



**इंडियन पोर्ट रेल एंड रोपवे कॉर्पोरेशन लिमिटेड**  
(पत्तन, पोत परिवहन एवं जलमार्ग मंत्रालय, भारत सरकार के अधीन संयुक्त उद्यम)  
**Indian Port Rail & Ropeway Corporation Ltd.**  
(A JV Company under Ministry of Ports, Shipping & Waterways Government of India)  
CIN No: U60300DL2015PLC282703  
(An ISO 9001, 14001 & 45001 Certified Company)



**Vacancy Circular No. 04/2024**

**Dated: 08.02.2024**

Name of Post	<b>Senior Executive (Office Admin) / E-0</b>
Level & Pay-scale/ Remuneration	<p><b>I. For Appointment on Deputation:</b> E-0 Parent Department Pay + Deputation Duty Allowance + Other Allowances as per IPRCL HR Policy.</p> <p><b>II. For appointment on contract for Officials presently working in CDA/IDA Scale:</b> E-0 30000-120000 + IDA + HRA + Allowances under cafeteria approach @35% of Basic Pay &amp; other benefits as admissible in IPRCL. Pay protection will be given to candidates as per DPE Guidelines.</p> <p><b>III. For appointment on Contract for Officials presently working in Private Sector:</b> E-0 30000-120000 + IDA + HRA + Allowances under cafeteria approach @35% of Basic Pay &amp; other benefits as admissible in IPRCL.</p> <p>The selected candidate shall be placed at the minimum of Basic Pay. In case of deserving &amp; exceptional candidates, Basic Pay is negotiable.</p> <p><b>Note :</b> Apart from above, facilities such as Company leased accommodation (in lieu of HRA), Medical Facility (Outdoor &amp; Indoor medical reimbursement), NPS, PRP as per DPE guidelines (only for appointment in respect of Sr. No. II &amp; III above) and reimbursement of cost incurred towards mobile handset will be as per Company Policy.</p>
Number of Post & Location	01-Mumbai
Age Limit	(i) <b>For Deputation :</b> Upto 57 years. (ii) <b>For Contract:</b> Upto 30 years.
Essential Education Qualification	Full time Degree in any discipline. Note : The educational qualification prescribed above is not applicable for candidates applying on Deputation.
Terms of appointment	(i) On usual terms of Deputation for 03 years <b>OR</b> (ii) On Contract for 03 years extendable further upto 02 years based on performance of the candidate and requirement of the Company
Eligibility Criteria	<p><b>I. For appointment on Deputation:</b> Officials should be presently working in the office of MD/Director in Govt./PSU/JV Companies under Govt. control / Govt. Companies subject to the following:</p> <p>Group-C employees working in PB 1/GP-2800 or 2400 (pre-revised 6<sup>th</sup> CPC) revised to matrix level 5/4 (7<sup>th</sup> CPC)</p> <p><b>II. For appointment on Contract for Officers presently working in CDA/IDA Scales:</b> Officials should be presently working in the office of MD/Director in Govt./PSU/JV Companies under Govt. control / Govt. Companies subject to the following:</p> <p>(i) <b>For Officers working in CDA scale:</b> Employees working in PB 1 + GP-2800 or 2400 (pre-revised 6<sup>th</sup> CPC) revised to matrix level 5/4 under 7<sup>th</sup> CPC for a period of 2 years.</p>

