

## **India Ports Global Limited (IPGL)**

### **Requirement of Deputy Manager (Administration & Human Resource): Direct recruitment/Deputation: 1 post**

#### **I. COMPANY PROFILE:**

India Ports Global Limited (IPGL) is incorporated on 22nd January 2015 under the Companies Act, 2013, as per directions of Ministry of Ports, Shipping & Waterways (MoPSW), Government of India for development of ports overseas. MoPSW has presently assigned IPGL the task of equipping and operating Container / Multi-purpose Terminals at Chabahar in Iran.

Applications are invited for filling up one post of Deputy Manager (Administration & Human Resource) on Direct Recruitment/on Deputation in the pay-scale of Rs. 24, 900-50,500 (Pre-revised/IIInd PRC). The other details are as follows:

#### **II. JOB DESCRIPTION AND RESPONSIBILITIES:**

The Deputy Manager (Admin.& HR) will be responsible for Administration & Human Resource matters and will report to the Managing Director. His functions shall include:

- To handle all matters relating to General Administration, Personnel, Industrial Relations, Human Resource, Recruitment related, Leave records and computation and all related matter, data entry, travel arrangements and outdoor duties as assigned by the Management.
- To assist the Management in ensuring compliance under the various Acts, Regulations and Guidelines related Industrial, Labour, Recruitment, DOPT, DPE and other Public sector guidelines as applicable to the Company.
- To coordinate with and maintain good public relations with various internal and external bodies, including statutory authorities, Government Agencies, etc.
- To deal with any other matter concerning with the affairs of the Company, as entrusted by the Management.

#### **III. ELIGIBILITY:**

**A.** Age as on the date of advertisement. : Not more than 40 years

#### **B. Qualifications , Experience and category of Officers:**

- (a) Degree from a recognized University and Full Time Post Graduate Degree or diploma in Human Resource/ Personnel Management/ Industrial Relations/ Social Work/ Labour Welfare from a recognized University/ Institutions.
- (b) with at least five years of post-qualification experience of working as an Officer in the Administration / Human Resource/ Secretarial Department of a Major Port Trust or Industrial/Commerical/Govt. Undertaking.
- (i) For Port Authority Officers

Officers holding analogous post working in Category-I / II ports holding posts, with three years' regular service in the pay scale of Rs.20, 600-46,500 (Pre-revised/IIInd PRC) or above or revised to Rs. 50,000-160,000 or above.

(ii) For Officers of Govt./PSUs/Autonomous bodies

Officers holding analogous post, with three years' regular service in the pay scale of Rs.20, 600-46,500 (Pre-revised/IIInd PRC) or above or revised to Rs. 50,000-160,000 or above or equivalent CDA pay scale of Rs. 9,300-38,400 (GP-4800) (Pre-revised 6<sup>th</sup> CPC) revised to Matrix level 8 of 7<sup>th</sup> CPC and above.

(c) Selection in respect of candidates of categories (i) and (ii) above shall be by merit for which the bench-mark in overall grading in the ACRs will not be below "Very Good". Applications should be forwarded through proper channel. Following documents/certificates required to be enclosed:-

- (i) Certified copies of ACRs / APARs for the last 5 years duly attested by the competent authority. If ACR /APAR for a particular year/ period is not available, "No Report Certificate" to that effect may be attached along with ACRs/ APARs of the preceding years.
- (ii) Vigilance Clearance certificate
- (iii) Integrity Certificate
- (iv) Statement indicating the major/ minor penalties imposed upon the applicant during the last 10 years attested by the competent authority.
- (v) 'No Objection Certificate' (NOC) from their present employer

(d) Persons having similar qualifications and experience in a reputed private sector organization (ports and comparable domains) may also be considered, if found suitable.

(e) If Company fails to find suitable candidates on regular basis at b (i) and (ii) and (d), then Officers of appropriate level/rank, retired from Major Port Trust or Central/State Govt./PSUs with Port/Shipping experience, may be considered for appointment on contract basis, if found suitable. The terms and conditions of such employment will be as under.

- i. In such a case, relaxation in qualification, age and experience shall be considered, depending upon their experience in the related field, and appointment shall be on contract basis with lump sum monthly emoluments.
- ii. The monthly remuneration payable will be fixed as per formula of "Last pay-minus-Pension" excluding Dearness Allowance.
- iii. The amount of remuneration shall remain unchanged for the entire term of the contract. There will be no annual increment/percentage increase during the contract period.
- iv. The retired Officers as per above below the age of 62 years as on the date of the advertisement will be considered.
- v. The candidate will be engaged on contract for a period of 3 years. The period of contract may be further extended for a period of one year at a time, up to further 2 years (ie. total 5 years) or upto the age of 65 years whichever is earlier, at the discretion of organisation.

