

## **Details of Eligibility criteria, Job description and Responsibility for the Post of Executive Director – IT (01)**

Indian Ports Association (IPA) was constituted in 1966 under Societies Registration Act, primarily with the idea of fostering growth and development of all Major Ports which are under the supervisory control of Ministry of Shipping. Over the years, IPA has consolidated its activities and grown strength by strength and considered to be a think tank for the Major Ports with the ultimate goal of integrating the maritime sector. In its endeavour, IPA has evolved as Centre of Excellence and has been providing consultancy services and technology support for the various aspects of Port's development under the vision of 'Ease of doing Business'. IPA has been a strategic partner in various large national IT projects for the Port Sector, be it Port Community System (PCS) or, be it Enterprise Resource Planning (ERP) of the Ports. IPA being the support arm for the Ports has been an active player in conceptualizing the intervention of State-of-art technology for the Port's enhancement of efficiency of Port operations.

In order to carry forward the existing IT projects in hand and to propel the journey of IT initiatives forward, IPA invites applications from senior IT professionals for the post of Executive Director (IT) to be posted at IPA, New Delhi. The other relevant details of the said post are as under:

### **Pay & other benefits**

The post carries a scale of Rs 65000-75000 (IDA pay scale which is under revision) in case of deputation and Rs. 2.0 – 2.2 lakh per month consolidated in case of contract. In both the cases, candidates will be provided with a leased unfurnished family accommodation and a vehicle for official use. The rent to be borne by IPA for family accommodation shall not exceed Rs. 30,000/- p.m.

### **Tenure of the job**

Initially for a period of 03 (Three) Years, extendable by 02 (Two) years based on the requirement of IPA. The nature of appointment shall be either through Deputation or through contract appointment.

### **Job description and responsibilities**

1. S/he shall be in charge of the IT department of IPA and shall be responsible for all present assignments being handled (PCS, ERP, Cyber Security, Digitization & Automation etc.) and future assignments to be handled, for all the major Ports.
2. S/He will be responsible for leading the development of IT systems, engaging agencies to support the development of the IT systems and managing the agencies as to maintain the standards within the IT system being developed etc. This also includes setting up and management of Call Centre along with Operations and Grievances Division.
3. S/He will guide the preparation of all policy documents for IT standards and supporting the major Ports.

4. S/He will assist the Managing Director in all aspects of management and overseeing of the function of IT systems and the telecommunications infrastructure in alignment with organizational goals.
5. S/He will direct and manage IT plans, policies, programs, and schedules for the Port based on ICT plans.
6. S/He will develop and establish standard operating policies and procedures for creation, sustenance and upgradation of all digital and telecommunication assets.
7. S/He will define an ICT roadmap for asset creation and lifecycle management with short term (1-2 years), medium term (2–5 years) and long term (5–10 years) goals.
8. S/He will define and implement ICT security frameworks and ensure the security and integrity of IPA/Ports infrastructure & systems and also guide the Ports for security implementation.
9. S/He will work as a business partner and advisor to senior management on strategic systems investments and upgrades needed to keep up with Port business plans.
10. S/He will prepare and ICT budgets for all identified and approved ICT activities.
11. S/He will prepare technical specifications, provide inputs to Procurement and assist in evaluation of vendors for and during the tendering process.
12. S/He will provide cost benefit analysis and recommendations with respect to vendors during the tendering process.
13. S/He will define, implement and manage SLAs for internal and vendor teams.
14. S/He will proactively and regularly interact with department managers on internal and external operations that are impacted by the capture, storage, processing and dissemination of information and shall also ensure uptime of hardware and software, availability of data, integrity & security of data.
15. S/He will oversee the internal technical teams and manage vendors for all projects commissioned.
16. S/He will be responsible for the development, review, and certification of all back-up and disaster recovery procedures and plans.
17. S/He will identify emerging information technologies to be assimilated, integrated, and introduced within the IPA, Major Ports and Other Ports.
18. S/He will put in place effective processes for ensuring the completion of projects and programmes of work to agreed timescales.