	<p><b>(ii) For Officers working in IDA scale:</b> Working in IDA scale of Rs.12600-32500 (Pre-revised 2<sup>nd</sup> PRC) revised to 30000-120000 under 3<sup>rd</sup> PRC.</p> <p><b>Note: -</b> Higher grade pay or pay scale granted under ACP/MACP by the parent department shall not be taken in to account for the above eligibility criteria.</p> <p><b>III. For appointment on Contract for candidates working in Private Sector:</b> Officials should be presently working in the office of MD/Director in Govt./PSU/JV Companies under Govt. control / Govt. Companies subject to the following:</p> <ul style="list-style-type: none"> <li>(i) Officer working at the level of Sr. Exe. equivalent &amp; above and drawing a minimum gross salary of at least Rs.40 thousand per month.</li> <li>(ii) Should have Managerial level service experience of at least 02 years.</li> <li>(iii) Officer must be working in a Company engaged in Railway work and the Sales Turnover of the Company for the preceding year <b>2022-23</b> should be at least Rs.50 Crs. [<u>Attach certified copy of Annual Report page on which Sales Turnover is mentioned</u>].</li> </ul>
Specific requirement	<p>The candidate must be presently performing the following duties &amp; responsibilities in the office of MD/Director :</p> <ul style="list-style-type: none"> <li>(i) Fully conversant in working on MS Office.</li> <li>(ii) To coordinate and maintain calendar, travel, meeting and schedule arrangements.</li> <li>(iii) Manage and maintain Schedules for marking appointments and changes to appointments if required.</li> <li>(iv) Work closely with other team members to ensure preparation for meetings, presentations or other engagements.</li> <li>(v) Liasoning with officials and Contractors whenever instructed by MD/Director for information related to the Projects.</li> <li>(vi) Taking dictation given by MD/Director and disposal of Dak marked by them.</li> <li>(vii) To maintain confidentiality &amp; secrecy at all times.</li> <li>(viii) Corporate record keeping for multiple entities.</li> <li>(ix) Noting &amp; drafting, documentation, filing, storage &amp; information retrieval of information.</li> <li>(x) Maintaining weekly correspondence tracker as directed by MD/Director.</li> <li>(xi) Preparation and sending of business correspondence.</li> <li>(xii) To maintain a list of Officers with their official as well as residential telephone &amp; address and email IDs.</li> <li>(xiii) Monitoring e-office files, uploading of notices and preparing weekly and monthly reports &amp; submission to Ministry from time to time.</li> <li>(xiv) Booking and keeping record of flight tickets, hiring of vehicle for Officials of the Company and visitors.</li> <li>(xv) Maintenance of Record of MD/Director</li> </ul>
Last date of receiving applications by post / courier in IPRCL Office	26.02.2024

**Note:**

- (i) For Application Format please see **ANNEXURE-I**.
- (ii) For Company Profile & General Conditions of Vacancy please see **ANNEXURE-II**.



(Ramesh J. Prasad)  
General Manager (HR)



Corporate Office: 4<sup>th</sup> Floor, Nirman Bhavan, Mumbai Port Trust Building, M. P. Road, Mazgaon (E), Mumbai - 400 010  
Ph. No. : 022 - 6656 6335; Fax No. : 022 - 6656 6336; Email: [hr@iprcil.in](mailto:hr@iprcil.in) website: [www.iprcil.in](http://www.iprcil.in)  
Regd. Office: 1<sup>st</sup> Floor, NBCC Place, Bhishma Pitamah Marg, Lodhi Road, New Delhi-110001



## INDIAN PORT RAIL &amp; ROPEWAY CORPORATION LIMITED

**APPLICATION FORMAT**  
**(For Contract)**

Affix recent  
Passport Size  
Photograph

1	POST APPLIED FOR			
1(a)	PLACE OF POSTING APPLIED FOR			
2	APPLICANT NAME (Sh./Smt./Ms.)			
3	FATHER / HUSBAND NAME			
4	DATE OF BIRTH (dd/mm/yyyy)			
5	AGE (as on last date of receiving applications in IPRCL)	(YEARS)	(MONTHS)	(DAYS)
6	(i) CORRESPONDENCE ADDRESS			
	STATE:		PINCODE:	
	(ii) PERMANENT ADDRESS			
STATE		PINCODE:		
7	CONTACT NUMBER WITH STD CODE			
8	MOBILE NUMBER			
9	EMAIL ID			
10	CATEGORY (SC/ST/OBC/GENERAL)			