(f) For Officers on Deputation:

- i. The officer can continue to draw his/her existing salary, perquisites and applicable statutory deductions without payment of Deputation Allowance from the parent organization as per terms and conditions of employment which shall be reimbursed by IPGL biannually to the organization of the Deputationist.
- ii. In case the officer becomes due for promotion in his/her parent organization, the benefit of proforma promotion in their parent cadre will be allowed under

NBR as per extant rules.

- iii. Period of Deputation will be initially for a period of three years subject to any decision of the Company in this regard which may increase/decrease the period. The period may be further extended to a maximum period of two years, and the total deputation period will not be more than five years.
- iv. Requirements enumerated as at B(c) above should be complied.
- v. Experience criteria will be as at B (b) (i) and (ii) above.

**Note:** Age criteria mentioned at III A will be the same for all category of candidates except Retired officers.

Educational qualification criteria will be the same for all category of officers except for relaxation mentioned for retired officers at B (e) i

**C. Desired Skills**

- Knowledge of working in Major Ports /Public Sector Units / Autonomous Bodies.
- Experience in General Administration/ Human Resource matters.

**D. Nationality/ Citizenship:** Candidate must be a Citizen of India.

**IV. SUBMISSION OF APPLICATIONS:**

Prospective candidates from Public Sector Companies/ Govt/ Autonomous bodies/ Port Authority/Deputation etc shall submit their application ,through proper channel, in the format at **Annexure-I**.

Prospective candidates from Private Sector Companies shall submit their applications in the format at **Annexure-II**.

Prospective candidates, who are retired officers covered under B(e) above shall submit their applications in the format at **Annexure-III**.

**V. CERTIFICATION BY CANDIDATE:**

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, if selected. If any candidate does not initially give his/her willingness, he/she will not be interviewed.

The selected candidate will have to join within one month of issue of letter of appointment.

Currently employed Govt. /Public Sector/Autonomous bodies/ Port Trust employees have to produce certificates as mentioned in Clause B (c) above.

**VI. METHOD OF SELECTION:**

Interviews will be conducted for all the eligible candidates, at the date, time and venue as decided by the management.

**VII. GENERAL CONDITIONS:**

- (i) All qualifications should be recognized by UGC/AICTE/AIU(GOI).
- (ii) Weightage may be given to candidates having additional relevant qualifications.
- (iii) Candidates, who are presently employed in Private Sector, must spell out clearly that his/her designation and pay-scale in his present organization is equivalent to or above that mentioned herein above. These candidates are required to submit a copy of the Organization Structure and indicate the pay-scale of the

present employment (duly signed by the candidate) to justify their eligibility for the particular post, in the absence of which the application shall not be considered.

- (iv) IPGL reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- (v) IPGL reserves the right to select a second candidate also (if need arises) from the merit list drawn.
- (vi) Appointment and Service Conditions shall be governed by the prevailing policy of the Company.
- (vii) IPGL 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 fulfill 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.
- (x) IPGL reserves the right to reject any application/candidature at any stage without assigning any reason and the decision of Company shall be final. Decisions of the IPGL in all matters regarding eligibility, shortlisting and selection shall be final and binding on all candidates. No representation or correspondence will be entertained by the IPGL in this regard.
- (xi) IPGL reserves the right to reject entirely or partially the selection process at any stage without assigning any reason and the decision of the Company shall be final in this regard.
- (xii) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai. Courts/ Tribunals/ Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.
- (xiii) Canvassing in any form will disqualify the candidate and no correspondence shall be entertained in this regard.
- (xiv) Any changes /modifications/corrigendum in the advertisement will be placed on the websites of India Ports Global Limited (IPGL) ([www.ipgl.co.in](http://www.ipgl.co.in)); Indian Ports association (IPA) ([www.ipa.nic.in](http://www.ipa.nic.in)) and Sagarmala Development Company Limited (SDCL) ([www.sdclindia.com](http://www.sdclindia.com)) only. Candidates applying for the post are advised to visit the websites regularly for updates.
- (xv) Self-attested photocopies of all certificates /testimonials are to be provided with the application form and shall be required to produce the original certificates(s) for verification at the time of interview:
  - a) Educational/ Professional Certificates (right from Class X to the latest).
  - b) Experience Certificates (including appointment and relieving letters of all previous employers).
  - c) Copy of last drawn salary statement, etc.

[ No certificate in original is required to be attached with the application and IPGL shall not be responsible for misplacement of such certificates. ]

- (xvi) Candidates are advised that merely submitting resume/ CVs and incomplete application will be liable to be rejected.
- (xvii) Communication, if any, to the applicant shall be sent at the E-mail ID or at the **Present Address** mentioned by the applicant in the application form.
- (xviii) IPGL reserves the right to shortlist candidates for interview.

