



ADVERTISEMENT

INDIAN PORTS ASSOCIATION

RECRUITMENT OF ENTRY LEVEL CLASS I/II POSTS IN VARIOUS PORTS IN INDIA

Indian Ports Association (IPA) on behalf of Major Ports invites applications for recruitment in entry level posts (Class I & II) by direct recruitment.

Please note the Important Dates:

Details	Date
On line Registration/ payment of Intimation charges/ Application fees start date	1.3.2018
Online Registration / payment of Intimation charges/ Application fees Closing date	30.3.2018
Date for online Examination at Mumbai and other places.	April/May 2018

Candidates have to submit application by online mode through link provided on IPA's website only. No other means/mode of application will be accepted.

Vacancies in various port are mentioned below:

I. Vacancies in MbPT, Mumbai:

Sl. No.	Name of Post	No. of Posts	Scale of Pay. (Rs.)	Educational Qualifications.	Desirable Experience	Upper Age limit for Direct Recruitment (in yrs)
1.	Asst. Executive Engineer (Civil)	3 (1ST & 2 OBC)	20600-46500	Essential: Degree or Equivalent in Civil Engineering from a recognized University & Institutions	Desirable: Two years experience in executive cadre in planning / construction/design / maintenance preferably of port and marine structure in an Industrial/	30

Sl. No.	Name of Post	No. of Posts	Scale of Pay. (Rs.)	Educational Qualifications.	Desirable Experience	Upper Age limit for Direct Recruitment (in yrs)
					Commercial/ Govt undertaking	
2.	Assistant Executive Engineer (Mechanical / Electrical)	Asstt Executive Engineer (Electrical) 3 (1 SC, 1 ST & 1 OBC)	20600-46500	Essential: Degree or equivalent in Electrical /Electronic & Communications Engineering from a recognized university/Institution	Desirable: Two years experience in relevant discipline in executive cadre in an industrial/commercial/Govt. Undertaking.	30
3.	Asst. Executive Engineer (Telecom/ Electronics)	1 UR	20600-46500	Essential: Degree or equivalent in Electronic/Telecommunication/ Electrical Engineering from a recognized university/Institution	Desirable: i) Two years' Executive experience (ii) Post Graduate Degree/Diploma in Electronics/Telecommunication/ Electrical Engineering from a recognized University/Institution.	30
4.	Asst. Traffic Manager Gr.I	4 (3 UR, 1 OBC)	20600-46500	Essential : A Degree from a recognized university.	Desirable Two years executive experience in shipping/ cargo operations/ Railway transportation in an Industrial/ Commercial/ Govt Undertaking	30

Sl. No .	Name of Post	No. of Posts	Scale of Pay. (Rs.)	Educational Qualifications.	Desirable Experience	Upper Age limit for Direct Recruitment (in yrs)
5.	Accounts Officer Gr. I	4 (1 SC, 1 ST & 2 UR)	20600-46500	Essential: Member of Institution of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.	Desirable: 2 years experience in Executive Cadre in the field of Finance. Accounting in an Industrial/Commercial/Govt. undertaking.	30
6.	Asst. Secretary Gr.I	2 (1 SC & 1 UR)	20600-46500	Essential : Degree from a recognized university.	Desirable (i) Post Graduate degree/ diploma in Personnel Management/ Industrial Relations/ Social/ Work/ Labour Welfare or allied subjects or degree in Law from a recognized University/ Institution. (ii) Two years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc in an Industrial/ Commercial/ Govt Undertaking	30
7.	Law Officer Gr.I	1 UR	20600-46500	Essential: 1) Degree in law from a recognized University	Desirable: i) 2 years executive experience in a legal establishment of an industrial/	30

Sl. No .	Name of Post	No. of Posts	Scale of Pay. (Rs.)	Educational Qualifications.	Desirable Experience	Upper Age limit for Direct Recruitment (in yrs)
					commercial/ Govt. undertaking ii) P.G. Degree in Law from a recognized University	
8.	Asst. Estate Manager Gr.I	3 (1ST, 1 OBC & 1 UR)	20600-46500	Degree with a Post Graduate degree/diploma in Architecture/Town and Country Planning or degree in Civil Engineering from a recognized university/institution or Corporate membership of Institution of Surveyor (India).	i) A degree in Law from a recognized university. ii) Two years executive experience in Estate Management, Valuation of Land Records in an Industrial/Commercial/ Govt. Undertaking.	30
9.	Asstt. Materials Manager Gr.I	1 (UR)	20600-46500	Essential:- Degree or equivalent in Mechanical / Electrical Engineering from a recognized University.	Desirable:- (i) Post graduate degree /diploma in Materials Management from recognized university/ Institution. (ii) Two years' post qualification experience in Materials Management in in an Industrial/Commercial/ Government Undertaking	30

