रेल एंड रोपवे कॉर्पोरेशन लिमिटेड
(पूर्व नाम इंडियन पोर्ट रेल कॉर्पोरेशन लिमिटेड)
भारत सरकार का उपक्रम

Indian Port Rail & Ropeway Corporation Ltd.
(formerly known as Indian Port Rail Corporation Ltd.)

(A Government of India Enterprise)

CIN No: U60300DL2015GOI282703

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

Vacancy Circular No. 12 /2019

Dt : 11/06/2019



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|----------------------|--|
| Name of Organization | Indian Port Rail & Ropeway Corporation Ltd. |
| 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. |
| Number of post | One |
| Location | Mumbai |
| Age Limit | Up to 50 years |
| Terms of appointment | (i) For regular Officers (on absorption) working in PSU / Govt. in CDA / IDA scale – On Immediate Absorption. (ii) For Officers working on contract in Govt./PSU in CDA/IDA scale – On Contract for 03 years. (iii) For Officers working in Private Sector – On Contract for 03 years. |
| Eligibility Criteria | <p>For the posts of Senior Manager / Manager (PS to MD) Candidate Should be having at least 13 years of overall experience 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/ Govt Autonomous Bodies or in the role of Assisting Senior Management level such as Director / MD / CMD / CEO etc. as Personal Secretary or Executive Secretary or Personal Assistant or Executive Assistant etc. in Private Companies operating in the field of Railways and fulfilling the below criteria:</p> <p>A) For Senior Manager (E-4):</p> <p>For Officials presently working In CDA Pattern Pay-scales: Officers should be presently working in PB-2/3 + 4800 or GP 5400 -(Pre-revised 6th CPC) Revised to matrix level 8 / 9 under 7th CPC.</p> <p>For Officials presently working In IDA Pattern Pay-scales: Officers should be presently working in E-4 in IDA scale of Rs. 29100-54500 (Pre-revised 2nd PRC) revised to 70000-200000 under 3rd PRC having a total of 06 years of Managerial level service.</p> <p style="text-align: center;">OR</p> <p>Officers should be presently working in E-3 in IDA scale of Rs. 24900-50500 (Pre-revised 2nd PRC) revised to 60000-180000 under 3rd PRC for a period of 02 years and having a total of 06 years of managerial level service.</p> |

For Private Sector – On 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 Manager (E-3):

For Officials presently working in CDA Pattern Pay-Scales:

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

For Officials presently working In IDA Pattern Pay-scales:

Officers presently working in E-3 in IDA scale of Rs. 24900-50500 (Pre-revised 2nd PRC) revised to 60000-180000 under 3rd PRC.

OR

Officers presently working in E-2 in IDA scale of Rs. 20600-46500 (Pre-revised 2nd PRC) revised to 50000-160000 under 3rd PRC for a period of 02 years.

Note: -

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.

For Private Sector – On 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.

(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

First Class Degree in any discipline from a Govt. Recognized University.
Should have certificate of passing 100 w.p.m. speed in short-hand and 40 w.p.m. speed in typing. Should be fully conversant in MS-Office.



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| Job Description | <ul style="list-style-type: none"> • To Coordinate and maintain calendar, travel, meeting, and schedule arrangements for the MD. • Manage & maintain executive schedules, making appointments and changes to appointments if required. • Work closely with other team members to ensure MD's preparation for meetings, presentations or other engagements. • To maintain confidentiality & secrecy at all times. • Taking phone calls regarding MD's Office and maintaining of personal and business files. • Corporate record keeping for multiple entities. • Noting & drafting, documentation, filing, storage & retrieval of business and personal activities. • Preparation and sending of business and correspondence. • To maintain a list of Officers with their official as well as residential telephone & address. • Carries out responsibilities with professionalism, respect for others, in accordance with the organization's policies and applicable laws. <p>Any other duties as assigned from time to time.</p> |
| Last date of receiving applications in IPRCL office | 30 days from publishing of advertisement in Newspaper. |

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)



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
 Regd. Off. : 1st Floor, NBCC Place, Bishma Pitamah Marg, Lodhi Road, New Delhi-110003


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APPLICATION FORMAT
INDIAN PORT RAIL & ROPEWAY CORPORATION LIMITED

Affix recent
Passport Size
Photograph

| | | | | |
|------|--|---------|----------|--------|
| 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 | | | |
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| | | | | |
| | (ii) PERMANENT ADDRESS | STATE: | PINCODE: | |
| | | | | |
| | | | | |
| | | | | |
| | | STATE | PINCODE: | |
| 7 | CONTACT NUMBER WITH STD CODE | | | |
| 8 | MOBILE NUMBER | | | |
| 9 | EMAIL ID | | | |
| 10 | CATEGORY (SC/ST/OBC/GENERAL) | | | |


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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 Separate Sheet, If required) |
|-------|------------------------------------|-------------------------|------------------|----------------|----------------------------|----------------------|------------------|---|
| | | | | | | | | |
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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 :


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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: _____


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

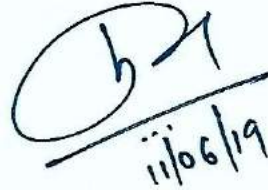
Signature & Designation

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. **Copy of Latest updated CV detailing the work performed.**


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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 Corporation & 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.

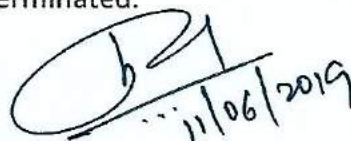
The company is under the administrative control of the Ministry of Shipping, Government of India.

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 compulsorily 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.


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- x. The candidate must satisfy himself about the fulfilment 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 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 30 days from publication in Newspaper. 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 and applications not sent in prescribed format along with enclosures as mentioned above are liable to be rejected.

Applications are to be addressed to:

**Managing Director
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
Regd. Off. : 1st Floor, NBCC Place, Bhisma Pitamah Marg, Lodhi Road, New Delhi-110003

(Handwritten signature and date)
11/06/19