



INDIAN PORTS ASSOCIATION

Advertisement No.: IPA/ED/2025

Date of Issue: 16th April, 2025

VACANCY CIRCULAR

Indian Ports Association invites application for the post of

EXECUTIVE DIRECTOR

- Pay Scale Rs. 1,60,000 - 2,90,000/- (Industrial Dearness Allowance Pattern)
- Mode of Recruitment Deputation basis
- Tenure 03 years (extendable by 02 more years as per organizational requirements)
- Last Date for Receipt of Application 16th May, 2025 (17:00 hrs)
- Number of Vacancies 01 (One)

ABOUT THE ORGANIZATION:

Indian Ports Association (IPA) is an apex body of Major Ports of India, established in 1966 under Societies Registration Act, functioning under the administrative control of Ministry of Ports, Shipping and Waterways. IPA facilitates the growth and development of ports through initiation of coherent and coordinated approach for port development and capacity enhancement, focusing on efficiency improvement through technology upgradation and port connectivity enhancement.

DETAILED JOB PROFILE:

The Executive Director (General) is a senior leadership position reporting directly to the Managing Director of IPA. The incumbent will be responsible for assisting the Managing Director in strategic planning, policy formulation, and day-to-day functioning of the organization. The position requires exercising administrative and financial control on all activities under direct supervision and overseeing the functioning of various operational and administrative verticals of IPA as assigned.

KEY RESPONSIBILITIES AND COMPETENCIES REQUIRED:

1. General Managerial Ability:

- Strategic planning and organizational development
- Policy formulation and implementation
- Performance monitoring and evaluation
- Crisis management and problem-solving capability
- Stakeholder relationship management

2. Human Resource Management:

- Workforce planning and talent management
- Performance management systems implementation
- Training and development initiatives
- Employee engagement and grievance redressal
- Implementation of government directives on HR matters

3. Financial Management:

- Budget preparation and expenditure control
- Financial analysis and reporting
- Resource allocation and optimization
- Compliance with financial regulations and procedures
- Audit coordination and statutory compliance

4. Development Planning:

- Formulation and implementation of long-term and short-term development plans
- Preparation of broad perspective plans for Indian Ports Association
- Monitoring of plan implementation and course correction
- Project conceptualization and management
- Performance benchmarking and best practices implementation

5. Coordination Abilities:

- Liaison with Central and State law enforcement agencies (Customs, Immigration, GST, etc.)
- Coordination with Central Ministries (MoPSW, Finance, Railway, Labour, Home, Defense, Personnel etc.)
- Engagement with Government of coastal States and UTs, State Maritime Boards
- International coordination with maritime organizations and foreign delegations
- Inter-departmental coordination for seamless operations

6. Port and Shipping Domain Knowledge:

- Understanding of port operations and management
- Knowledge of shipping industry trends and developments

- Familiarity with maritime laws and regulations
 - Expertise in port infrastructure development
 - Understanding of environmental and safety aspects of port operations
- 7. Event Management:**
- Organization of large-scale official events, conferences, and seminars
 - Management of international delegations and bilateral meetings
 - Coordination of industry meets and stakeholder consultations
 - Public relations and media management
 - Protocol management for VIP visits and official functions

ELIGIBILITY CRITERIA:

1. For Major Port Officers

a) Position and Experience:

Officers from Major Port Authorities holding analogous posts of Deputy Chairperson,

or

Officers in the level of HoDs of Major Port Authorities (GAD/ Finance/ Civil/ Mechanical/ Traffic/ Marine) in the scale of pay of Rs. 1,20,000 – 2,80,000/-,

or

Officers in the level of HoDs of Major Port Authorities (GAD/ Finance/ Civil/ Mechanical/ Traffic / Marine) in the scale of pay of Rs. 1,00,000 – 2,60,000/- with 3 years of service.

b) Age Limit:

Must not have attained the age of 57 years as on the date of publication of the advertisement on IPA website (i.e. 16.04.2025). .

2. For All India Services / Central Civil Service Group 'A' Officers

a) Service and Experience:

The officers belonging to All India Services / Central Civil Services Group 'A' officers who have put in not less than 9 years of service out of which at least 01 year must have been in Port and Shipping sector.

b) Age Limit:

Must not have attained the age of 57 years as on the date of publication of the advertisement on IPA website (i.e. 16.04.2025). .