II. Vacancies in NMPT, New Mangalore

Sl. No.	Name of Post	No. of Posts	Scale of Pay. (Rs.)	Educational Qualifications.	Desirable Experience	Upper Age limit for Direct Recruitment (in yrs)
1.	Assistant Executive Engineer (Mechanical) (Class-I Post)	One (01) UR	20600-46500	Degree or equivalent in Mechanical Engineering from recognized University / Institution.	2 Years experience in relevant discipline in executive cadre in any industrial / commercial/ Govt. Undertaking	30

III. Vacancies in CoPT, Cochin

Sl. No.	Name of Post	No. of Posts	Scale of Pay. (Rs.)	Educational Qualifications	Desirable Experience	Upper Age limit for Direct Recruitment (in yrs)
1.	Assistant Executive Engineer (Civil)	6 (Six) (3 UR, 2 OBC, 1 SC)	20600-46500	Essential: Degree or equivalent in Civil Engineering. from a recognized University/ Institution.	Two years experience in executive cadre in Planning/ Construction / Design/ Maintenance preferably of Port and Marine Structures in an Industrial/ Commercial/ Govt. Undertaking	30

Sl. No.	Name of Post	No. of Posts	Scale of Pay. (Rs.)	Educational Qualifications	Desirable Experience	Upper Age limit for Direct Recruitment (in yrs)
2.	Assistant Executive Engineer (Mechanical)	1 (One) (UR)	20600-46500	<u>Essential:</u> Degree or equivalent in Mechanical Engineering from a recognized University/ Institution.	Two years experience in relevant discipline in executive cadre in an Industrial/ Commercial/ Govt. undertaking	30
3.	Assistant Executive Engineer (Electrical)	2 (two) (UR)	20600-46500	<u>Essential:</u> Degree or equivalent in Electrical Engineering from a recognized University/ Institution.	Two years experience in relevant discipline in executive cadre in an Industrial/ Commercial/ Govt. undertaking	30
4.	Assistant Secretary Gr. I	1 (One) (UR)	20600-46500	<u>Essential:</u> A Degree from a recognized university. <u>Desirable:</u> Post Graduate Degree/Diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare or allied subjects or Degree in Law from recognized University/ Institution	Two years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/ Commercial/ Govt. Undertaking.	30

IV. Vacancies in ChPT, Chennai

Sl. No.	Name of Post	No. of Posts	Scale of Pay. (Rs.)	Educational Qualifications	Desirable Experience	Upper Age limit for Direct Recruitment (in yrs)
1.	Asst. Executive Engineer (Electrical)	1 (UR)	20600-46500	Essential: Degree or equivalent in Electrical Engg. From a recognized university/Institution	Desirable: Two years experience in relevant discipline in executive cadre in an industrial/commercial/Govt. Undertaking	30
2.	Accounts Officer Gr. I	1 (UR)	20600-46500	Essential: Member of Institute of Chartered Accountants of India or of Institute of Cost & Works Accountants of India	Desirable: Two years experience in Executive cadre in the field of Finance, Accounting in an Industrial/Commercial/Govt. Undertaking.	30

Abbreviations stand for: **UR:** Un-reserved; **SC:** Scheduled Caste; **ST:** Scheduled Tribe; **OBC:** Other Backward Classes; **MBPT** – Mumbai Port Trust; **ChPT**- Chennai Port Trust; **CoPT** – Cochin Port Trust; **NMPT** – New Mangalore Port Trust;

Note 1: The Port wise and discipline wise number of posts as mentioned above are provisional/indicative. The IPA/Ports reserves the right not to select any candidate from any of the disciplines mentioned above. The discipline wise numbers indicated above may vary and /or can be interchanged at any stage of recruitment process. The reservation under various categories will be as per prevailing Government Guidelines at the time of finalization of result.

