



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

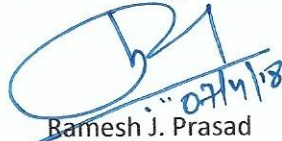
Vacancy Circular No. 13/2018

Dt : 07/04/2018

Name of Organization	Indian Port Rail Corporation Ltd.
Name of Post	Secretary to Managing Director
Pay	E-3 60000-180000 + IDA + HRA + Perks and allowances as admissible in IPRCL and PRP as per DPE guidelines.
Number of post	One
Location	Mumbai
Whether the proposal/reference is being made for the first time	Yes
Terms of Appointment	Permanent Absorption
Age Limit (As on the last date of submission of applications)	Up to 54 years.
Eligibility Criteria (As on the last date of submission of applications)	<p><u>In CDA Pattern Pay-scales</u> Employees 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.</p> <p><u>In IDA Pattern Pay-scales</u> Working in E-3 in IDA scale of Rs. 24900-50500 (Pre-revised 2nd PRC) revised to 60000-180000 under 3rd PRC.</p> <p style="text-align: center;">OR</p> <p>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.</p> <p>Note: - (i) Only experience of working in Railways / Railways PSU / PSUs/ Govt. Autonomous bodies and other Govt. Companies working in the field of Railways will be considered. (ii) Candidates from Private Sector need not apply.</p>
Essential Qualification	Degree in any discipline from a recognized University/ Institution. Speed of 100 w.p.m. in short-hand and 40 w.p.m. in typing. Fully conversant in MS-Office.
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.

	<ul style="list-style-type: none"> • 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. • Any other duties as assigned from time to time.
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For Company Profile and General Conditions of Vacancy please refer attachment to the Application Format.


 Bamesh J. Prasad
 Dy. General Manager (HR)



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

APPLICATION FORMAT
INDIAN PORT RAIL CORPORATION LIMITED

Affix recent
Passport Size
Photograph

1	POST APPLIED FOR			
2	APPLICANT NAME (Sh./Smt./Ms.)			
3	FATHER / HUSBAND NAME			
4	DATE OF BIRTH (dd/mm/yyyy)			
5	AGE (as on 16.05.2018)	(YEARS)	(MONTHS)	(DAYS)
6	(i)CORRESPONDENCE ADDRESS			
	(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)			

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)	Present Basic Pay	Gross Salary P.M

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 as far as his knowledge goes. : Yes / No

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. Certificate of Ex-servicemen (in case)
5. Copy of last drawn salary slip
6. Certified copies of last 5 years ACRs / APARs.

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).
- ii. Additional weightage may be given to candidates having additional relevant qualifications.
- iv. IPRCL reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- v. Appointment shall be subject to Service and Conduct Rules of IPRCL.
- vi. 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 give attach a declaration that, if Shortlisted, No Objection Certificate (NOC) will be produced at the time of Interview.
- vii. 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, a declaration has to attached along with the application that in case of his / her selection to the post he / she will submit a proper relieving letter from the earlier Organization. **However, Self-certified copies of APARs / ACRs for the last 5 years should be compulsorily enclosed with application.**
- 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. Any request for change of address / change of Centre for group discussion and / or interview shall not be entertained.



- xi. IPRCL has the right to reject any application/ candidature at any stage without assigning any reason and the decision of IPRCL shall be final.
- xii. IPRCL has the right to reject entirely or partially the selection/ advertisement 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.
- 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 will be placed on websites of IPA and IPRCL only. Candidates applying for the post are advised to visit the websites 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 employers)
 - c. Caste Certificate (in case of SC/ST and OBC),
 - d. Certificate of Ex-Servicemen (in case)
 - e. Copy of last drawn Salary slip, etc.

No certificate in original is required to be attached with the application. 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 reckoning of Age, Experience, Eligibility criteria and receipt of application shall be 16th May 2018.

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.

IPRCL reserves the right to shortlist candidates for interview.

Applications are to be addressed to:

Deputy 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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