### **VIII**    **How to apply:**

Interested candidates may submit their application(s) in the prescribed format (**Application form**) by:

- (i) Downloading the application format from website
  - [www.ipgl.co.in](http://www.ipgl.co.in)
  - [www.ipa.nic.in](http://www.ipa.nic.in)
  - [www.sdclindia.com](http://www.sdclindia.com)
- (ii) Fill the application form with the required details.
- (iii) The filled in application form along with required documents for determining eligibility is to be sent to the below mentioned address by courier/ post before the last date of application i.e. 30<sup>th</sup> November, 2023 by superscribing on the envelope as "**Application for the post of Deputy Manager (Administration & Human Resource)**".

Managing Director  
India Ports Global Limited  
4<sup>th</sup> Floor, Nirman Bhavan  
Muzawar Pakhadi Road  
Mazgaon, Mumbai 400010

Alternatively, a scanned, attested copy of the duly filled application form, alongwith all the requisite documents may be forwarded to the following email address:

[indiaportsglobal@gmail.com](mailto:indiaportsglobal@gmail.com) and [md.indiaportsglobal@gmail.com](mailto:md.indiaportsglobal@gmail.com)

- (iv) India Ports Global Limited (IPGL) does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason like postal delays etc. whatsoever
- (v) Last **date of receipt** of applications is 30<sup>th</sup> November, 2023. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications and lack of requisite documents along with the application, are liable to be REJECTED.

**ALL CORRESPONDENCE ON THE ABOVE SUBJECT SHOULD BE ADDRESSED TO MANAGING DIRECTOR OF IPGL ONLY (Common E-mail id: [indiaportsglobal@gmail.com](mailto:indiaportsglobal@gmail.com), Tel. 9029026176).**

**ANNEXURE I**  
**APPLICATION FORM FOR THE POST OF DY. MANAGER (ADMIN.& HR)**  
**(For Officers of Govt/PSU's/Autonomous bodies/Port Authority/Deputation -**  
**Through Proper Channel )**

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

1. (a) Name of the post applied for : \_\_\_\_\_  
 (b) Whether for Regular post or on Deputation: \_\_\_\_\_
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. Gender: \_\_\_\_\_
8. Eligibility criteria:

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

9. Positions held during the preceding ten years:-

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale (Rs.)

- 10(a). Details of experience relevant for the advertised post and job description, out of 8 above:

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale(Rs.)	Nature of experience

**Note:** If you wish, you may attach a write up in support of your candidature not exceeding two pages.

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- 11.(A) Do you hold lien in any other organization? Yes/ No  
If yes:
- a. Name of the organization in which the lien is held.
  - b. Date from which the lien is held
- (B) 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
- (b) 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 my 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 eligibility criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date : \_\_\_\_\_  
Place : \_\_\_\_\_ (Name and Signature of the applicant)

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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.

Date : \_\_\_\_\_  
Place : \_\_\_\_\_

Signature & Designation  
of the Competent Forwarding Authority  
with Tel.No. and OfficeSeal.

**ANNEXURE II**  
**APPLICATION FORM FOR THE POST OF DY.MANAGER (ADMIN.& HR)**  
**(For Private Sector Officers)**

*(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.Gender:-----
- 8.Eligibility criteria:

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

9.Positions held during the preceding ten years:-

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale (Rs.)

10(a) Details of experience relevant for the advertised post and job description, out of 8 above:

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale	Nature of experience

**Note:** If you wish, you may attach a write up in support of your candidature, not exceeding two pages.

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11. Annual Turnover of the Company where the candidate is employed (Certified copy to be attached) : Turnover Rs. \_\_\_ for the year \_\_\_\_\_.

12. I certify that:

- a) the annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/CFO is enclosed at **Encl. I.**
- b) a write up on the significant contributions made by me during the present/past assignments and my suitability for the post is enclosed at **Encl. II.**
- c) I am working at Board level position/ or reporting directly to a Director on the Board, i.e. one level below Board level.
- d) The Company in which I am working is listed on the \_\_\_\_\_ (Name) Stock Exchange.  
A proof of listing is enclosed at **Encl. III.**

#### DECLARATION

I hereby declare that all the statements made in this application form are true, complete and correct to the best of my 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 eligibility criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date :  
Place :

(Name and Signature of the applicant)

**ANNEXURE III**  
**APPLICATION FORM FOR THE POST OF DY. MANAGER (ADMIN. & HR)**  
**(For Officers retired from Major Port Trust or Central/State Govt./PSUs.)**  
*(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. Gender:-----
8. Eligibility criteria:

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

9. Positions held during the preceding ten years:-

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale (Rs.)

10(a). Details of experience relevant for the advertised post and job description, out of 8 above:

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale(Rs.)	Nature of experience

**Note:** If you wish, you may attach a write up in support of your candidature not exceeding two pages.

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11. Date of retirement on superannuation or voluntary retirement. :

12. In case of voluntary retirement, reason thereof. :

13. (a) Whether any punishment awarded to the applicant during the last 10 years Yes/ No

If yes, the details thereof:

(b) 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 my 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 eligibility criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date :

Place :

(Name and Signature of the applicant)

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