



Indian Ports Association

Ref: GAD/788/Recruitment CAO IPA/2024

Dated: 05.08.2024

To

The Chairpersons, All Major Port Authorities
MD, KPL

Subject: Filling up the post of CAO, IPA on deputation basis from Major Ports.

Madam/Sir,

A copy of IPA Vacancy Circular dated 05.08.2024 regarding filling up the post of CAO, IPA on deputation basis is enclosed herewith.

2. It is requested that this Vacancy Circular may be given wide publicity amongst your Port and applications of eligible and willing officers may be forwarded to this office on or before 04.09.2024 along with (i) attested copies of APARs as stated in circular; (ii) Vigilance status of the Officer.

Yours faithfully,

(Vinod Singh Rawat)

Chief Administrative Officer (i/c)

Encl: As stated above

CC:

1. PS to Chairman, IPA – for information of Chairman, IPA pl
2. PS to MD, IPA – for information of MD, IPA pl
4. Deputy Chairpersons – All Major Ports
5. Secretary – All Major Ports
6. AD(IT), IPA/ IT Officers of Major Port-for uploading on respective websites.

Admn. Office : 1st Floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodi Road, New Delhi – 110 003. Telephone: 011-24369061,24369063, 24368334 Fax :011-41085670

Web site: ipa.nic.in E-mail : ipa@nic.in

**Indian Ports Association
Vacancy Circular**

Ref: - GAD/VC/788/Recruitment CAO IPA/2024

Date : 05.08.2024

Sub: - Advertisement for Filling up the post of Chief Administrative Officer (CAO) on deputation basis at Indian Ports Association from officers working in Major Ports- Calling for Applications

The Indian Ports Association (IPA), New Delhi invites application from eligible officers from Major Ports fulfilling the eligibility criteria for the post of Chief Administrative Officer (CAO) in the pay scale of Rs.1,20,000-2,80,000/- (Industrial DA pattern) on deputation basis initially for a period of 3 years, which may be extended upto 5 years as per requirement.

2. In addition to the basic pay, DA and other allowances as applicable to the IPA employees will also be paid. Other benefits like medical reimbursement, leave encashment, etc. will be in accordance with the extant rules of IPA. Unfurnished accommodation in lieu of HRA will be provided subject to recovery of rent as per rules, if such request is received from the selected candidate. The selected officer will be entitled to deputation allowance as per deputation rules.

3. Eligibility criteria –

Officers of the Major Ports holding analogous posts, or those who are in the pay scale of Rs.1,00,000-2,60,000, or those who are in the pay scale of Rs.90,000-2,40,000/Rs.80,000-2,20,000 with 3 years regular service in General Administration/Traffic/ Finance/Marine Department of a Major Port.

4. Must not have attained the age of 57 years on the last date of receipt of applications.

5. The Roles and Responsibilities of CAO are -

- Ensure effective functioning of verticals 'Procurement & General Administration.
- Maintain close formal and informal links with key officials of the Major Ports and other stakeholders.
- Oversee implementation of human resources policies, procedures and practices within IPA.
- Coordinate holding of exhibitions, conferences, seminars, etc.
- Coordinate holding of meeting of Governing Body and General Body meeting of the IPA.

- Carry out such other duties as are assigned by the Managing Director/Executive Director.

6. The following documents are required to be sent along with the application form: -

- i) Attested copies of ACRs/APARs of last 5 years (2018-19 to 2022-23);
- ii) If the ACRs/APARs of a particular year / period between 2018-19 to 2022-23 is pending / not available, No Report Certificate / Pendency Certificate may be furnished along with ACRs/APARs of preceding years;
- iii) A statement showing year wise status of ACRs/APARs grading;
- iv) Complete service details of the applicant with posts held till date;
- v) Vigilance Status;
- vi) The details regarding officer's holding higher post on ad hoc/temporary basis should be clearly specified.

7. The applications of Officers fulfilling the above-mentioned eligibility criteria must be forwarded through proper channel along with APARs for last five years (only attested photocopies) in the formats as enclosed at Annexure-I & Annexure-II on or before 04.09.2024. The applications received after the last date shall not be considered.

8. The selected officer shall not be allowed to withdraw his/her application.

9. The application may be sent to the Managing Director, Indian Ports Association, 1st Floor, South Tower, NBCC Place, Bhisam Pitahmah Marg, New Delhi-110003.

10. Further developments in this regard will be hosted on the website of IPA.

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

No.	Office/ Institute/ Organisation	Post held	From	To	Scale of pay with Grade Pay	Pattern of DA	Nature of duty

9. Your present Pay Scale/ Pay Level :

10. Additional information, if any, which you :
would like to mention in support of your
suitability for the post. Enclose a separate sheet,
if the space is insufficient.

Signature of the candidate with date

(Signature of the forwarding officer with office seal)

Annexure-II

Enclosures

[To be furnished]

1. Date of Birth Proof :
2. Supporting Documents for Qualification :
3. Supporting Documents for Employment :
4. VC (if applicable) :
5. Emoluments Proof :
6. Clearance from HOD/Competent Authority :
7. APAR for past 5 years. :
8. Any other relevant document. :