Note 2: Candidates can apply for more than one post subject to their eligibility. However, separate applications are required to be submitted for each post applied for, with separate fees/charges.

Note 3: Not more than one application should be submitted by any candidate for one discipline **within the port**. In case of multiple Applications **for same discipline within the same port** only the latest valid (completed) application will be retained and the application fee/ Intimation charges paid for the other multiple registration(s) will stand forfeited.

Note 4: Qualifications mentioned above should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes duly approved by AICTE.

The candidate must possess valid Mark-sheet / Degree/Diploma /Certificate /Membership of the necessary qualification and Experience as on 1.2.2018.

Note 5: Reservation as per Government of India guidelines at the time of finalization of results.

Note 6: Most of the jobs may demand outdoor work requiring considerable physical efforts & technical skills.

Note 7: Persons with Disability (PWD), only OH (Orthopedically Handicapped) category, can apply for the posts of Class I as these posts are identified for OH category.

Guidelines for Persons with Disabilities using a Scribe

Those candidates who are affected by loco-motor impairment and whose writing speed is affected can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe may be from any academic stream.(for generalist discipline)
- **The scribe should be from an academic stream different from that stipulated for the post (for specialist discipline).**
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- The same scribe cannot be used by more than one candidate. In addition, the scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the

services of a scribe in the examination should invariably carefully indicate the same in the application form. Any subsequent request may not be favorably entertained.

- Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature

V. Nationality

A candidate applying for recruitment in the concerned port trust must be either-

(a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or (e) a person of Indian origin who has migrated from Pakistan, Burma (Myanmar), Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

VI. Emoluments & Benefits

Basic pay of Rs.20600/- in the scale of Rs.20600-46500 and other admissible allowances as applicable. Total emoluments will be approximately Rs.55000/- per month plus HRA @ 30% of Basic Pay (if not residing in concerned Port Trust quarters)

VII. Minimum/Maximum Age [To be reckoned as on 1.2.2018]

i) Upper Age limit: not more than 30 years

Candidate must have been Born not earlier than 2.2.1988 and not later than 1.2.2000 (both days inclusive).

Relaxation in upper age limit shall be as follows:

Sr.No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non creamy layer)	3 years
3	Persons with Disability	10 years

Note

- i. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification at the time of interview and /or at the time of any stage of recruitment process as may be required by concerned port.
- ii. If any SC, ST, or OBC category candidate applies for a post under UR, then he is not eligible for relaxation in age.
- iii. As per Regulation of port employees (RSP) Regulations, there is no age limit in case of existing port trust employees.

VIII. Intimation Charges/Application Fee (Non-Refundable):

Candidates are required to pay intimation charges/Application fees on-line from **01.03.2018 to 30.03.2018** (both dates inclusive) by following the instructions for online payment.

SC/ ST candidates	Rs. 100/- (Intimation Charges Only) + GST@ 18%
All candidates other than SC/ ST staff and PWD candidates	Rs. 500/- (Application fee including intimation charges) + GST@ 18%

Note1: Additional transaction charge, if applicable, is to be borne by the candidate.

Note2: If any SC, ST category candidate applies for a post as UR, then he is not eligible for relaxation in fee.

Note3: Fee/ Intimation charges once paid will NOT be refunded on any account nor can it be held reserve for any other examination or selection.

VI. Special Instructions for SC/ST/OBC

- a) Caste Certificate in respect of SC/ST/OBC candidates is to be obtained from the following Authorities:
 - (i) District Magistrate / Additional District Magistrate /Collector/Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar.
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
 - (v) In so far as the Scheduled Tribes communities of Tamil Nadu is concerned, the Certificate given by the Revenue Divisional Officer instead of Tehsildar would only be accepted.