19. S/He will identify regular training programs for skill enhancements of internal technical teams and Ports for IT.
20. S/He will responsible for working with stakeholder to identify and deliver additional module and system to facilitate the delivery of the overall business strategy.
21. S/He will perform any other duties as assigned by MD from time to Time

### **ELIGIBILITY**

#### **A. Age**

As on the Date of closing: Candidates should not have attained the age of 50 years.

#### **B. Nationality/Citizenship**

Candidate must be a Citizen of India.

#### **C. Eligible Grade Pay & Experience**

- For Officers of the Central Government or State Government or Public Sector Undertakings or Autonomous Bodies:
  - i. held analogous post on regular basis in the parent cadre or Department; or
  - ii. Rs 51,300-73,000 (IDA) (Pre-revised) for five years; or
  - iii. Pay Level 14: Rs. 144,200 – Rs. 218,200 (CDA) (revised 01.01.2016) for five years.
- For Direct Recruitment: Possessing the period of experience as specified at (1) (a) to (d) below at 'Required Profile & Experience' section the candidate should have held minimum 2 years leadership position in handling IT team.

### **Required Profile & Experience**

#### **1. Essential Qualification & Experience**

(a) Bachelor degree in Technology or Bachelor degree in Engineering or Associate Member of Institute of Engineers (A&B) (Computer Science or Computer Engineering or Information Technology or Electronics and Communication or Electronics and telecommunication) /Master degree in Science (M.Sc.) (Physics or Electronics or Applied Electronics) or Equivalent from recognized University/Institution (Preferably IITs, NITs, IIITs etc or premier International Institutions) with **fifteen years** (Sixteen years for Associate Member of Institute of Engineers) of relevant work experience in Ministries or Departments or Attached and Subordinate Offices of the Central Government or Statutory Bodies or Autonomous Bodies or Public Sector Undertakings or Private Sectors;

**Or**

b) M.Tech/ME in Computer Science/Information Technology/Electronics, EEE, E&I & Communications or any specialization in CS/IT/EC/Electronics like VLSI Design, Software Engineering, AI, Networking or Equivalent from recognized University/Institution (Preferably IITs, NITs, IIITs etc or premier International Institutions) with **thirteen years** of relevant work experience in Ministries or Departments or Attached and Subordinate Offices of the Central Government or Statutory Bodies or Autonomous Bodies or Public Sector Undertakings or Private Sectors;

**Or**

c) MCA or Department of Electronics and Accreditation of Computer Courses (DOEACC) B-Level or Graduate Institute of Electronics and Telecommunication Engineers (IETE) with **nineteen years** of relevant work experience in Ministries or Departments or Attached & Subordinate Offices of the Central Government or Statutory Bodies or Autonomous Bodies or Public Sector Undertakings or Private Sectors;

**Or**

d) PhD in Computer Science/Information Technology/Electronics, EEE, E&I & Communications and other IT related research or Equivalent from recognized University/Institution (Preferably IITs, NITs, IIITs etc or premier International Institutions) with **Ten years** of relevant work experience in Ministries or Departments or Attached and Subordinate Offices of the Central Government or Statutory Bodies or Autonomous Bodies or Public Sector Undertakings or Private Sectors;

**2. Essential and relevant experience:**

Possessing the period of experience as specified at (1) (a) to (d) above; and in any or combination of the following fields, namely:-

- i. Experience of overall implementation and operationalisation of IT project, management of related administrative and technical processes, installation and implementation of IT infrastructure, systems;
- ii. Capacity to effectively co-ordinate and partner with different levels within central and State governments, maritime communities and various stakeholders in port eco-system. Excellent communication, writing & presentation skills, analytical and interpersonal abilities.
- iii. Experience in the field of Information Technology with emphasis on networking, Cyber Laws, e-Commerce, Cyber Security and Cyber Forensics.
- iv. Good Knowledge of EDI (electronic Data Interchange), DBA (Database Administrator), open source technologies (Oracle & MySQL/SQL), Unix/Linux Administration, B2G (Business to Government) solutions etc.