REMUNERATION AND BENEFITS:

1. Pay and Allowances:

- Pay Scale: Rs. 1,60,000 – 2,90,000/- and allowances as per IDA Pattern.

- For All India Service/Central Services Group 'A' officers, pay fixation will be as per the directives of Ministry of Ports, Shipping and Waterways / Cadre Controlling Authority.

2. Additional Benefits:

- Medical benefits as per IPA medical policy.
- Official leased accommodation or HRA as per rules
- Telephone/Mobile reimbursement as per IPA rules
- Official vehicle facility as per entitlement
- Other benefits and facilities as may be decided by the Governing Body of IPA.

3. Tenure and Conditions of Service:

The initial appointment will be for a period of 3 years. This may be extended for an additional 2 years based on performance and organizational requirements. The final terms and conditions of Deputation will be decided by the Governing Body of IPA.

APPLICATION PROCEDURE:

1. Mode of Application:

- Application must be made in the prescribed format (Annexure I)
- Applications not in prescribed format will be summarily rejected

2. Submission Process:

- Applications must be submitted through proper channel.
- Advance copy of application may be sent directly to IPA, to save delay, through speed post to the following address, before the last date: -

Chief Administrative Officer
1st Floor, South Tower, NBCC Place,
Bhisham Pitamah Marg, Lodhi Rd,
New Delhi, Delhi 110003

- Applications forwarded through proper channel along with all the necessary documents only will be considered.

3. Required Documents:

- Duly filled application form (Annexure I)
- Self-attested copies of all educational qualifications
- Self-attested copies of all Experience certificates
- Service records and Annual Performance Appraisal Reports for the last 5 years (certified by an officer not below the rank of Dy. HOD of a Major Port or Under Secretary in Government of India).
- Vigilance clearance certificate in Prescribed format.
- Statement of major/minor penalties, if any, imposed during the last 10 years
- Cadre clearance/No Objection Certificate from present employer
- Two recent passport size photographs.

4. Important Dates:

- Last Date for Receipt of Applications: 16th May, 2025 (17:00 hrs).
- Tentative Date for Interview/Selection Process: June 2025 (exact dates will be communicated to shortlisted candidates)

HOW TO APPLY:

Application with all required enclosures, shall be sent through Speed/ Registered Post to:

Chief Administrative Officer
1st Floor, South Tower, NBCC Place,
Bhisham Pitamah Marg, Lodhi Rd,
New Delhi, Delhi 110003

Subject Line for Email Applications: "Application for the Post of Executive Director (General) - IPA/ED/2025/01"

GENERAL INSTRUCTIONS:

1. The crucial date for determining eligibility criteria, experience, and age limit shall be 16th May, 2025 (17:00 hrs).
2. IPA reserves the right to cancel/restrict/modify the recruitment process, if needed, without issuing any further notice or assigning any reason thereof.
3. Mere fulfilment of eligibility criteria will not confer any right to be called for interview. IPA reserves the right to shortlist candidates for interview.
4. Candidates are advised to visit IPA website regularly for updates regarding the recruitment process.
5. Any form of canvassing will lead to disqualification of candidature.
6. Any dispute with regard to this recruitment process will be subject to the courts/tribunals having jurisdiction over Delhi.

Chief Administrative Officer

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. Postal Address :
6. Mobile no. & Email :
7. Qualifications :
8. Details of employment in chronological order: -

No.	Office/ Institute/ Organisation	Post held	From	To	CTC	Nature of duty

9. Your present annual CTC :

10. 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

Enclosures

[To be furnished]

1. Date of Birth Proof :
2. Supporting Documents for Qualification :
3. Supporting Documents for Employment and
nature of work duly certified by the employer :
4. Emoluments Proof :
5. Any other relevant document. :

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

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) :-		
Sl No	Designation & Place of Posting	From	To
1			
2			
3			
4			
5			
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, the date of imposition and details of the penalty (*)		
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)(*)		
13	Whether the officer has submitted his annual: Immovable property return of the previous year as Required under Rule 18 of the CCS (conduct) Rules,1964 within the prescribed limit.		
14	Whether any complaint with Vigilance angle is pending against the officer.		

Date

Chief Vigilance Officer/HOD

(* If vigilance clearance had been obtained from the Ministry/CVC in the past, the information may be provided for the period thereafter.