Note: Caste validity certificate in original, from the appropriate authorities of the state/union territory from which the caste certificate was issued along with self attested Photostat copy is to be submitted at the time of interview.

b) Candidates seeking reservation as OBC are required to submit a certificate regarding his/her “OBC Status & Non-Creamy Layer Status” issued by an authority mentioned in DOPT OM No. 36012/22/93-Estt.(SCT) dated 15/11/1993 {As amended from time to time}. Such candidates should also submit a declaration in addition to certificate issued by the Competent Authority in the following format: “I, _____ son/daughter of Shri _____ resident of Village/town/city _____ District _____ State _____ hereby declare that I belong to the _____ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per rules contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 08/09/1993” {As amended from time to time}. Certificate should contain the “Non Creamy Layer Clause” based on the Income for the financial ending on 31/03/2015.

c) SC/ST candidates called for INTERVIEW are entitled to sleeper class to & fro railway fare/bus fare by shortest route, from their place of residence, on production of evidence of travel (Rail/bus ticket/receipt etc.)

d) Please refer to Annexure for the prescribed formats of (SC, ST, OBC) certificates to be submitted at the time of interview etc.

VII. Selection Procedure:

The candidates have to appear for an online test as mentioned in Para VIII of the advertisement. The shortlisted candidates from online test may be called for interview. The selection will be made on the basis of overall performance in Online Examination and Interview.

The selection of shortlisted candidates for all posts will be subject to verification of required documents as indicated in this advertisement, in original. Non submission of requisite documents by the candidate during this process will disqualify his candidature from further participation in the recruitment process. Further, in case it is found during verification that requisite documents do not meet the prescribed criteria, his candidature will not be considered any further in the recruitment process.

VIII. Structure of On-line examination:

(i) For the posts of Asstt. Executive Engineer (Civil), Asstt. Executive Engineer (Mechanical/Electrical), Asstt. Executive Engineer(Telecom/Electronics), Accounts Officer Gr.I, Law Officer Gr.I, Asstt. Estate Manager Gr I , Asstt. Materials Manager Gr.I.

Sr. No	Name of Tests (Objective type)	Maximum Marks	No. of Questions	Total Time allowed
1.	Technical questions	120	60	2 hours
2.	Test of Reasoning & General Awareness	30	30	
3.	Quantitative Aptitude	25	25	
4.	English Language	25	25	
	Total	200	140	

(ii) For the post of Asstt. Traffic Manager Gr I & Asstt. Secretary Gr.I :

Sr. No.	Name of Tests (Objective type)	Maximum Marks	No. of Questions	Total Time allowed
1.	Test of Reasoning	50	50	2 hours
2.	Test of Quantitative Aptitude	50	50	
3.	English Language	50	50	
4.	Test of General Awareness	50	50	
	Total	200	200	

Note: Medium of the online test will be English.

Cut off Score: Cutoff score shall be applied in two stages:

- (i) On scores in individual tests.
- (ii) On Total Score.

Each candidate will be required to obtain a minimum score of 35% marks in each section of the online test separately for being considered for short listing. **However, IPA may relax the minimum score if adequate number does not qualify.**

Indian Ports Association reserves the right to restrict the number of candidates for shortlisting.

Indian Ports Association reserves the right to modify the structure of the online test.

Test Centre for Online Test:

Sl. No.	State	City Name
1	Andhra Pradesh	Kakinada
2	Andhra Pradesh	Vijayawada
3	Andhra Pradesh	Vishakhapatnam
4	Delhi NCR	Delhi- NCR
5	Gujarat	Ahemdabad

6	Gujarat	Gandhinagar
7	Karnataka	Mangalore
8	Kerala	Kochi
9	Kerala	Thiruvananthapuram
10	Kerala	Thrissur
11	Kerala	Kannur
12	Maharashtra	Mumbai/Thane/Navi Mumbai
13	Odisha	Bhubaneswar
14	Tamilnadu	Chennai
15	Telangana	Hyderabad
16	Uttar Pradesh	Noida/Greater Noida
17	West Bengal	Greater Kolkata

Examination Centers:

- The examination will be conducted online in venues given in the respective admit cards.
- No request for change of post/centre/venue/date/session for Examination shall be entertained.
- Indian Ports Association, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- Indian Ports Association also reserves the right to allot the candidate to any other centre.
- Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Indian Ports Association will not be responsible for any injury or losses etc. of any nature.

Note: If the number of candidates is more than the capacity available for online exam for a centre, Indian Ports Association reserves the right to allot any other centre to the candidate.

Dates of online examination: The online examination will be held tentatively in the month of April/May 2018.