**3. Demonstrated experience in planning and strategy development or operationalizing large scale IT projects in the following one or more areas is desirable -**

1. Financial Services Sector; or
2. Energy or Power Sector; or
3. Telecommunications Sector; or
4. Information and Communications Technology and Cyber Security Sector; or
5. Transport Sector; or
6. Maritime Sector

## **SUBMISSION OF APPLICATIONS**

Candidates working in the Central Public Sector Companies, State Governments, PSUs or Autonomous Bodies and Government officers shall submit their applications, through proper channel, in the format at Annexure – I. The applications for various categories of the officers are to be routed through proper channels as follows:

- a. For Government Servants: through Cadre Controlling Authority.
- b. For Executives in CPSE: through their employer.
- c. Port Officers: through Chairman

Port Officers working in Major Port Trusts who are eligible to be considered for the post as per para above should send their applications through proper channel. While forwarding the applications the Chairman of the concerned Port may please ensure the following documents are sent along with the application form:

- APAR/ACRs of last 5 years (2012-13 to 2016-17)
- A certificate on adverse entries in the APAR/ACRs, if any.
- If the APAR/ACRs of a particular years between 2012-13 to 2016-17 is pending/not available, “No Report Certificate” may be furnished.
- A statement showing APAR/ACRs gradings should also be furnished.
- The details regarding officers holding higher posts on ad-hoc/temporary basis should be clearly specified.
- The Vigilance status of the candidate in the prescribed proforma(Annexure-II) duly filled in column- wise and signed by CVOs of the concerned Port (with details of last ten years )

### **Certification by Candidate**

- a. Candidate has to submit his/her willingness for the post at the time of interview itself clearly stating that he/she will join the post, is selected. If any candidate does not initially give his/her willingness, he/she will not be interviewed.
- b. The selected candidate will have to join within one month of issue of letter of appointment, unless & otherwise permitted by MD, IPA.
- c. For currently employed Govt./Public Sector/Autonomous bodies employees, have to produce “No Objection Certificate” from the current employer at the time of interview, failing which candidate will not be allowed to appear for interview.

### **General Conditions**

- IPA reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- Appointment shall be subject to Service and Conduct Rules / guidelines of IPA.
- IPA 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 application well in time before the last date to avoid possible delay in postal transit. Application received after due date will be summarily rejected.
- 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 after appointment, his/her services are liable to be terminated.

- Any request for change of address for interview shall not be entertained.
- IPA has the right to reject any application/candidature at any stage without assigning any reason and the decision of IPA shall be final.
- IPA has the right to reject entirely or partially the selection/advertisement at any stage without assigning any reason and the decision of IPA shall be final in this regard.
- Canvassing in any form will be a disqualification.
- Communication shall be sent at the Present Address mentioned by the Candidate in the application form.
- Any changes/modifications in the advertisement will be placed on the website of IPA only. Candidates applying for the post are advised to visit the websites regularly for updates.
- Self-attested Photocopies of all certificates/testimonials are to be provided with the application form including:
  - Educational/Professional Certificates (right from Class X to the latest)
  - Experience Certificates (including Appointment and Relieving letters of all previous employers)
  - Copy of last drawn Salary, etc.
- No certificate in original is required to be attached with the application. **Indian Ports Association shall not be responsible for the misplacement of such certificates.**

**Last date of receipt of applications is 20<sup>th</sup> November, 2018.** No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED.

