

## Eligibility Criteria for the post of Dy. Manager (Admin)

### IPA-Profile

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 and considered to be a think tank for the Major Ports with the ultimate goal of integrating the Maritime Sector.

The post of Dy. Manager ( Administration) in IPA is the entry level Class I post with promotional opportunities up to the rank of Chief Administrative Officer The job responsibilities include the gamut of activities of IPA. The incumbent is expected to design tender documents for consultancy services, empanelment of firms for special services and also centralized procurement of specialized items for all major Ports. This is apart from procuring goods and services required for IPA's internal use, General Administration and manpower management of IPA, carrying out jobs assigned by Ministry of Shipping in framing rules and regulations, organizing meetings of Governing Body of IPA, organizing workshops/seminars with close coordination and follow up with officials of Ministry of Shipping and Ports, etc.

Following is the eligibility criteria for appointment to the post of Dy. Manager (Admin).

SI No.	Detail of Post	Description
1	Name of Post	Dy. Manager (Admin).
2.	No. of Post	One
	Classification	Class I
3	Mode of Selection	Direct/Deputation Basis
4.	Scale of Pay (Rs)	Rs 20,600-46,500. The remuneration at the bottom of the scale with DA, HRA and Cafeteria Allowance is expected to be around Rs. 60,000/-.
5.	Upper age Limit for Direct Recruitment (in years)	Upto 35 years
6	Education and other qualifications prescribed for direct recruitment	<b>Direct Recruitment:-</b> <ul style="list-style-type: none"><li>• MBA /CS/CMA/ICAI.</li><li>• 05 years' executive experience in Administration, Procurement Preferably in maritime sector.</li></ul> <b>Deputation:</b> <ul style="list-style-type: none"><li>• Any graduate with 4 years experience in admin &amp; procurement from Govt deptt. , PSU, Public Undertaking.</li></ul>

7	Period of Probation (in years)	2 years
		<p>Deputation of persons holding analogous post or posts in the scale of pay of Rs.16,400-40,500 or equivalent Scale of pay with 4 years regular service in General Administration department of Major Port or PSU's or Autonomous bodies or Govt.</p> <p>Applicant may please ensure the following documents are sent along with the application form:</p> <ul style="list-style-type: none"> <li>• APAR/ACRs of last 5 years (2011-12 to 2015-16)</li> <li>• A certificate on adverse entries in the APAR/ACRs, if any.</li> <li>• If the APAR/ACRs of a particular years between 2011-12 to 2015-16 is pending/not available. "No Report Certificate" may be furnished.</li> <li>• The details regarding officers holding higher posts on ad-hoc/temporary basis should be clearly specified.</li> <li>• The Vigilance status of the candidature signed by CVOs of the concerned Port (with details of last ten years)</li> </ul>

The last date of submission of application is 15th November 2017. Incomplete applications are liable to be rejected. Please apply in plain paper with C.V. and attested copies of the testimonials to the

**Managing Director,**  
**Indian Ports Association,**  
**1 st floor, South Tower, NBCC Place,**  
**Bhisham Pitamah Marg, Lodi Road, New Delhi – 110 003**