



इंडियन पोर्ट रेल एंड रोपवे कॉर्पोरेशन लिमिटेड  
(पूर्व नाम इंडियन पोर्ट रेल कॉर्पोरेशन लिमिटेड)  
(पोत परिवहन मंत्रालय, भारत सरकार के अधीन संयुक्त उद्यम)  
**Indian Port Rail & Ropeway Corporation Ltd.**  
(Formerly known as Indian Port Rail Corporation Ltd.)  
(A JV Company under Ministry of Shipping, Government of India)  
CIN No: U60300DL2015GOI282703



**VACANCY CIRCULAR NO. 14/2019**

Date: 07/10/2019

**COMPANY PROFILE**

The Government of India has formed a special purpose vehicle (SPV), Indian Port Rail & Ropeway Corporation Limited, as a public limited company under Companies Act, 2013 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 Railway 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 funded by 11 Major Ports and the Rail Vikas Nigam Limited (RVNL). Major Ports have contributed 90 percent of the equity with RVNL contributing the rest.

The SPV has been registered as a Company under the Companies Act, 2013 with an initial authorized capital of Rs. 500 crore and paid-up capital of Rs. 100 crore. It is also proposed to raise resources from multilateral funding agencies and other financial institutions to finance Port Connectivity Projects.

The Company is headquartered in Mumbai, with a registered office in New Delhi.

There is requirement for filling up the post of Director (Finance) of the corporation. The details are as follows:

Organization Name	: Indian Port Rail & Ropeway Corporation Limited
Title of Job	: Director (Finance)
Place of Posting	: Corporate Office, Mumbai
No. of Posts	: 01 (One)
Date	: 07.10.2019
Tenure	: 05 (Five) Years
Scale of Pay	: Rs. 65000 – 75000/- (Pre-Revised) revised to Rs. 160000-290000 plus applicable allowances and PRP (as per DPE guidelines)

## **JOB DESCRIPTION AND RESPONSIBILITIES**

- Overall in charge of finance and accounts of the organization
- Advise MD and Board of Directors on all important matters having financial bearing or implications on the affairs of the Company.
- Formulate policies relating to Finance and Accounts including long term operating and capital budget/plan
- Mobilize finances from the open market as and when necessary
- Assess the financial resources of the Company and consider ways for optimum deployment and utilization of financial resources
- Prepare annual accounts of the company
- Functional control, coordination and monitoring of finance and accounting functions of the project(s) and field works held by the company

## **ELIGIBILITY**

### **A. Age**

As on the Date of Advertisement: Not more than 57 years

Age of superannuation is 60 years.

### **B. Qualifications and Experience**

The applicant should be a qualified Chartered Accountant/ MBA (Finance)/ PGDBA (Finance) from a recognized University/ Institution. He should possess managerial experience at a senior level in corporate finance, risk management and accounts including project finance, raising of resources from domestic & international sources including Multilateral Agencies and alternate funds like IDFs etc., with minimum 25 years of service experience.

Preference will be given to candidates with experience in Project Appraisal and Project Finance i.e. raising long term funds from domestic and international sources.

### **C. Pay Scale/Turnover**

#### **1. Public Sector Executives**

Executives holding posts in the pay scale of:

- (i) Rs. 51300-73000/- (post 1.1.2007 scale) with Industrial DA
- (ii) Rs.18400-22400 with Central DA.(pre-revised)
- (iii) Rs.37400-67000 with Grade Pay of Rs.10,000/- Central DA (pre-revised 6<sup>th</sup> CPC) revised to matrix level – 14 under 7<sup>th</sup> CPC.

The minimum length of service required in the eligible scale will be 03 (three) years as on date of advertisement.



## 2. Government Officers

Provided that notwithstanding the qualifications and experience prescribed, officers of the level of Joint Secretary/Director in Govt. of India or on equivalent scale of pay, on the date of advertisement with adequate experience in the relevant field will be eligible for consideration on immediate absorption basis and or on deputation basis.

## 3. Private Sector Executives

In order to apply, Private Sector Executives must fulfill all the following criteria:

- (i) He should be working in a Company with annual turnover in excess of Rs. 1000 crores;
- (ii) He should be working in a Company listed on the Stock Exchange; and
- (iii) He should be of the level of Head of Department, reporting directly to a Director on the Board.

### **D. Nationality/ Citizenship**

Candidate must be a Citizen of India.

### **DURATION OF APPOINTMENT**

The appointment shall be for a period of 05 (five) years or up to the date of superannuation whichever is earlier.

### **SUBMISSION OF APPLICATIONS**

Prospective candidates from Public Sector Companies and Government officers shall submit their applications, through proper channel, in the format at **Annexure-I**. The applications for various categories of the officers are routed through proper channels follows:

- a) For Government Servants: through Cadre Controlling authority.
- b) For below Board level in PSE: through the concerned PSE.

