

# India Ports Global Chabahar Free Zone (IPGCFZ)

## Requirement of Officer (Maintenance) on Contractual basis

(I) **COMPANY PROFILE:**

**India Ports Global Chabahar Free Zone**" (IPGCFZ), Indian SPV at Chabahar was incorporated in Iran in June 2018 & commenced its first cargo operation in Iran on December 2018. IPGCFZ is subsidiary wholly owned by India Ports Global Limited, Mumbai, under the administrative control of Ministry of Ports, Shipping & Waterways (Government of India).

IPGCFZ wishes to appoint qualified person as Officer (Maintenance), on contract basis.

(II) **The details with regards to aforementioned post is as follows:**

**Officer (Maintenance) – IPGCFZ – 1 Post**

**i. Details of Qualification & Experience:**

*Educational/Professional Qualification:*

Diploma in Mechanical from recognised Institute of India.  
He/She should have good working knowledge of computers for working in MS Excel, MS Word, etc.

*Experience:*

- (i) At least 10 years in Port operations with hands on experience in maintenance activity.
- (ii) Thorough knowledge of port activities and other related jobs.

Candidate will be reporting to General Manager (Port Operations), and MD, IPGCFZ.

**ii. Age:** Below 50 years

**iii. Terms of engagement:** The engagement will be on contract basis.

**iv. Period of Contract:** The candidate will be engaged on contract for a period of 2 years. The period of contract may be further extended for a period for a period of one year at a time, up to further 3years (i.e. total 5 years), at the discretion of organisation.

- v. **Location of Work:** The location of work will be at Chabahar; Iran. However, your services will be liable to be transferred to any other place, in India or abroad, at present or future offices, assets, units, establishments (including those of partners, associates, business alliances, joint ventures, subsidiaries), at the absolute discretion of the Appointing Authority.

vi. **Roles and Responsibilities:**

Under supervision of Manager (Operations), the Officer (Maintenance) will manage and monitor healthiness of equipment and improve the reliability of equipment of Chabahar. The Principal Duties & Responsibilities of Officer (Maintenance) will be as under:

- (i) Timely PM of equipment and to ensure all PM jobs are attended as per OEM instructions.
- (ii) Ensuring maximization of Port utilization by minimizing downtime through preventive, breakdown, and predictive maintenance schedules / practices.
- (iii) Timely availability of spares through spares planning. Manpower planning & its rationalization.
- (iv) Process improvements, Inventory management, cost control, capacity & quality enhancement initiatives.
- (v) Ensure that safe working practices are followed in the operations vertical without deviations.
- (vi) Works closely with Manager Operations and customer service teams to ensure traffic is handled by the port in a timely manner.
- (vii) Completes required documents associated with maintenance in an accurate and timely manner.
- (viii) Updating Monthly sheet for PM and inventory of spares.
- (ix) Planning for a major job in advance and budget estimation.
- (x) Monitoring technological changes in equipment.
- (xi) Other duties as assigned

vii. **Remuneration and Accommodation:**

- (i) Equivalent to 2200 to 2800 USD (The remuneration will be decided by the organisation as per the suitability, experience of the candidate in the remuneration range as mentioned above) + accommodation and transport.
- (ii) The charges of utilities in the accommodation provided. will be incurred by the organisation.
- (iii) Travel allowance/ Daily Allowance will be provided for pre-approved Tour Programmes as per the Actuals for Economy

Class (Air Travel) subject to approval of the Competent Authority.

(iv) Applicable Iranian Income Tax on the remuneration will be borne by IPGCFZ.

**viii. Medical facilities:** Reimbursement will be provided for Emergency Medical Treatment, by the Organisation, subject to the approval of the Competent Authority.

**ix. Duty Hours:** As per the discretion of the Organisation. In case of requirement, you may have to work beyond the normal duty hours for which there will not be any other compensation, monetary or otherwise.

**x. Leave:** Four weeks (28 days) leave on completion of Six months at Chabahar. The candidate will be entitled to weekly offs (Thursday and Friday). For work on any weekly day off/ declared national holiday in exigencies of work, for which no compensatory day of rest or any other compensation, monetary or otherwise will be considered.

**xi. SUBMISSION OF APPLICATIONS:**

- Prospective candidates from Public Sector Companies shall submit their applications, through proper channel, in the format at **Annexure-II (A)**.
- Prospective candidates from Private Sector Companies shall submit their applications in the format at **Annexure-II (B)**.

