



इंडियन पोर्ट रेल कॉर्पोरेशन लिमिटेड

भारत सरकार का उपक्रम

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. 43 /2018

Dt : 19/09/2018

Name of Organization	Indian Port Rail Corporation Ltd.
Name of Post	Assistant Manager (HR)
Pay	E-2 50000-160000 + IDA + HRA + Perks @ 35% of Basic Pay and other allowances as admissible in IPRCL and PRP as per DPE guidelines.
Number of post	One
Location	Mumbai
Age Limit	Up to 45 yrs
Terms of appointment	Immediate Absorption
Essential Qualification	Two years full time Masters Degree in Personnel Management & IR or MBA with specialization in HR or MHRD / MLS or MSW or Two years full time post graduate diploma in Personnel Management / HRM. The above Master's Degree / Diploma should be from recognized University.
Eligibility Criteria	Both CDA / IDA Officials should have at least 10 years of work experience in HR Department of Central Govt./CPSEs / Central Govt Autonomous bodies out of which they must fulfill the following criteria: <u>For employees working in CDA pay-scale</u> Presently working in PB-2 + GP 4600 Revised to matrix level 7 or in PB2+GP 4200 -(Pre-revised 6 th CPC) Revised to matrix level 6 under 7 th CPC for a period of 04 years. <u>For employees working in IDA pay-scales</u> Presently working in E-2 in IDA scale of Rs. 20600-46500 (Pre-revised 2 nd PRC) revised to 50000-160000 under 3 rd PRC. OR Presently working in E-1 in IDA scale of Rs. 16400-40500 (Pre-revised 2 nd PRC) revised to 40000-140000 under 3 rd PRC for a period of 02 years. Note: - (ii) Higher Grade Pay or Pay Scale granted under ACP/MACP by the parent department shall not be taken into account for the above eligibility criteria.


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	(iii) Candidates working in Private Sector need not apply.
Specific Requirement	Candidates should have adequate experience in HR department and exposure to HRD Systems, handling selection, promotion, seniority, creation of posts, recruitment, transfer, disciplinary cases, court cases, service matters, Pay & allowances, service matters, APAR/ACRs, DPE & DoPT guidelines, IR matters etc.
Last date of receiving applications in IPRCL Office	15 days from publishing in Newspaper

Note:

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

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


 19/09/18
 Ramesh J. Prasad
 Dy. General Manager (HR)



APPLICATION FORMAT
INDIAN PORT RAIL CORPORATION LIMITED

Affix recent
Passport Size
Photograph

1	POST APPLIED FOR			
1(a)	PLACE OF POSTING			
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			
			STATE:	PINCODE:
			STATE	PINCODE:
7	CONTACT NUMBER WITH STD CODE			
8	MOBILE NUMBER			
9	EMAIL ID			
10	CATEGORY (SC/ST/OBC/GENERAL)			

DP
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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

11.(A) Details of Additional Qualifications :

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

DP
19/09/18

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)

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.

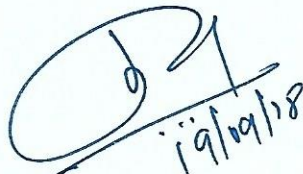
Signature & Designation

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.


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INDIAN PORT RAIL CORPORATION LIMITED

COMPANY PROFILE:

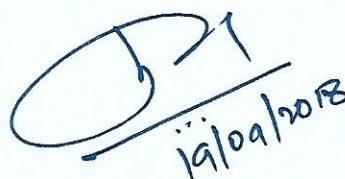
The Government of India had approved the formation of a Special Purpose Vehicle (SPV) as a public limited company under Companies Act, 2013 and named it as Indian Port Rail Corporation Limited (IPRCL) to provide efficient rail evacuation systems to Major Ports and thereby enhance their handling capacity 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. 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). Only post qualification experience will be considered for determining the eligibility criteria.
- 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 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.
- ix. Any request for change of address / change of Centre for group discussion and / or interview shall not be entertained.

A handwritten signature in blue ink, followed by a horizontal line and the date '19/09/2018' written below it.

- x. 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**.
- xi. 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.
- xii. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.
- xiii. Canvassing in any form will be a disqualification.
- xiv. Communication shall be sent at the **Present Address** mentioned by the Candidate in the application form.
- xv. **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.**
- xvi. Self-Attested Photocopies of all certificates /testimonials are to be provided with the application form including: -
- Educational/ Professional Certificates (right from Class Xth to the latest)
 - Experience Certificates (including Appointment & Relieving letters of all previous employers)
 - Caste Certificate (in case of SC/ST and OBC),
 - Certificate of Ex-Servicemen (in case)
 - Copy of last drawn Salary, etc.
 - Certified copies of last 5 years ACR/APARS

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.

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

The last date for receipt of application is 15 days from publication in Newspaper / Employment News. Age, Experience, Eligibility criteria etc. shall be as per vacancy circular.

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:

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


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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, Bhishma Pitamah Marg, Lodhi Road, New Delhi-110003