Examination may be held on a common date for all or different dates for different ports/posts

Candidates will not be permitted to appear for the online examination without the following documents:

- (1) Valid Admit Card for the respective date and session of Examination

- (2) Photo-identity proof (as specified) in original bearing exactly the same name and other information as it appears on the Admit Card/ application form and
- (3) Photocopy of the above photo-identity proof (as detailed below*)

***IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, the Admit Card along with the original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized college/ university/ Aadhar/E-Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph should be submitted to the invigilator and the original shall be produced for verification. The candidate's identity will be verified with respect to his/her details on the Admit Card, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration card and Learner's Driving License are not valid ID proofs.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination Admit Card as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. **Candidates must note that the name as appearing on the Admit Card (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. In case of candidates who have changed their name, will be allowed only if they produce original Gazette Notification/their original marriage certificate/Affidavit in original. If there is any mismatch between the name indicated in the Admit Card and Photo Identity Proof the candidate will not be allowed to appear for the examination.**

CANDIDATES REPORTING LATE i.e. **after the reporting time specified on the call letter for Examination will not be permitted to take the examination.** The reporting time mentioned on the Admit Card is prior to the start time of the test. Though the duration of the examination is 2 hours (120 minutes), candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc.

Interview :

Candidates who have been shortlisted in the online examination will subsequently be called for an interview. The address of the venue, time and date of interview will be informed to the shortlisted candidates in the call letter.

Please note that any request regarding change in date/venue/time etc. of interview will not be entertained. However, Indian Ports Association reserves the right to hold supplementary process on particular date/venue/time etc. at its discretion, under unforeseen circumstances, if any.

IX. HOW TO APPLY

Candidates meeting the eligibility criteria and requisite essential qualifications may apply online through the link available on IPA website **www.ipa.nic.in**

Responsibility of receiving, downloading and printing of Admit Card for online test / Call letter for Interview shall be that of the candidates.

IPA will not be responsible for any loss of E-mail sent, due to invalid/wrong E-mail ID provided by the candidate **or** delivery of e-mails to Spam/ Bulk mail folder etc.

Detailed Guidelines/Procedures for:

- A. Application Registration
- B. Payment of Fees
- C. Photograph & Signature Scan and Upload

Candidates can apply online only from 1.3.2018 to 30.03.2018 and no other mode of application will be accepted.

Note: The candidates are advised to satisfy themselves before they apply, that they fulfill requirement as to age, qualifications (**final result for the qualification must have been published on or before 1.2.2018**), experience and physical requirements and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing in the ONLINE EXAMINATION & INTERVIEW will not automatically confer any right of being selected for the said post.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- (ii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. All official communication will be sent to the registered e-mail id of the candidate. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- (ii) **Educational Qualification, percentage of marks, year of Passing and Name of Institute/University.**
- (iii) **Date of Birth (as mentioned in High School or Class X Equivalent Board Examinations) or (School Leaving Certificate)**

- (iv) **Experience Certificate wherever required as per essential/desirable qualification.**

A. Application Registration

1. Candidates to visit to Indian Ports' Association website – www.ipa.nic.in , click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the Application Form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. All the information given by the candidate in the application is treated as final and no correction is allowed after the final submission. Candidates are advised to carefully fill and verify the details in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate and his /her Father/ Husband etc. should be spelt correctly in the application and should be the same as it appears in the Certificates/ Mark sheets as well as on the photo id. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. Payment of Fees/Charges (Online Mode Only)

- 1 The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- 2 The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/Mobile Wallets.
- 3 After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
- 4 On successful completion of the transaction, **an e-receipt** will be generated.
- 5 Non-generation of 'E-receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- 6 Candidates are required **to take a printout of the e-receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- 7 For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- 8 To ensure the security of your data, please close the browser window once your transaction is completed.
- 9 There is facility to print application form containing fee details after payment of fees.

C. Guidelines for Photograph & Signature Scan and Upload

- IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.
- CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.
 - Candidate should ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

PHOTOGRAPH IMAGE

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background. Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".

- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

SIGNATURE IMAGE

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The Signature will be used to put on the call letter and wherever necessary.
- The Applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.
- Ensure that the size of the scanned image is not more than 20KB.
- Candidates should ensure that the signature uploaded is clearly visible.

SCANNING THE PHOTOGRAPH & SIGNATURE

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01 .jpg or image01 .jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point "C" above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button

NOTE: Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The Indian Ports Association will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.