**xii. METHOD OF SELECTION:**

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

**xiii.** The contract can be terminated by giving one month's notice in writing from either side.

**xiv.** The contractual personnel shall not claim any right/title/interest at par with the regular employees of IPGL/IPGCFZ on similar post doing similar work.

**xv.** Appointment of the contractual personnel is subject to verification of antecedents by the Police. If any adverse report is received from the Police, his services are liable to be terminated forthwith.

**xvi.** Besides the duties listed, the contract employee would be liable to perform any other work assigned in the interest of the organization.

**xvii.** Other terms and conditions of appointment are at **Annexure I**.

**xviii.** Persons fulfilling the aforesaid requirements may submit an application superscribing **“APPLICATION FOR ENGAGEMENT AS Officer (Maintenance) on contract”** to

The Chairperson,  
India Ports Global Chabahar Free Zone,  
4<sup>th</sup> Floor, Nirman Bhavan,  
Muzawar Pakhadi Road, Mazgaon,  
Mumbai – 400 010

**on or before 25<sup>th</sup> May 2024.**

Interested candidates may submit their application(s) in the prescribed format (**Application form - Annexure II-A & II-B**) by downloading the same 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)

OR

by emailing scanned copies of the duly filled application form, as per the prescribed format available on the above-mentioned websites, along with all the requisite documents, in support of eligibility, to the following email address i.e. [dyam.indiaportsglobal@gmail.com](mailto:dyam.indiaportsglobal@gmail.com) .

## **Annexure – I**

### **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) IPGCFZ reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- (iv) Appointment and service conditions shall be governed by the prevailing policy of the Company.
- (v) IPGCFZ 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.
- (vi) 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.
- (vii) Any request for change of address/ date for interview shall not be entertained.
- (viii) IPGCFZ reserves the right to reject any application/candidature at any stage without assigning any reason and the decision of Company shall be final.
- (ix) IPGCFZ reserves the right to cancel 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.
- (x) Canvassing in any form will be a disqualification.
- (xi) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.

(xii) Any changes /modifications in the advertisement will be placed on the websites of India Ports Global Limited (IPGL)-[www.ipgl.co.in](http://www.ipgl.co.in). Candidates applying for the post are advised to visit the websites regularly for updates.

(xiii) Self-attested photocopies of all certificates /testimonials are to be provided with the application form

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

(xiv) The candidate is required to submit the application in the format attached with the advertisement with required documents in support of their eligibility failing which their candidature will not be considered. Merely submission of resume/ biodata/ CV will also not be considered.

(xv) 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.

**Last date of receipt** of applications is 25<sup>th</sup> May 2024. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED.

IPGCFZ reserves the right to shortlist candidates for interview.

Applications are to be addressed through proper channel to:

The Chairperson,

India Ports Global Chabahar Free Zone,

4th Floor, Nirman Bhavan,

Muzawar Pakhadi Road, Mazgaon, Mumbai 400010

ALL CORRESPONDENCE ON THE ABOVE SUBJECT SHOULD BE ADDRESSED TO THE DEPUTY MANAGER HR AND ADMINISTRATION OF IPGL ONLY.

(E-mail ID: [dyam.indiaportsglobal@gmail.com](mailto:dyam.indiaportsglobal@gmail.com) .

**APPLICATION FORM FOR THE POST OF  
OFFICER (MAINTENANCE) ON CONTRACT  
(For Public Sector 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: \_\_\_\_\_  
 (e) Male/ Female: \_\_\_\_\_
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 advertisement): \_\_\_\_\_
7. 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			

8. Positions held during the preceding organisations:

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

- 8(a). Details of experience relevant for the advertised post and job description, out of 7 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.

9. (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.

10.(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. & Office Seal.

**APPLICATION FORM FOR THE POST OF  
OFFICER (MAINTENANCE) ON CONTRACT  
(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: \_\_\_\_\_  
 (e) Male/ Female: \_\_\_\_\_
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 advertisement): \_\_\_\_\_
7. 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			

8. Positions held during the preceding organisations:

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

- 8(a) Details of experience relevant for the advertised post and job description, out of 7 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.

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

10. I certify that:

- (i) 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. (if applicable)**
- (ii) 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. (if applicable)**
- (iii) I am working at Board level position/ or reporting directly to a Director on the Board, i.e. one level below Board level. **(if applicable)**
- (iv) The Company in which I am working is listed on the \_\_\_\_\_ (Name) Stock Exchange. A proof of listing is enclosed as **Encl. III. (if applicable)**

#### 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)