



इंडियनपोर्टरेलकॉर्पोरेशनलिमिटेड

भारत सरकार का उपक्रम

Indian Port Rail Corporation Ltd.

(A Government of India Enterprise)

CIN No: U60300DL2015GOI282703

Recruitment of HR & Finance Professionals on Contract Basis

Vacancy Circular No.45 /2018

Dated : 19/09/2018

1. Eligibility criteria:

Discipline	Essential Qualification	No's of years of post-qualification experience required.	No of Posts & Location
Human Resources – Executive E-1	(i) Two years full time Masters in Business Administration with HR as subject of Specialization or Two years full time Master's degree in Personnel Management & Industrial Relations or Two years full time Master's degree in Labour Studies or Two years full time Master's degree in Social Welfare or Two years full time Master's degree in Human Resource Development. (ii) The above post graduate qualification should be mandatorily acquired in First Class .	Minimum 04 yrs post qualification experience is required in Regular post in HR department of Government Service or in Government PSUs/ Autonomous bodies.	01 - Mumbai
Finance & Accounts – Executive – E-1	Chartered Accountant or ICWAI	Minimum 03 yrs post qualification experience in Finance & Accounts department in regular post of Private / Government Service or in Government PSUs/ Autonomous bodies. In case of Candidates working in Pvt. Sector, the Annual Sales Turnover of the company should be at least 25 crs for 2016-17.	01- Mumbai

2. Age Limit:

Maximum age 32 years as on closing date of receiving applications. Age relaxation of 5 Years for SC/ST & 03 years for OBC candidates will be applicable as per Govt. Instructions.



3. Emoluments : The monthly remuneration

The monthly remuneration of site Engineer will be around Rs. 54000/- plus HRA (HRA will be Rs. 10,000/- , 7500/- and 4,000/- at ' X', ' Y' & 'Z' class cities respectively, If accommodation is not provided by the Company) , Medical Insurance for self and immediate family(Spouse and Dependent Children) and Employers' Contribution of PF of 12% shall be given. An annual increment as per the government policy, i.e. 3% plus annual inflation on the basic pay shall be given.

4. Place of Posting:

Selected Candidates, to the extent possible will be posted in the IPRCL projects in location for which they have applied. However, IPRCL reserves the right to post selected candidates anywhere in India as per its requirement. **Only those candidates who are interested to serve anywhere in India need to apply.**

5. Medical Standards:

Selected candidates will be appointed subject to their being found medically fit in the Medical Examination to be conducted as per IPRCL Rules and Standards for the post.

6. Duration of contract:

The contract will be initially for a period of three years which may be extended further for another two years based on the satisfactory performance of the candidate and the requirement of the projects undertaken by the Company.

7. Selection Procedure:

A) For HR Professionals:

- (i) Marks of qualifying examination for the post – 20 marks
- (ii) Additional relevant qualification – 10 marks
- (iii) Post qualification experience for the desired post- 40 marks (10 marks for each year of post qualification experience up to a maximum of 40 marks).
- (iv) Interview Performance – 30 marks

B) For Finance & Accounts Professionals

- (i) Marks of qualifying examination for the post – 20 marks
- (ii) Additional relevant qualification – 10 marks
- (iii) Post qualification experience for the desired post- 30 marks (10 marks for each year of post qualification experience up to a maximum of 30 marks).
- (iv) Interview Performance – 40 marks

8. How to apply:

Before applying candidates should ensure that they satisfy all the necessary conditions and requirements of the position. Applicants fulfilling the eligibility criteria and willing to be considered for the post should submit an application as per the format given at **Annexure-I**.


19/09/18

Important: Documents to be attached with application:

- a) Self –attested copy of Matriculation Certificate (for age proof).
- b) Self-attested copies of Certificates and all mark-sheets in support of higher technical/professional qualifications.
- c) Certificates in proof of experience, clearly indicating the length and field of experience. (If an experience certificate is not available in case of any previous employer, the copies of offer of appointment along with first and last pay-slips shall be acceptable to ascertain the length of experience under that employer) **(Only post qualification experience will be taken into consideration for determining the eligibility)**.
- d) Self–attested copy of the appointment letter in support of appointment to the post in the organization in which currently working along with current pay slip issued by the company.
- e) Self–attested copy of Photo I.D. proof and address proof (Passport/Aadhaar card/Driving License/PAN card/ Voter I. Card) issued by Central/State Govt.
- f) Self – Attested copy of Post Graduate Degree / Diploma Certificate in HR and additional relevant qualification certificates or CA / ICWAI Certificate and additional relevant qualification certificates, as the case may be.

IMPORTANT NOTES:

- (i) One envelope should contain only one application.
- (ii) Applications not conforming to the prescribed format or incomplete in any respect or without self-attestation listed above shall be summarily rejected.
- (iii) The responsibility of establishing the eligibility for the post without any doubt shall be that of applicant by way of attaching sufficient documents. The process of scrutiny of application/documents does not involve contacting applicant or collection of additional document from applicant at any stage.
- (iv) In case information furnished in the application format or the Certificates/testimonials are found to be false or incorrect, candidature of such applicants is liable to be cancelled at any stage of the selection or thereafter, besides such other penal action as deemed fit.
- (v) The applicants working in the Govt. departments / PSUs should note that these are short–tenure posts on contract and they are required to get their applications forwarded through proper channel or produce NOC at the time of selection. In the event of their selection, they are required to resign and get themselves relieved from their parent organization before taking up the contractual appointment in IPRCL.
- (vi) Applicants should clearly note that IPRCL will in no case be responsible for non-receipt of their application or any postal delay in receipt thereof on any account whatsoever.
- (vii) The duration spent on summer trainings, apprenticeship or as trainees which may be mandatory for obtaining the qualifying degree / diploma shall not be counted towards mandatory experience mentioned in this vacancy Circular. Thus, only the experience gained after obtaining the requisite degree/ diploma will be taken into consideration.
- (viii) Any request for change of address / change of Centre for group discussion and / or interview shall not be entertained.
- (ix) In case of 05 or more eligible candidates for each vacancy, and in case need arises then 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**.


19/09/18

- x. 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.
- xi. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.
- xii. Communication shall be sent at the **Present Address** mentioned by the Candidate in the application form.
- xiii. **Any changes /modifications / Addendum or Corrigendum related to the advertisement in newspapers or Vacancy Circular 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.**
- (x) Convassing in any form will be a disqualification.

9. 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. 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.



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.prcl@gmail.com
Regd. Off. : 1st Floor, NBCC Place, Bhisma Pitamah Marg, Lodhi Road, New Delhi-110003

Handwritten signature and date: 19/09/18

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)				

B2
19/09/18

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


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 :


19/09/18

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: _____

Handwritten signature and date: 19/09/18

(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

