

## **Filling up the post of Chief Administrative Officer, (CAO) Indian Ports Association – Calling for Applications.**

The Indian Ports Association (IPA) invites application from eligible candidates from Major Ports, Central Government, State Government and PSUs for the post of **Chief Administrative Officer**(CAO) of Indian Ports Association in the pay scale of Rs. 80,000-390-2,20,000/- (Industrial DA pattern) on deputation basis initially for 3 years and extendable.

2. The Indian Ports Association is a societies registered under Society Registration Act 1860. IPA works as mutual benefit organization serving all major ports, Ministry of Ports, Shipping and Waterways and other stakeholders of ports and shipping sector, for improvement and modernization of maritime transport.
3. In addition to basic pay, as per the Pay Scale, DA and other allowances, as applicable to IPA, will also be paid. Other benefits like medical reimbursement, leave encashment, etc. will be in accordance with the extant rules. Unfurnished accommodation in lieu of HRA will be provided subject to recovery of rent as per rules, if such request is received from the selected candidate. The selected officer will be entitled to deputation allowance as per deputation rules.
4. Eligibility criteria for Port Officer
  - i) Officers of the Major Ports holding the pay scale of Rs. 60,000/- 3%-1,80,000/- or above
  - ii) Age less than 55 years as on **27.03.2023**
5. Eligibility criteria for Central govt. /State govt. officers
  - i) Officer holding equivalent post under level -11 with 02 years regular service or
  - ii) Officer holding equivalent post under level -10 with 06 years regular service.
  - iii) Must have 05 years experience in procurement and General Admin.
6. The Roles and Responsibilities of CAO are as
  - Ensure effective functioning of verticals 'Procurement & General Administration.
  - Maintain close formal and informal links with key officials of the Ministry of Ports, Shipping & Waterways, Major Ports and other stakeholders.
  - Oversee implementation of human resources policies, procedures and practices within IPA.
  - Coordinate holding of exhibitions, conferences, seminars, etc.
  - Coordinate holding of meeting of Governing Body and General Body meeting of the IPA.
  - Oversee procurement, work contracts, outsourcing contracts, etc.

- Carry out such other duties as are assigned by the Managing Director/Executive Director.
7. The application of Officers, fulfilling the above mentioned eligibility criteria, shall have to be forwarded through proper channel along with APARs for last five years(only attested photocopies) in the enclosed format alongwith Vigilance Clearance and Integrity Certificate on or before **27.03.2023** The application received after the last date shall not be considered.
  8. The application may be sent to the Managing Director, Indian Ports Association, 1<sup>st</sup> Floor, South Tower, NBCC Place, Bisham Pitahmah Marg, New Delhi-110003.

The selected officer shall not be allowed to withdraw his/her application.

**CV- PROFORMA**

1. Name of Post Applied for :
2. Name & Designation :
3. Name of Service and year of joining:
4. Date of Birth (in Christian era) :
5. Address :
6. Mobile no. & Email :
7. Qualifications :
8. Details of employment in chronological order.

No.	Office/ Institute/ Organisation	Post held	From	To	Scale of pay with Grade Pay	Pattern of DA	Nature of duty

9. Name of present employment i.e. ad-hoc or :  
temporary or quasi permanent or permanent
10. In case the present employment is held on deputation basis, please state:
  - (a) The date of initial appointment
  - (b) Period of appointment on deputation/Contract
  - (c) Name of the parent office/organization to which you belong.
11. Please state whether working under:
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organisation
  - (d) Government Undertakings
12. Your present Pay Scale ?/ Pay Level
13. Additional information, if any, which you :  
would like to mention in support of your  
suitability for the post. Enclose a separate sheet,  
if the space is insufficient.

Signature of the candidate with date

(Signature of the forwarding officer with office seal)

**Annexure-II**

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS/ CLEARANCE  
BEING SOUGHT**

[To be furnished and signed by the CVO or HOD]

1. Name of the Officer (in full) :
2. Father's Name :
3. Date of Birth :
4. Date of Retirement :
5. Date of Entry into Service :
6. Service to which the officer belongs including batch/year cadre-etc. wherever applicable :
7. Positions held (during the ten preceding years) :

<b>S.No</b>	<b>Organisation (Name in full)</b>	<b>Designation &amp; Place of posting</b>	<b>Administrative/nodal Ministry/Deppt. Concerned (in case of officers of PSUs etc.</b>	<b>From</b>	<b>To</b>
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i.

ii.

8. Whether the officer has been placed on the "Agreed List" or "List of Officers of Doubtful Integrity" [if yes details to be given] :
9. Whether any allegation of misconduct Involving vigilance angle was examined against the officer during the last 10 years and if so with what result (\*) :
10. Whether any punishment was awarded to the officer during the last 10 :

- years and if so
11. Is any disciplinary/criminal :  
proceedings or charge sheet  
pending against the officer  
as on date  
[if so, details to be  
furnished; including  
reference no. if any of the  
commission ]
- 12 Is any action contemplated :  
against the officer as on  
date [if so, details to be  
furnished ] (\*)

DATE

(NAME AND SIGNATURE)

(\*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.