



इंडियन पोर्ट रेल एंड रोपवे कॉर्पोरेशन लिमिटेड
(पत्तन, पोत परिवहन एवं जलमार्ग मंत्रालय, भारत सरकार के अधीन संयुक्त उद्यम)
Indian Port Rail & Ropeway Corporation Ltd.
(A JV Company under Ministry of Ports, Shipping & Waterways Government of India)
CIN No: U60300DL2015PLC282703
(An ISO 9001, 14001, 45001 & 37001 Certified Company)



Vacancy Circular No. RE-02/2024

Dated: 19.09.2024

Name of Post	Secretary to MD (Manager E-2)
Level & Pay-scale/ Remuneration	For appointment on Re-employment: E-2 50000-160000 Following will be the remuneration: (a) Selected Candidate will be placed at Starting Basic Pay of Rs.50,000/- plus IDA and HRA will be admissible as per rules. (b) Perks under cafeteria approach will be paid @ 20% of Basic Pay. (c) Transport Allowance @ 10% of Basic Pay per month will be paid in case vehicle is not provided by the Company. In case vehicle is provided, the Transport Allowance will not be paid and the maximum permitted amount of Perks under cafeteria will be reduced by 1%. (d) No Performance Related Pay will be paid and No TADK will be paid. (e) Mobile/landline/Broad Band bill (All inclusive) reimbursement will be paid subject to ceiling of Rs.1000/- per month.
Number of Post & Location	01-Mumbai
Age Limit	Upto 63 years.
Terms of appointment	On Annual Renewable Contract Basis
Eligibility Criteria	<u>For appointment on Re-employment:</u> Officers who have taken Voluntary Retirement (VR) or retired on Superannuation from Govt./Govt. Autonomous Bodies etc./PSUs / JV Companies under Govt. control /Govt. Companies and should have worked with Board of Directors subject to the following: (i) <u>Officers who have taken VR or retired on Superannuation in CDA scale:</u> The Officer should have taken VR or retired on superannuation in PB-2 (9300-34800) + GP 4600/- (Pre-revised 6 th CPC) revised to matrix level 7 under 7 th CPC (ii) <u>Officers who have taken VR or retired on Superannuation in IDA scale:</u> The Officer should have taken VR or retired on superannuation in E-2 level in IDA pay-scale of Rs.20600-46500 (Pre-revised 2 nd PRC) revised to 50000-160000 under 3 rd PRC. <u>Note :</u> Higher grade pay or pay scale granted under ACP/MACP by the parent department shall not be taken in to account for the above eligibility criteria.
Specific requirement	The candidate should have experience of performing following duties & responsibilities: (i) Organizing and coordinating external communication with clients, partners, and associates. (ii) Providing comprehensive support, including drafting correspondence, preparing reports, and maintaining accurate records/files. (iii) Serve as the primary point of contact, screening and prioritizing incoming communications, emails and phone calls. (iv) Schedule & Co-ordinate meetings, conferences, and appointments. (v) Prepare meeting agendas, attend meetings and take detailed minutes, follow-up actions items and ensure timely completion. (vi) Attend meetings

	<p>(vii) Co-ordinate and manage the schedule, including scheduling meetings, appointments, and travel arrangements, Hotel room bookings etc.</p> <p>(viii) Handles matter expeditiously, proactively, and track progress and ensure timely completion of projects.</p> <p>(ix) As a point of contact between Office & Internal and External Stakeholders.</p> <p>(x) Maintain confidentiality and handle sensitive information.</p> <p>(xi) Proficiency in MS-Office.</p> <p>(xii) Any other duties assigned from time to time.</p>
Last date of receiving applications by post / courier in IPRCL Office	15 days from the date of Vacancy Circular

Note:

(i) For Application Format please see **ANNEXURE-I**.

(ii) For Company Profile & General Conditions of Vacancy please see **ANNEXURE-II**



(Ramesh J. Prasad)
General Manager (HR)



एक कदम स्वच्छता की ओर

Corporate Office: 4th Floor, Nirman Bhavan, Mumbai Port Trust Building, M. P. Road, Mazgaon (E), Mumbai - 400 010
Ph. No. : 022 – 6656 6335; Fax No. : 022 – 6656 6336; Email: hr@iprcl.in website: www.iprcl.in
Regd. Office: 1st Floor, NBCC Place, Bhisma Pitamah Marg, Lodhi Road, New Delhi-110001



संयुक्त राष्ट्रसंघम्
EARTH • ONE FAMILY • ONE FUTURE

INDIAN PORT RAIL & ROPEWAY CORPORATION LIMITED

APPLICATION FORMAT
(For Re-employment)

**Affix recent
Passport Size
Photograph**

1	POST APPLIED FOR			
1(a)	PLACE OF POSTING APPLIED FOR			
2	APPLICANT NAME (Sh./Smt./Ms.)			
3	FATHER / HUSBAND NAME			
4	DATE OF BIRTH (dd/mm/yyyy)			
5	AGE (as on last date of receiving applications in IPRCL)	(YEARS)	(MONTHS)	(DAYS)
6	(i) CORRESPONDENCE ADDRESS			
	STATE:		PINCODE:	
	(ii) PERMANENT ADDRESS			
STATE		PINCODE:		
7	CONTACT NUMBER WITH STD CODE			
8	MOBILE NUMBER			
9	EMAIL ID			
10	CATEGORY (SC/ST/OBC/GENERAL)			

11. Details of Educational Qualifications:

Sr. No.	Qualification	Name of the Institution / Board / University	Month & Year of passing	Percentage of Marks Scored

