



इंडियन पोर्ट रेल कॉर्पोरेशन लिमिटेड

भारत सरकार का उपक्रम

Indian Port Rail Corporation Ltd.  
(A Government of India Enterprise)  
CIN No: U60300DL2015GOI282703



Corporate Office: 4<sup>th</sup> Floor, Nirman Bhavan, Mumbai Port Trust Building,  
M. P. Road, Mazgaon (E), Mumbai - 400 010

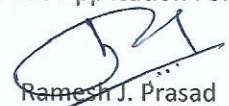
Ph.No. : 022 – 6656 6335; Fax No. : 022 – 6656 6336; Email id: hr.iprcl@gmail.com

**Vacancy Circular No. 72/2017**

**Dt : 04/10/2017**

Name of Organization	Indian Port Rail Corporation Ltd.
Name of Post	Assistant Manager (HR) / Manager (HR)
Department/ Service	Human Resource
Pay	E-2 20600-46500 / E-3 24900 – 50500 + other perks and allowances as admissible in IPRCL.
Number of post	One
Location	Mumbai
Whether the proposal/reference is being made for the first time	Yes
Age and Experience	For Manager: Below 42 years having at least 10 years in Govt/ PSU For Assistant Manager: Below 37 years having at least 7 years work experience in Govt./PSU
Terms of appointment	Permanent Absorption
Essential Qualification	MBA with specialization in HR / Two years Master's Degree in Personnel Management & Industrial Relations/Two years Master's Degree in Social Welfare/ Two years Master's Degree in Labour Studies/Two years Post Graduate Diploma in Personnel Management & Industrial Relations or Human Resource Management. The above Master's Degree / Diploma should be from recognized University.
Eligibility Criteria	For Manager: In IDA at E3 or in E2 for at least 3 years or in (CDA) PB-2+GP Rs. 4800/- For Assistant Manager: In IDA at E2 or in E1 for at least 4 years or Group B employees holding post in PB-2 + GP Rs.4600/-
Specific Requirement	Candidates should have adequate experience in HR department and exposure to HRD Systems, handling selection, promotion, seniority, creation of posts, recruitment, transfer, disciplinary cases, court cases, service matters, Pay & allowances, service matters, APAR/ACRs, DPE & DoPT guidelines, IR matters etc.

For Company Profile and General Conditions of Vacancy please refer attachment to the Application Format.

  
Ramesh J. Prasad  
Dy. General Manager (HR)



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Regd. Off. : 1<sup>st</sup> Floor, NBCC Place, Bhishma Pitamah Marg, Lodhi Road, New Delhi-110003

## ANNEXURE

### APPLICATION FORM FOR PUBLIC SECTOR EXECUTIVE [THROUGH PROPPER CHANEL]

(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: \_\_\_\_\_
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 vacancy: \_\_\_\_\_
7. Eligibility criteria:

	As per Job description	Possessed by the officer	Whether eligible or not
Educational/ Professional qualifications (Along with the name of the institution)			
Pay Scale			
Length of services in eligible pay scale			

#### 8 Positions held during the preceding ten year:-

Sr. No.	Designation and place of posting	Organisation	From	To	Pay Scale

8(a)Details of experience of relevant for the advertised post and job description. Out of 8 above.

Sr No..	Designation and place of posting	Organization	From	To	Pay scale	Nature of experience

*Note:* You may attach a write up, if you wish, not exceeding two pages in support of your candidature.

09. 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

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 mine not satisfying the eligible 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 scrutinized and found to be correct as per official records.

Signature & Designation  
Of the Competent Forwarding Authority  
With Telephone no. & office Seal.

Note:

- 1) It is requested that the concerned PSU/Ministry may send the application along with Vigilance clearance.
- 2) Copies of ACR/APRs of the candidate of the last five years may be sent along with application by the PSU/Ministry

## **INDIAN PORT RAIL 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 Corporation Limited (IPRCL) 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. The company is under the administrative control of the Ministry of Shipping, Government of India.

IPRCL is a Joint Venture Company between the 11 Major Ports (under the Ministry of Shipping) 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.
- iv. IPRCL reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- v. Appointment shall be subject to Service and Conduct Rules of IPRCL.
- vi. 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.
- vii. 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, a declaration has to be attached along with the application that he / she will not claim any benefits of past service in case of his / her selection to the post in IPRCL. However, Self-certified copies of APARs / ACRs for the last 5 years also required to be enclosed with application.
- 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 after appointment, his/her services are liable to be terminated.



- x. Any request for change of address / change of Centre for group discussion and / or interview shall not be entertained.
- xi. IPRCL has the right to reject any application/ candidature at any stage without assigning any reason and the decision of IPRCL shall be final.
- xii. IPRCL has the right to reject entirely or partially the selection/ advertisement at any stage without assigning any reason and the decision of IPRCL shall be final in this regard.
- xiii. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- xiv. Canvassing in any form will be a disqualification.
- xv. Communication shall be sent at the **Present Address** mentioned by the Candidate in the application form.
- xvi. Any changes /modifications in the advertisement published in newspapers at a later date will also be placed on website of IPA only. Candidates applying for the post are advised to visit the website regularly for updates.
- xvii. Self-Attested Photocopies of all certificates /testimonials are to be provided with the application form including: -  
 Educational/ Professional Certificates (right from Class Xth to the latest)  
 Experience Certificates (including Appointment & Relieving letters of all previous employers)  
 Caste Certificate (in case of SC/ST and OBC),  
 Certificate of Ex-Servicemen (in case)  
 Copy of last drawn Salary, etc.

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

- xviii. **Last date of submission of application and Reckoning of Age, Experience, Eligibility Criteria etc.**

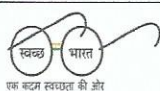
The last date for reckoning of Age, Experience, Eligibility criteria and receipt of application shall be 30 days from the date of publication of vacancy circular in Employment News newspaper.

Applications received after the due date, incomplete applications and applications not sent in prescribed format along with enclosures as mentioned above are liable to be rejected.

IPRCL reserves the right to shortlist candidates for interview.

**Applications are to be addressed to:**

**Managing Director, Indian Port Rail Corporation Limited, Corporate Office: 4<sup>th</sup> Floor, Nirman Bhavan, Mumbai Port Trust Building, M.P Road, Mazgaon (E) Mumbai – 400010.**



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