An online application which is incomplete in any respect such as without proper size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam. The Indian Ports Association does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason .Please note that the above procedure is the only valid procedure for applying. No other mode of application would be accepted. Incomplete applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/ she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

Download of Admit Cards

Candidates will have to visit our website www.ipa.nic.in for downloading admit card for online test. Intimation for downloading admit card will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for admit card download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the admit card. Candidate needs to affix recent recognizable photograph on the admit card preferably the same as provided during registration and appear at the examination centre with (i) Admit Card (ii) Photo Identity Proof in original as stipulated earlier under Identity Verification and also specified in the admit card and (iii) a photocopy of the same Photo Identity Proof as brought in original.

Action against candidates found guilty of misconduct

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of online examination, Interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

i) Using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or (iv) resorting to any irregular or improper means in connection with his/her candidature or (v) obtaining support for his/her candidature by any unfair means or (vi) carrying mobile phones or similar electronic devices of communication in the examination / interview hall, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- a) To be disqualified from the examination for which he/she is a candidate.
- b) To be debarred, either permanently or for a specified period, from any examination conducted by The Indian Ports Association/concerned port trust.
- c) For termination of service, if he/she has already joined the Port Trust

XI. General Information

1. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW

The following documents in original and self attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. **Non submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.**

- (i) Interview Call Letter
- (ii) Valid system generated printout of the online application form registered for the online examination and e-receipt.
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identify Proof as indicated in ***IDENTITY VERIFICATION** of the advertisement
- (v) Mark-sheets & certificates of educational qualifications and relevant eligibility documents as indicated against relevant posts.
- (vi) Caste Certificate, along with caste validity certificate, issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates. Prescribed formats are attached herewith.

In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil posts & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of online registration as given in point no. VI(b). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.

- (vii) Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a “No Objection certificate” from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- (viii) Experience certificates, as applicable.
- (ix) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. Of India
- (x) Any other relevant documents in support of eligibility.

Note: Candidate will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above

2. Merely applying for the post and being shortlisted in the online examination and/ or in the subsequent interview and/ or any stage of recruitment process does not imply that a candidate will necessarily be offered employment in the Port. No request for considering the candidature under any category / post other than the one in which applied will be entertained.
3. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centres or conducting another examination if considered necessary. Decision of the Indian Ports Association in this regard shall be final. Candidates not willing to accept such change shall lose their candidature for this exam.
4. Decision of the concerned ports/IPA in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained in this behalf.
5. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
6. The responses (answers) of individual candidates will be analyzed & compared with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, the Indian Ports Association reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
7. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in Port Trust/IPA recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
8. While applying on-line for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. **In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, 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.**

9. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website jam.

10. Indian Ports Association does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason whatsoever.

12. Applicants are advised to register online themselves and to keep their e-mail id alive during the recruitment exercise. The candidates should give their mobile number in the application form for SMS service from the Indian Ports Association.

13. The selection of the candidates will be on the basis of Online Test & Interview as applicable. The Indian Ports Association reserves the right to hold any other test wherever deemed necessary as well as the right to add, delete or allot any centre at its discretion.

14. Admission to Online Test will be purely provisional without verification of age / qualification / category (SC/ST/OBC) etc. of the Candidates with reference to documents.

15. Documents relating to Age/Qualification/Category/ Membership etc. will have to be submitted at the time of Interview by the candidates called for Interview. **Caste certificate accompanied with caste validity certificate** must be submitted by candidates seeking reservation as SC/ST/OBC in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the village/town the candidate is originally a resident of.

16. At any stage if falsification of caste certificate is noticed, the candidature will stand cancelled automatically.

17. Candidates serving in Government / Quasi Government Offices, Public Sector undertakings will be required to submit "No Objection Certificate" from their employer at the time of Interview/certificate scrutiny, failing which their candidature may not be considered and travelling expenses, if any otherwise admissible, will not be paid. Candidates who are selected are required to submit discharge letter / relieving letter from their employer (Govt/Public sector / Private) at the time of joining concerned port trust, WITHOUT WHICH THEY WILL NOT BE ALLOWED TO JOIN.