11.(A) Details of Additional Qualifications:

Sr. No.	Qualification	Name of the Institution / Board / University	Month & Year of passing	Percentage of Marks Scored

12. DETAILS OF EXPERIENCE IN CHRONOLOGICAL ORDER:

(IF REQUIRED, SEPARATE SHEET CAN BE ATTACHED IN THE SAME FORMAT)

Sr. No.	Name & Address of the Organization	Designation / Post Held	From DD/MM/YY	To DD/MM/YY	Pay-Scale (IDA/CDA)	Last drawn Basic Pay	Gross Salary P.M	Brief Duties / Responsibilities (Attach Latest CV clearly describing details of each job performed)

13. Do you hold Lien in any other organization : Yes / No

If Yes.

a. Name & address of the Organization in which lien is held :

b. Date from which lien is held :

14. Are you on deputation : Yes / No

If Yes.

a. Date from which you have been on deputation :

b. Name & address of the organization in which you are on Deputation. :

15. Whether any Punishment to the applicant during the last 10 years. : Yes / No

If Yes- Details thereof :

16. Whether any action or inquiry is going on against the applicant : Yes / No
as far as his knowledge goes.

If Yes – Details thereof :

I hereby declare that the particulars furnished above are true. I understand that my candidature will be cancelled if any information is found to be incorrect or false at any stage or me not satisfying the eligibility criteria according to the requirements prescribed in the vacancy notification / circular.

Date: _____

Place: _____

Signature of Candidate

Name: _____

INDIAN PORT RAIL & ROPEWAY CORPORATION LIMITED

COMPANY PROFILE:

The Government of India had approved the formation of a Special Purpose Vehicle (SPV) as a public limited company under Companies Act, 2013 and named it as Indian Port Rail & Ropeway Corporation Limited (formerly known as Indian Port Rail Corporation Limited) 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 Connectivity 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 under the administrative control of the Ministry of Ports, Shipping & Waterways, Government of India.

IPRCL is a Joint Venture Company between the 11 Major Ports (under the Ministry of Ports, Shipping & Waterways) and Rail Vikas Nigam Limited (RVNL) as equity shareholders. Established as public limited company under the Companies Act, 2013 on 10th July 2015 with Initial authorized capital of Rs. 500 crores and Initial Paid-up share capital: Rs.100 Crore.

The Company has registered Office at Delhi and Corporate Office at Mumbai.

GENERAL CONDITIONS:

- (i) All qualifications should be recognized by UGC/AICTE/AIU(GOI).
- (ii) Additional weightage may be given to candidates having additional relevant qualifications.
- (iii) IPRCL reserves the right to raise/modify the eligibility criteria.
- (iv) Appointment shall be subject to IPRCL Service and Conduct, Discipline & Appeal Rules as amended from time to time.
- (v) Application should be sent along with Certified copies of educational qualification, experience certificates and other requisite documents.
- (vi) IPRCL 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 date 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 at the time of Interview or after appointment, his/her services are liable to be terminated.
- (viii) The candidate must satisfy himself about the fulfillment of eligibility criteria. In case he is found ineligible at the time of interview or after selection, then his / her candidature will be treated as cancelled automatically without any communication in this regard.
- (ix) Any request for change of address / change of Centre for group discussion and / or interview shall not be entertained.
- (x) In case of 05 or more eligible candidates for each vacancy, IPRCL reserves the right to shortlist candidates for interview on the basis of their eligibility experience in the relevant field in the ratio of **1:5**.

- (xi) IPRCL has the right to increase or decrease the number of posts advertised or cancel entirely or partially the recruitment advertisement/ Vacancy Circular at any stage without assigning any reason and the decision of IPRCL shall be final in this regard.
- (xii) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.
- (xiii) Canvassing in any form will be a disqualification.
- (xiv) Communication shall be sent at the **Present Address** mentioned by the Candidate in the application form.
- (xv) **Any changes /modifications in the Vacancy Circular at a later date will be placed on website of IPRCL only. Candidates applying for the post are advised to visit the IPRCL website regularly for updates.**
- (xvi) **Self-Attested Photocopies** of all certificates /testimonials are to be provided with the application form including: -
- Educational/ Professional Certificates (right from Class X to the latest)
 - Experience Certificates (including Appointment & Relieving letters of all previous employers)
 - Copy of PPO and last drawn Salary Slip / Last Pay Certificate.
 - Copy of latest updated CV detailing the work performed.

No certificate in original is required to be attached with the application. IPRCL shall not be responsible for misplacement of such certificates.

- (xvii) **Last date of submission of application and Reckoning of Age, Experience, Eligibility Criteria etc.**

The last date for receipt of application is 15 days from the date of Vacancy Circular. Age, Experience, Eligibility criteria etc. shall be reckoned as on the last date of receiving of applications.

The application in prescribed format along with copies of requisite certificates / documents /enclosures and detailed CV may be sent in hard copy in due date only by POST/COURIER Super Scribing as “**APPLICATION FOR THE POST OF _____**” on the Left Top Side of the Envelope. Applications received after the due date, incomplete applications, applications not made in prescribed format and applications without self-attested enclosures of requisite documents as mentioned above at (xvi) shall be summarily rejected.

Applications are to be addressed to:

General Manager (HR)
Indian Port Rail & Ropeway Corporation Limited,
4th Floor, Nirman Bhavan,
Mumbai Port Trust Building,
M.P Road, Mazgaon (E),
Mumbai – 400010.

