



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 Certified Company)



Vacancy Circular No. 03/2024

Dated: 08.02.2024

Name of Post	Manager (Rajbhasha) E-2 / Dy. Manager (Rajbhasha) E-1
Level & Pay-scale/ Remuneration	<p>I. For Appointment <u>on Deputation</u>: E-2 / E-1 Parent Department Pay + Deputation Duty Allowance + Other Allowances as per IPRCL HR Policy.</p> <p>II. For appointment <u>on contract</u> for Officers presently working in CDA/IDA Scale: E-2 50000-160000 / E-1 40000-140000/ + IDA + IDA + HRA + Allowances under cafeteria approach @35% of Basic Pay & other benefits as admissible in IPRCL. Pay protection will be given to candidates as per DPE Guidelines.</p> <p>Note : Apart from above, facilities such as Company leased accommodation (in lieu of HRA), Medical Facility (Outdoor & Indoor medical reimbursement), NPS, PRP as per DPE guidelines (only for appointment in respect of Sr. No. II above) and reimbursement of cost incurred towards mobile handset & Laptop will be as per Company Policy.</p> <p>III. For appointment <u>on Re-employment</u>: E-2 50000-160000 / E-1 40000-140000 Following will be the remuneration: (a) Selected Candidate will be placed at Starting Basic Pay of Rs.50,000/- for Mgr. & Rs.40,000/- for Dy. Managers 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 Basis 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. (e) Mobile/landline/Broad Band bill (All inclusive) reimbursement will be paid subject to ceiling of Rs.1000/- per month.</p>
Number of Post Location	01-Mumbai
Age Limit	<p>(i) For Deputation : Upto 57 years. (ii) For Contract: For Mgr. (Rajbhasha) – Up to 35 years For Dy. Mgr. (Rajbhasha) – Up to 32 years (iii) For Re-employment annual contract basis : Upto 63 years.</p> <p>Note : (i) Officials who are working in Rajbhasha Department in Govt./PSU/JV Companies under Govt. control / Govt. Companies and fulfill the eligibility criteria and due to retire shortly within 03 months up to 31.05.2024 may also apply against the concerned post under re-employment category. (ii) Officials who are working in Rajbhasha Department in Govt./PSU/JV Companies under Govt. control / Govt. Companies who are age bar for applying on Deputation & Contract but fulfill the other eligibility criteria prescribed in the VC may apply for re-employment subject to the condition that he/she shall submit an undertaking along with application that on being selected to the post he/she will take Voluntary retirement from the parent organization and only after being properly relieved he/she shall be allowed to join IPRCL.</p>

08/02/2024

Essential Educational Qualification	<p>(i) Full time Master's Degree in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p style="text-align: center;">OR</p> <p>(ii) Full time Master's Degree in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p>Note : The educational qualification prescribed above is not applicable for candidates applying on Deputation and Reemployment.</p>
Terms of appointment	<p>(i) On usual terms of Deputation for 03 years OR</p> <p>(ii) On Contract for 03 years extendable further upto 02 years based on performance of the candidate and requirement of the Company OR</p> <p>(iii) On Re-employment annual contract basis extendable further based on performance of the candidate and requirement of the Company.</p>
Eligibility Criteria	<p>I. For appointment on Deputation: Officers should have service experience prescribed below in Rajbhasha Department in Govt./PSU/JV Companies under Govt. control / Govt. Companies subject to the following:</p> <p>(A) For the post of Manager (Rajbhasha) (E-2) Group-C employees holding post in PB-2/GP 4600/4800 (A/c) (pre-revised 6th CPC) revised to matrix level 7 / 8 (7th CPC) on regular basis.</p> <p>(B) For the post of Dy. Manager (Rajbhasha) (E-1) Group-C employees working in PB 2/GP4200 (pre-revised 6th CPC) revised to matrix level 6 (7th CPC)</p> <p>II. For appointment on Contract for Officers working in CDA/IDA Scales: Officers should have service experience prescribed below in Rajbhasha Department in Govt./PSU/JV Companies under Govt. control / Govt. Companies subject to the following:</p> <p>(A) For the post of Manager (Rajbhasha) (E-2)</p> <p>(i) For Officers working in CDA scale: Officers working in PB-2 + GP 4600 or PB-2 + GP 4200 (Pre-revised 6th CPC) Revised to matrix level 7/6 under 7th CPC for a period of 04 years.</p> <p>(ii) For Officers working in IDA scale: Working in IDA scale of Rs.20600-46500 (Pre-revised 2nd PRC) revised to 50000-160000 under 3rd PRC and having Minimum 05 years of Managerial / Executive level service experience.</p> <p style="text-align: center;">OR</p> <p>Working in IDA scale of Rs.16400-40500 (pre-revised) revised to 40000-140000 under 3rd PRC for a period of 02 years and having Minimum 05 years of Managerial / Executive level service experience.</p> <p>(B) For the post of Dy. Manager (Rajbhasha) (E-1) Officers should have service experience prescribed below in Rajbhasha Department in Govt./PSU/JV Companies under Govt. control / Govt. Companies subject to the following:</p> <p>(i) For Officers working in CDA scale. Officers working in PB-2 + GP 4200 (Pre-revised 6th CPC) Revised to matrix level 6 under 7th CPC for a period of 02 years.</p> <p style="text-align: center;">OR</p> <p>For recruitment of Contract basis candidate should be working in supervisory role in concerned discipline in a Central Govt. Dept./ Company under control of Govt. / Autonomous bodies on consolidated remuneration (non-CDA) for 04 years and having Degree in concerned discipline.</p>