Prospective candidates from Private Sector Companies shall submit their applications, through proper channel, in the format at **Annexure-II**.

### **CERTIFICATION BY CANDIDATE**

- a) Candidate has to submit his/her willingness for the post at the time of interview itself clearly stating that he/she will join the post, if selected. If any candidate does not initially give his/her willingness, he/she will not be interviewed.
- b) The selected candidate will have to join within one month of issue of letter of appointment.
- c) For currently employed Govt. /Public Sector/Autonomous bodies employees, have to produce "No Objection Certificate" from the current employer at the time of interview, failing which candidate will not be allowed to appear for interview.

## GENERAL CONDITIONS

- i. All qualification should be recognized by UGC/AICTE/AIU(GOI).
- ii. Additional weightage may be given to candidates having additional relevant or higher qualifications.
- iii. Candidates, who are presently employed in Private Sector Banks / NBFCs & other institutions, must spell out clearly that his/her designation and scale in his Present Organization is equivalent to or above of that mentioned herein above. These candidates, are required to submit a copy of the Organization Structure and Pay Scale of the present employment (duly signed by the candidate) to justify their eligibility for a particular post, in the absence of which the application shall not be considered.
- iv. Company 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 the company.
- vi. The company 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 dates will be summarily rejected.
- vii. 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.
- viii. Any request for change of address / change of centre for group discussion and / or interview shall not be entertained.
- ix. The company has the right to reject any application/ candidature at any stage without assigning any reason and the decision of company shall be final.
- x. The company has the right to reject entirely or partially the selection/advertisement at any stage without assigning any reason and the decision of company shall be final in this regard.
- xi. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.
- xii. Canvassing in any form will be a disqualification.
- xiii. Communication shall be sent at the **Present Address** mentioned by the Candidate in the application form.
- xiv. Any changes /modifications / Corrigendum / Addendum etc. in the advertisement will be placed on the website of IPA/IPRCL only. Candidates applying for the post are advised to visit the websites regularly for updates.
- xv. Self-Attested Photocopies of all certificates /testimonials are to be provided with the application form including:-
  - a. Educational/ Professional Certificates (right from class Xth 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. Certificate of Ex-Servicemen(in case)
  - e. Duly Certified Copies of Last 05 years APARs / ACRs.
  - f. Copy of last drawn Salary Slip.

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.

**Last date of receipt** of applications by post / courier in Indian Port Rail & Ropeway Corporation Limited is 30 days from publishing of Advertisement in Newspaper. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED.

Company reserves the right to shortlist candidates for interview.

**Applications are to be addressed to:**

Managing Director  
Indian Port Rail & Ropeway Corporation Limited  
4<sup>th</sup> Floor, Nirman Bhavan,  
M.P.Road, Mazgaon (East),  
Mumbai – 400010.

ALL CORRESPONDENCE WITH THE INDIAN PORT RAIL & ROPEWAY CORPORATION LIMITED SHOULD BE ADDRESSED TO MANAGING DIRECTOR ONLY.



**ANNEXURE I**  
**APPLICATION FORM FOR PUBLIC SECTOR**  
**EXECUTIVES [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: \_\_\_\_\_

3. Present Address: \_\_\_\_\_

4. Permanent Address: \_\_\_\_\_

5. Telephone No: Office \_\_\_\_\_, Residence \_\_\_\_\_ FAX No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_ E-Mail address \_\_\_\_\_

6. Date of Birth 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 Institutions)			
Pay Scale			
Length of service in eligible pay scale			

8. Positions held during the preceding ten years:-

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale

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

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

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

9. Do you hold lien in any other organization?

Yes/No

If yes:

- a) name of the organization in which the lien is held.
- b) the date from which the lien is held

Are you on deputation?

Yes/No

If yes:

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

### **DECLARATION**

I hereby declare that all the statements made in this application form are true, complete and correct to the best of the 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 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 been scrutinized and found to be correct as per official records.

Signature & Designation

of the Competent Forwarding  
Authority with Telephone no. & office  
Seal.



**ANNEXURE II**  
**APPLICATION FORM FOR PRIVATE SECTOR EXECUTIVES**

**(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 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 Institutions)			
Pay Scale			
Length of service in eligible pay scale			

8.Positions held during the preceding ten years:-

Sl No.	Designation and place of posting	Organization	From	To	Pay scale

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

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

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

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.
- (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.
- (iii) I am working at Board level position/ or reporting directly to a Director on the Board i.e. one level below Board level.
- (iv) The Company in which I am working is listed on the \_\_\_\_\_ stock exchange.  
(Name)

A proof of listing is enclosed at Encl. III.

### **Declaration**

I hereby declare that all the statements made in this application form are true, complete and correct to the best of the 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 eligible criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date:

Place

(Name and Signature of the applicant)