Applications are to be addressed to:

Managing Director,  
Indian Port Association,  
1<sup>st</sup> Floor, South Tower, NBCC Place,  
Bhisham Pitamah Marg, Lodhi Road,  
New Delhi – 110 003

**ALL CORRESPONDENCES ON THE ABOVE SUBJECT SHOULD BE ADDRESSED TO THE MANAGING DIRECTOR, INDIAN PORTS ASSOCIATION ONLY.**

**Annexure I**

**APPLICATION FORM FOR CENTRAL PUBLIC SECTOR EXECUTIVES/GOVT. OFFICERS  
(THROUGH PROPER CHANNEL)**

(NOTE: Any column left blank will make the application incomplete and liable for rejection.)

1. Name of the Post applied for:
2. (a) Name (in full):  
(b) Father's/Husband's Name (in full):  
(c) Designation of the Applicant (in full):  
(d) Office Address:
3. Present Address:
4. Permanent Address:
5. Telephone No. Office \_\_\_\_\_, Residence \_\_\_\_\_, Fax No. \_\_\_\_\_

Mobile No. \_\_\_\_\_, E-mail address: \_\_\_\_\_

6. Date of Birth and Age as on Date of vacancy:
7. Eligibility Criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications (along with the name of institute)			
Pay Scale			
Length of service in eligible pay scale			

8. Positions held during the preceding ten years:

S.No.	Designation and Place of Posting	Organisation	From	To	Pay Scale

9. Details of experience relevant for the advertised post and job description, out of 7 above:

s/n	Designation and Place of Posting	Organisation	From	To	Pay Scale	Nature of Experience

Note: You may attach write up, if you wish, not exceeding two pages, in support of your candidature.

10. Do you hold lien in any other organisation? Yes/No

If yes:

- a) Name of the organisation in which the lien is held.
- b) Date from which the lien is held.

11. Are you on Deputation?

Yes/No

If yes:

- a) Date from which you have been on Deputation.

12. a) Whether any punishment awarded to the applicant during the last 10 years

Yes/No

If yes, the details thereof

- a) Whether any action or inquiry is going on against him as far as his knowledge goes. Yes /No

If yes, the details thereof

I hereby declare that all the statements made in this application form are true, complete and correct to the best of the knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligible criteria according to the requirement, my candidature/appointment is liable to be cancelled/terminated.

Date:

Place:

(Name and signature of the applicant)

**(To be filled by the IPA)**

It is certified that the particulars furnished above have been scrutinised and found to be correct as per the official records.

Signature and Designation of the Competent Forwarding Authority with  
Telephone No. and office seal

D. Applications with full particulars including upto date C.V. should reach the Chairman, Indian Ports Association, 1st floor, South Tower, NBCC Place, BhashamPitamah Marg, Lodhi Road, New Delhi-110003 by 12/11/2018.

No TA/DA shall be paid for attending the interview



**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS/ CLEARANCE  
BEING SOUGHT**

[ To be furnished and signed by the CVO or HOD]

Name of the Officer (in full)

Father's Name

Date of Birth :

Date of Retirement :

Date of Entry into Service

Service to which the officer belongs  
including batch/year cadre-etc.  
wherever applicable

Positions held :  
(during the ten preceding years)

S. No.	Organization (Name in full)	Designation & Place of posting	Administrative/nodal Ministry/Deptt. Concerned (in case of officers of PSUs etc.)	From	To
1.					
2.					

8. Whether the officer has been placed on :  
the "Agreed List" or "List of Officers of  
Doubtful Integrity"  
[if yes details to be given]

9. Whether any allegation of misconduct :  
Involving vigilance angle was examined  
against the officer during the last 10 years  
and if so with what result (\*)

10. Whether any punishment was awarded to the officer during the last 10 years and if so the date of imposition and details of the penalty (\*) :

11. Is any disciplinary/criminal proceedings or charge sheet pending against the officer as on date [if so, details to be furnished; including reference no. if any of the Commission] :

12. Is any action contemplated against the Officer as on date [if so, details to be Furnished] (\*) :

DATE:

(NAME AND SIGNATURE)

(\*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.