18. The candidates will have to appear for the tests at their own cost.

19. Appointment of selected candidates is subject to their being found medically fit as per the requirements of the concerned Port Trust. Such appointment will also be subject to the service and conduct rules of the concerned Port Trust.

20. Decisions of the Indian Ports Association in all matters regarding eligibility, conduct of online examination, other tests, interview and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Indian Ports Association in this regard.

21. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in responses thereto can be instituted only in Mumbai. Courts/ Tribunals/Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

22. Selected candidates will be governed by the terms and conditions of the Service Regulations of the concerned Port Trust in force.

23. Use of Mobile Phones, calculator or any such devices is strictly prohibited inside the examination hall. Candidates, before entering examination premises, are likely to be frisked to ensure compliance.

Mobile phones or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

Candidates are advised in their own interest not to bring any of the banned item including mobile phones to the venue of the examination, as no arrangement for safekeeping will be available.

24. Candidate's admission to the test/Interview is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his candidature has been finally cleared by the concerned port trust.

25. The IPA reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.

26. Appointment of selected candidates will be subject to their passing the Medical Examination of concerned port as per its rules.

IN CASE OF ANY DISCREPANCIES, THE DETAILED ADVERTISEMENT PUBLISHED IN THE VACANCY SECTION OF OUR WEBSITE www.ipa.nic.in SHALL BE FINAL. CANDIDATES ARE ADVISED TO VISIT THE VACANCY SECTION OF OUR WEBSITE FOR DETAILED ADVERTISEMENT, TO APPLY ONLINE AND FOR FURTHER UPDATES ON THE RECRUITMENT EXERCISE.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

**Chief Administrative Officer
General Administration Department
Indian Ports Association**

**FORM OF CERTIFICATE TO BE PRODUCED BY A
CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE
IN SUPPORT OF HIS / HER CLAIM**

1. This is to certify that Sri / Smt /
Kum* _____ son / daughter*
of _____ of village / town*
_____ in District / Division* _____ of
the State / Union Territory* _____ belongs to the
_____ Caste/Tribe* which is recognized as a Scheduled Caste/
Scheduled Tribe* under:

- * The Constitution (Scheduled Castes) Order, 1950 ;
- * The Constitution (Scheduled Tribes) Order, 1950 ;
- * The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
- * The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976]:

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- * The Constitution (Pondicherry) Scheduled Castes Order 1964;
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970;
- * The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
- * The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- * The Constitution (ST) Orders (Second Amendment) Act, 1991 ;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1996.

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons, who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari*

_____ Father /Mother* of Sri / Smt /
 Kumari* _____ -
 _____ of village /
 _____ town _____ in
 District/Division* _____ of the State/Union
 Territory* _____ who belong to
 the _____ Caste / Tribe* which is recognized as a Scheduled
 Caste/Scheduled Tribe* in the State/Union Territory* issued by the
 _____ [Name of the authority] vide their order
 No. _____
 _____ dated _____.

3. Shri/Smt/Kumari* _____ and/or*
 his/her* family ordinarily reside(s) in village/town* _____
 of _____ District / Division* of the State / Union Territory* of

Signature

Designation

Place: _____ [With seal of
 Office]
 Date : _____ State/Union Territory

Note : The term "Ordinarily resides" used here will have the same meaning as
 in Section 20 of the Representation of the Peoples
 Act, 1950.

 ----- * Please delete the words which are not
 applicable.

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates :

1. District Magistrate / Additional District Magistrate / Collector / Deputy
 Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class
 Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst.
 Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate /
 presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his
 family normally resides.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD
CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF
INDIA

This is to certify that Shri/ Smt./ Kumari
.....son/daughter of
..... of village/ town
.....

In District/ Division in the State / Union Territory
.....belongs to the
..... community which is recognized as
a backward class under the Government of India, Ministry of Social Justice
and Empowerment's Resolution

No. dated*. Shri/ Smt./ Kumari
..... And/or his/her family ordinarily reside (s) in the
..... District/ Division of the
..... State/Union Territory. This is also to certify
that he/she does not belong to the
persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to
the Government of India, Department of Personal & Training O. M. No.
36012/22/93 – Estt.(SCT) dated 08.09.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of
Resolution of Government of India, in which the caste of the candidate is
mentioned as OBC.

** - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in
Section 20 of the Representation of the people Act, 1950.