



# INDIAN PORTS ASSOCIATION

Advertisement No.: IPA/PHRD/2025

Date of Issue: 27 August, 2025

## VACANCY CIRCULAR

*Indian Ports Association invites application for the following positions*

Designation	Scale of Pay	No of Position
Deputy General Manager (HR)	Rs. 80,000-2,20,000/- (Industrial Dearness Allowance Pattern)	01
Sr. Manager (HR)	Rs. 60,000-1,80,000/- (Industrial Dearness Allowance Pattern)	01
Manager (HR)	Rs. 50,000-1,60,000/- (Industrial Dearness Allowance Pattern)	01
Assistant Manager (HR)	Rs. 40,000-1,40,000/- (Industrial Dearness Allowance Pattern)	02
Assistant Manager (Data Analytics)	Rs. 40,000-1,40,000/- (Industrial Dearness Allowance Pattern)	01
Secretary (Major Ports Sports Control Board)	Rs. 40,000-1,40,000/- (Industrial Dearness Allowance Pattern)	01
Mode of Recruitment	Deputation basis	
Tenure	03 years (extendable as per organizational requirements)	
Last Date for Receipt of Application	September 30, 2025 (17:00 hrs)	

Indian Ports Association (IPA) is an apex body of Major Ports of India, established in 1966 under Societies Registration Act, functioning besides the 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.

## ELIGIBILITY CRITERIA:

Designation	Eligibility Criteria
Deputy General Manager (HR)	<p><b><u>For Officers of Major Port Authorities: -</u></b>  Deputation from officers of Major Port Authorities holding analogous posts  Or  from officers having atleast 01 year of Regular Service in the Grade having scale of pay of Rs. 60,000-1,80,000/- in General Administration Department/HR Department.</p> <p><b><u>For Deputation from CPSE &amp; Organisations under MoSPW:-.</u></b>  Deputation from officers of CPSEs holding analogous posts  Or  from officers having atleast 01 year of Regular Service in the Grade having scale of pay of Rs. 70,000-2,00,000/- in General Administration Department/HR Department.</p> <p><b><u>From Officers of Central Government/State Governments/Autonomous Bodies following CDA pay Scale: -</u></b>  Deputation from officers of Central Government/ State Government/ Autonomous Bodies in the scale of pay of LEVEL – 11 (Rs. ₹67,700 to ₹2,08,700) with atleast 03 years' experience in establishment matters.</p>
Sr. Manager (HR)	<p><b><u>For Officers of Major Ports Authorities: -</u></b>  Deputation from officers of Major Port Authorities holding analogous posts  Or  from officers having atleast 02 year of Regular Service in the Grade having scale of pay of Rs. 50,000-1,60,000/- (Pre-Revised 10750-16750/-) in General Administration Department/HR Department  Or  from officers having atleast 07 year of Regular Service in the Grade having scale of pay of Rs. 50,000-1,60,000/-(Pre-Revised 10750-16750/-) and Rs. 50,000-1,60,000/- (Pre-Revised 9100-15100/-) either taken together or separately in General Administration Department/HR Department.</p> <p><b><u>For Deputation from CPSE &amp; Organisations under MoSPW:-.</u></b>  Deputation from officers of CPSEs holding analogous posts  Or  from officers having atleast 07 year of Regular Service in the Grade having scale of pay of Rs. 50,000-1,60,000/- in General Administration Department/HR Department.</p> <p><b><u>From Officers of Central Government/State Governments/Autonomous Bodies following CDA pay Scale: -</u></b>  Deputation from officers of Central Government/ State Government/ Autonomous Bodies in the scale of pay of LEVEL – 10 (Rs. ₹56,100 to ₹1,77,500) with atleast 03 years' experience in establishment matters.</p>
Manager (HR)	<p><b><u>For Officers of Major Ports Authorities: -</u></b>  Deputation from officers of Major Port Authorities holding analogous posts  Or  from officers having atleast 02 year of Regular Service in the Grade having scale of pay of Rs. 40,000-1,60,000/- in General, Administration Department/HR Department failing.</p>