**11. Details of Educational Qualifications:**

Sr. No.	Qualification	Name of the Institution / Board / University	Month & Year of passing	Percentage of Marks Scored

**11.(A) Details of Additional Qualifications:**

Sr. No.	Qualification	Name of the Institution / Board / University	Month & Year of passing	Percentage of Marks Scored

**12. DETAILS OF EXPERIENCE IN CHRONOLOGICAL ORDER:**

**(IF REQUIRED, SEPARATE SHEET CAN BE ATTACHED IN THE SAME FORMAT)**

Sr. No.	Name & Address of the Organization	Designation / Post Held	From DD/MM/YY	To DD/MM/YY	Pay-Scale (IDA/CDA)	Last drawn Basic Pay	Gross Salary P.M	Brief Duties / Responsibilities <b>(Attach Latest CV clearly describing details of each job performed)</b>

**13. Do you hold Lien in any other organization : Yes / No**

If Yes.

a. Name & address of the Organization in which lien is held :

b. Date from which lien is held :

14. Are you on deputation : Yes / No

If Yes.

a. Date from which you have been on deputation :

b. Name & address of the organization in which you are on Deputation. :

15. Whether any Punishment to the applicant during the last 10 years. : Yes / No

If Yes- Details thereof :

16. Whether any action or inquiry is going on against the applicant : Yes / No  
as far as his knowledge goes.

If Yes – Details thereof :

I hereby declare that the particulars furnished above are true. I understand that my candidature will be cancelled if any information is found to be incorrect or false at any stage or me not satisfying the eligibility criteria according to the requirements prescribed in the vacancy notification / circular.

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

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

Signature of Candidate

Name: \_\_\_\_\_

**(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. There is no disciplinary/vigilance case contemplated or initiated against the officer.

Signature & Designation  
of the Competent Forwarding Authority  
with Telephone No. & Official Seal.

INDIAN PORT RAIL & ROPEWAY CORPORATION LIMITED

COMPANY PROFILE:

The Government of India had approved the formation of a Special Purpose Vehicle (SPV) as a public limited company under Companies Act, 2013 and named it as Indian Port Rail & Ropeway Corporation Limited (formerly known as Indian Port Rail Corporation Limited) to provide efficient rail evacuation systems to Major Ports and thereby enhance their handling capacity and efficiency. The Company would undertake projects involving last mile connectivity to Major Ports, modernization of evacuation infrastructure in Ports, operate and manage internal Port Railway system and raise financial resources for funding Port Related Connectivity Projects and to carry on the business of development, establishment, financing, construction, operation, maintenance and Management of Ropeway Projects and other modern transit system.

The company is under the administrative control of the Ministry of Ports, Shipping & Waterways, Government of India.

IPRCL is a Joint Venture Company between the 11 Major Ports (under the Ministry of Ports, Shipping & Waterways) and Rail Vikas Nigam Limited (RVNL) as equity shareholders. Established as public limited company under the Companies Act, 2013 on 10th July 2015 with Initial authorized capital of Rs. 500 crores and Initial Paid-up share capital: Rs.100 Crore.

The Company has registered Office at Delhi and Corporate Office at Mumbai.

GENERAL CONDITIONS:

- (i) All qualifications should be recognized by UGC/AICTE/AIU(GOI).
- (ii) Additional weightage may be given to candidates having additional relevant qualifications.
- (iii) IPRCL reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- (iv) Appointment shall be subject to Service and Conduct Rules of IPRCL.
- (v) Application should be duly forwarded through "Proper Channel" along with Certified copies of last 5 years APARs/ACRs. However, advance copy of application shall be considered. In case of difficulty in forwarding the application through "Proper Channel", Candidate has to attach a declaration that, if Shortlisted, No Objection Certificate (NOC) will be produced at the time of Interview.
- (vi) If the candidate is not in a position to forward the application through "Proper Channel" nor he / she may be able to produce NOC at the time of interview, then the applicant may send his / her application along with self-certified copies of last 5 years ACR/APARs and other requisite documents. However, in case of his / her selection to the post he / she has to be properly relieved from the parent organization for which he / she will have to compulsory obtain a Relieving Letter and submit the same in IPRCL while joining the Company failing which he / she will not be allowed to join the Company.
- (vii) ***Conditions mentioned above in Para. (v) & partly in Para (vi) regarding requirement of application through proper channel / NOC are not applicable for Candidates working in Private Sector.***
- (viii) IPRCL 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.



