

# India Ports Global Chabahar Free Zone (IPGCFZ)

## Requirement of General Manager (Port Operations) on Contractual basis

(I) **COMPANY PROFILE:**

**India Ports Global Chabahar Free Zone**" (IPGCFZ), Indian SPV at Chabahar was incorporated in Iran in June 2018. IPGCFZ commenced its first cargo operation in Iran on 30th 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 persons as General Manager (Port Operations), on contract basis.

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

**General Manager (Port Operations) – IPGCFZ – 1 post**

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

*Educational/ Professional Qualification*

Degree from recognised university of India

*Experience:*

- (i) At least 20 years in Port Operations with thorough knowledge of Port Management.
- (ii) 10 years' experience should be at middle Management level of Port Operation Company.

Candidate will be reporting to MD, IPGCFZ and MD, IPGL.

**ii. Age:** Below 55 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:**

(i) Establish standard operating procedure for Jetty, Yard and other areas as per international practice.

(ii) Close coordination with the planning & Yard manager thereby ensuring effective vessel management.

(iii) Ensure availability of all resources to maximize the productivity of berths.

(iv) Coordinate with the vessel superintendent and ensure that the plans/documents essential for the daily vessel operations are available, if not take up the matter with the respective departmental heads

(v) Ensure coordination with Stevedore/Subcontractor if applicable and smooth operation

(vi) Establish, organize, and maintain a high standard of working relationships with the terminal/port stakeholders, lines, agents, shippers, consignees, port authorities, customs, and other concerned parties.

(vii) Analysis Monitor and analyze the following factors on a regular basis- Quay crane productivity and utilization, Utilization of all quayside resources, Number of vessels serviced per day, the Completion time of vessels, Berth occupancy, and vessel waiting time before commencement

(viii) He/She will be responsible for planning, administering and reviewing the operations in order to optimize resource use, minimize costs and maintain quality standards. He/She will also ensure safety and health throughout the terminal, including the proper handling of dangerous goods.

(ix) Ensure the liner agent and marine operations are timely informed about berthing/sailing time, improve productivity.

(x) Devise ways and means to efficiently utilize critical resources like Power, Water, equipment maintenance and other admin expenses to bring down the bottom line.

(xi) Ensure Daily report and Monthly report to Top Management

(xii) Overall administration of operation, report incident to HOD and corrective action on same.

(xiii) He/She will ensure IMO regulations are complied with.

- vii. Remuneration and Accommodation:**
- (i) As per Industry Standards (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 General Manager (Port Operations) 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 10<sup>th</sup> August 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 10<sup>th</sup> August 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  
GENERAL MANAGER (PORT OPERATIONS) 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)

---

**(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  
GENERAL MANAGER (PORT OPERATIONS) 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)