	<p><b><u>For Deputation from CPSE &amp; Organisations under MoSPW:-.</u></b> Deputation from officers of CPSEs holding analogous posts Or from officers having atleast 02 year of Regular Service in the Grade having scale of pay of Rs. 40,000-1,60,000/- in General Administration Department/HR Department.</p> <p><b><u>From Officers of Central Government/State Governments/Autonomous Bodies following CDA pay Scale: -</u></b>  Deputation from officers of Central Government/ State Government/ Autonomous Bodies in the scale of pay of LEVEL – 8 (47600 - Rs. 1, 51,100) with atleast 03 years' experience in establishment matters.</p>
Assistant Manager (HR)	<p><b><u>For Officers of Major Ports Authorities: -</u></b> Deputation from officers of Major Port Authorities holding analogous posts Or From employees having atleast 02 year of Regular Service in the Grade having Class-III scale of pay of Rs.51500-128400/- in General Administration Department/HR Department.</p> <p><b><u>For Deputation from CPSE &amp; Organisations under MoSPW:-.</u></b> Deputation from officers of CPSEs holding analogous posts Or officers having atleast 02 year of Regular Service in the Grade having scale of pay of Rs. 30,000-1,30,000/- in General Administration Department/HR Department.</p> <p><b><u>From Officers of Central Government/State Governments/Autonomous Bodies following CDA pay Scale: -</u></b> Deputation from officers of Central Government/ State Government/ Autonomous Bodies in the scale of pay of LEVEL – 8 (47600 - Rs. 1,51,100).</p>
Assistant Manager (Data Analytics)	<p><b><u>For Officers of Major Ports Authorities: -</u></b> Deputation from officers of Major Port Authorities holding analogous posts Or From employees having atleast 02 year of Regular Service in the Grade having Class-III scale of pay of Rs.51500-128400/- in General Administration Department/HR Department.</p> <p><b><u>For Deputation from CPSE &amp; Organisations under MoSPW:-.</u></b> Deputation from officers of CPSEs holding analogous posts Or officers having atleast 02 year of Regular Service in the Grade having scale of pay of Rs. 30,000-1,30,000/- in General Administration Department/HR Department.</p> <p><b><u>From Officers of Central Government/State Governments/Autonomous Bodies following CDA pay Scale: -</u></b> Deputation from officers of Central Government/ State Government/ Autonomous Bodies in the scale of pay of LEVEL – 8 (47600 - Rs. 1, 51,100).</p> <p style="text-align: center;"><b>&amp;</b></p>

	<p>must possess the following Educational Qualifications: -</p> <p><i>Degree in Computer Application/Engineering/IT from a recognized University/Institution.</i></p> <p style="text-align: center;"><i>Or</i></p> <p><i>Degree in Mathematics/Statistics from a recognized University/Institution</i></p>
Secretary (Major Ports Sports Control Board)	<p><b><u>For Officers of Major Ports Authorities: -</u></b>  Deputation from officers of Major Port Authorities holding analogous posts  Or  From employees having atleast 02 year of Regular Service in the Grade having Class-III scale of pay of Rs.51500-128400/- in General Administration Department/HR Department.</p> <p><b><u>For Deputation from CPSE &amp; Organisations under MoSPW:-.</u></b>  Deputation from officers of CPSEs holding analogous posts  Or  officers having atleast 02 year of Regular Service in the Grade having scale of pay of Rs. 30,000-1,30,000/- in General Administration Department/HR Department.</p> <p><b><u>From Officers of Central Government/State Governments/Autonomous Bodies following CDA pay Scale: -</u></b>  Deputation from officers of Central Government/ State Government/ Autonomous Bodies in the scale of pay of LEVEL – 8 (47600 - Rs. 1, 51,100).</p> <p style="text-align: center;"><b>&amp;</b></p> <p>must possess the following Educational Qualifications: -</p> <p><b><u>Essential: -</u></b></p> <p>(a) Degree from a recognized University/Institution.</p> <p>(b) Diploma or equivalent in Sports Coaching from SAI/ NS-NIS or from any other recognized Indian University/Foreign University.</p> <p><b><u>Desirable: -</u></b></p> <p>Participated in Sporting events of National &amp; International importance as specified in the DoPT OM No. 6/2/2004-Estt(Pay-I) Dated 18.03.2008.</p>

## REMUNERATION AND BENEFITS:

### 1. Pay and Allowances:

- **Pay Scale:** Pay scale of the post advertised and allowances as per IDA Pattern or parent pay scale along with Deputation allowance apart from admissible allowances.
- **Accommodation:** Leased accommodation as per Association's policy in lieu of HRA admissible under X-Class Cities as per Government Norms.

- **Medical facility:** as per Association's policy which will not be inferior to that is available in parent department.

## **2. Additional Benefits:**

- Telephone/Mobile reimbursement as per IPA rules
- Transport facility as per entitlement in accordance with the prevailing rules of IPA.
- 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 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  
Indian Ports Association  
1st Floor, South Tower, NBCC Place,  
Bhisham Pitamah Marg, Lodhi Rd,  
New Delhi, Delhi 110003**

- Applications forwarded through proper channel along with all 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.
- Statement of major/minor penalties, if any, imposed during the last 10 years
- Cadre clearance/No Objection Certificate from present employer

#### **4. Important Dates:**

- **Last Date for Receipt of Applications:** 30.09.2025 (17:00 hrs)
- **Tentative timeline for Interview/Selection Process:** October 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  
Indian Ports Association  
1st Floor, South Tower, NBCC Place,  
Bhisham Pitamah Marg, Lodhi Rd,  
New Delhi, Delhi 110003**

**Subject Line for Email Applications:** "Application for Positions advertised under the HR Department-IPA"

#### **GENERAL INSTRUCTIONS:**

1. **The crucial date for determining eligibility criteria, experience, and age limit shall be 30.09.2025 (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.
7. The selected candidates will be stationed at the New Delhi office of IPA and will work closely with various port authorities, regulatory agencies, and industry stakeholders.
8. The position requires travel to various ports as part of official duties.

**Advisor (HR)**  
Indian Ports Association

**ANNEXURE - I**

**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.	Organization	Post held &	From	To	CTC	Nature of duty
-----	--------------	----------------	------	----	-----	----------------

		Scale of Pay				
1.						
2.						
3.						

9. Your present annual CTC: \_\_\_\_\_
10. Experience in HR/Establishment Matters in any Government Department/Organization (if any): \_\_\_\_\_
11. 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: \_\_\_\_\_