- (ix) 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 even at the time of Interview or after appointment, his/her services are liable to be terminated.
- (x) The candidate must satisfy himself about the fulfillment of eligibility criteria. In case he is found ineligible at the time of interview or after selection, then his / her candidature will be treated as cancelled automatically without any communication in this regard.
- (xi) Any request for change of address / change of Centre for group discussion and / or interview shall not be entertained.
- (xii) "The maximum age limit for internal candidates of IPRCL like employees on absorption/on deputation/on contract (appointed for 03 years and above in the IDA scale) and outsourced staff working on contract through Manpower Servicing Agency may be relaxed upto 40 years subject to fulfillment of all other eligibility criteria prescribed in the Vacancy Circular".
- (xiii) In case of 05 or more eligible candidates for each vacancy, IPRCL reserves the right to shortlist candidates for interview on the basis of their eligibility/experience in the relevant field in the ratio of **1:5**.
- (xiv) IPRCL has the right to increase or decrease the number of posts advertised or cancel entirely or partially the recruitment advertisement/ Vacancy Circular at any stage without assigning any reason and the decision of IPRCL shall be final in this regard.
- (xv) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.
- (xvi) Canvassing in any form will be a disqualification.
- (xvii) Communication shall be sent at the **Present Address** mentioned by the Candidate in the application form.
- (xviii) **Any changes /modifications in the advertisement and / or Vacancy Circular at a later date will be placed on website of IPRCL & IPA only. Candidates applying for the post are advised to visit the IPRCL & IPA website regularly for updates.**
- (xix) Self-Attested Photocopies of all certificates /testimonials are to be provided with the application form including: -
- a. Educational/ Professional Certificates (right from Class X to the latest)
  - b. Experience Certificates (including Appointment & Relieving letters of all previous employers)
  - c. Caste Certificate [in case of SC/ST and OBC (NCL)]
  - d. Copy of last drawn Salary, etc.
  - e. **Certified copies of last 5 years ACR/APARS:**
    - (i) Applicable to candidates working in Govt. / PSU/ JV Companies under Govt. control /Govt. Companies for last 6 yrs. or more.
    - (ii) In case applications are invited from candidates belonging to Private Sector, ACRs / APARS of last 5 years are not applicable.

**f. Copy of latest updated CV detailing the work performed.**

No certificate in original is required to be attached with the application. Ministry of Ports, Shipping & Waterways / Indian Ports Association/IPRCL shall not be responsible for misplacement of such certificates.

**(xx) Last date of submission of application and Reckoning of Age, Experience, Eligibility Criteria etc.**

The last date for receipt of application is 26.02.2024. Age, Experience, Eligibility criteria etc. shall be reckoned as on the last date of receiving of applications.

The application in prescribed format along with copies of requisite certificates / documents /enclosures and detailed CV may be sent in hard copy in due date only by POST/COURIER Super Scribing as “APPLICATION FOR THE POST OF \_\_\_\_\_” on the Left Top Side of the Envelope. Applications received after the due date, incomplete applications, applications not made in prescribed format and applications without enclosures of requisite documents as mentioned above shall be summarily rejected.

**Applications are to be addressed to:**

**General Manager (HR)  
Indian Port Rail & Ropeway Corporation Limited,  
4<sup>th</sup> Floor, Nirman Bhavan,  
Mumbai Port Trust Building,  
M.P Road, Mazgaon (E),  
Mumbai – 400010.**

