

## ELIGIBILITY CRITERIA FOR THE POST OF ADVISOR (HRD)

### IPA-Profile

Indian Ports Association (IPA) was constituted in 1966 under Societies Registration Act, primarily with the idea of fostering growth and development of all Major Ports , which are under the supervisory control of Ministry of Shipping .Over the years, IPA has consolidated its activities and grown strength and considered to be a think tank for the Major Ports with the ultimate goal of integrating the Maritime Sector. Following is the job description for the post of Advisor (HRD).

SI No.	Detail of Post	Description
1	Name of Post	Advisor (HRD)
2.	No. of Post	One
3	Mode of Selection	Direct/Deputation
4.	Salary	UptoRs 2,00,000/- PM (consolidated) plus unfurnished family accommodation and conveyance for official purpose.
5.	Age Limit	Upto 65 years
6	Qualification	<p><b>Essential:</b> Post Graduate in any discipline with 25 years relevant experience in the field in Ports/PSUs/Government Organisations.</p> <p><b>Preferable :</b> MBA or Post Graduate in Industrial Relation/Personnel Management would be preferred.</p>
7	Contract Period/ Deputation	Initially for one year, which may be extended upto 3 years
8	Terms of Reference	<ol style="list-style-type: none"> <li>1. Head of Centre of Excellence for HRD and assist MD of IPA.</li> <li>2. Assist in complete HRD solutions to Ports and to create a resource of information as a tool for decision making.</li> <li>3. Assist to develop high standards of conduct in a field of training, innovation or learning reflecting the specific domain needs of a port system such as traffic management; estate management; Crain handling; ICT; warehousing and other logistics facilities; Corporate Planning; Public relations; communications and stake holder management; finance and accounts; corporate planning; navigation; services and utilities; general administration; HRD; Liquid and gas handling; Stevedoring and shore handling; engineering; environment and conservation;</li> </ol>

		<p>business development, etc.</p> <ol style="list-style-type: none"> <li>4. Training interventions for various levels of Port Officer viz. Induction level, Middle level, Dy. HoD Level, HoD level, Dy. Chairman level, etc.</li> <li>5. Assist Ports to improve their training institutes and utilise new knowledge/skill/attitude in the form of capacity addition in their fields.</li> <li>6. Assist to promote the culture of Uniformity and Standardisation in the HRD areas of Ports.</li> <li>7. Assist Ports in Identification of additional/alternate revenue streams by emphasizing/integrating activities such as Dry Ports, aquatic sports, ocean adventure, creating ocean parks of oceanbased creatures and formations to develop a profile of a developmental hub--- Port Eco-System</li> <li>8. Any other activity as periodically delegated to the Centre of excellence for HRD by the competent authority</li> </ol>
9	Deputation Appointment	<p>Applicant may please ensure the following documents are sent along with the application form:</p> <ul style="list-style-type: none"> <li>• APAR/ACRs of last 5 years(2011-12 to 2015-16)</li> <li>• A certificate on adverse entries in the APAR/ACRs, if any.</li> <li>• If the APAR/ACRs of a particular years between 2011-12 to 2015-16 is pending/not available.” No Report Certificate “ may be furnished.</li> <li>• The details regarding officers holding higher posts on ad-hoc/temporary basis should be clearly specified.</li> <li>• The Vigilance status of the candidature in the prescribed Proforma(Annexure-II) duly filled in coulms wise and signed by CVOs of the concerned Port(with details of last ten years)</li> </ul>

The last date of submission of application is 1st January 2018. Incomplete applications are liable to be rejected. Please apply in plain paper with C.V. and attested copies of the testimonials to the

**Managing Director,**  
**Indian Ports Association,**  
**1 st floor, South Tower, NBCC Place,**  
**Bhisham Pitamah Marg, Lodi Road, New Delhi – 110 003**