08/04/2024

	<p>(ii) For Officers working in IDA scale: Officers working in IDA scale of Rs.16400-40500 (Pre-revised 2nd PRC) revised to 40000-140000 under 3rd PRC. OR Officers working in IDA scale of Rs.12600-32500 (Pre-revised 2nd PRC) revised to 30000-120000 under 3rd PRC for a period of 02 years. OR At least 4 years in consolidated remuneration (non – IDA) in the supervisory role in concerned discipline in a PSU/ Govt. Company /JV Company under Govt. Control.</p> <p>Note: - 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.</p> <p>III. For appointment on Re-employment: Officers who have taken Voluntary Retirement (VR) or retired on Superannuation from CDA/IDA Scales in Govt./ PSU/JV Companies under Govt. control /Govt. Companies should have overall service experience in Rajbhasha Department subject to the following:</p> <p>(A) For the post of Manager (Rajbhasha) (E-2)</p> <p>(i) Officers who have taken VR or retired on Superannuation in CDA scale: The Officer should have taken VR or retired on superannuation in PB-2- GP 4600 (Pre-revised 6th CPC) Revised to matrix level 7 under 7th CPC.</p> <p>(ii) Officers who have taken VR or retired on Superannuation in IDA scale: The Officer should have taken VR or retired on superannuation in E-2 in IDA scale of Rs.20600-45600 (Pre-revised 2nd PRC) revised to 50000-160000 under 3rd PRC.</p> <p>(B) For the post of Dy. Manager (Rajbhasha) (E-1)</p> <p>(i) Officers who have taken VR or retired on Superannuation in CDA scale: The Officer should have taken VR or retired on superannuation in PB-2 (9300-34800) + GP 4200/- (Pre-revised 6th CPC) revised to matrix level 6 under 7th CPC.</p> <p>(ii) Officers who have taken VR or retired on Superannuation in IDA scale: The Officer should have taken VR or retired on superannuation in E-1 level in IDA pay-scale of Rs.16400-40500 (Pre-revised 2nd PRC) revised to 40000-140000 under 3rd PRC.</p> <p>Note : 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.</p>
Specific requirement	Officers must have experience of entire Gamut of activities in Rajbhasha Department with experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa for at least 2 years.
Last date of receiving applications by post / courier in IPRCL Office	26.02.2024

Note:

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

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


08/02/2024

(Ramesh J. Prasad)
General Manager (HR)

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, Bishma Pitamah Marg, Lodhi Road, New Delhi-110001



INDIAN PORT RAIL & ROPEWAY CORPORATION LIMITED

APPLICATION FORMAT
(For Contract & 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: _____

(To be filled by the PSU/Ministry/Department Concerned)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records. There is no disciplinary/vigilance case contemplated or initiated against the officer.

Signature & Designation
of the Competent Forwarding Authority
with Telephone No. & Official Seal.

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 in minimum educational qualification and/or minimum work experience.
- (iv) Appointment shall be subject to Service and Conduct Rules of IPRCL.
- (v) Application should be duly forwarded through "Proper Channel" along with Certified copies of last 5 years APARs/ACRs. However, advance copy of application shall be considered. In case of difficulty in forwarding the application through "Proper Channel", Candidate has to attach a declaration that, if Shortlisted, No Objection Certificate (NOC) will be produced at the time of Interview.
- (vi) If the candidate is not in a position to forward the application through "Proper Channel" nor he / she may be able to produce NOC at the time of interview, then the applicant may send his / her application along with self-certified copies of last 5 years ACR/APARs and other requisite documents. However, in case of his / her selection to the post he / she has to be properly relieved from the parent organization for which he / she will have to compulsory obtain a Relieving Letter and submit the same in IPRCL while joining the Company failing which he / she will not be allowed to join the Company.
- (vii) *Conditions mentioned above in Para. v. & partly in Para vi. regarding requirement of application through proper channel / NOC are not applicable for Candidates working in Private Sector and Retired Govt./PSU employees.*
- (viii) 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.

- (ix) 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.
- (x) 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.
- (xi) Any request for change of address / change of Centre for group discussion and / or interview shall not be entertained.
- (xii) 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.
- (xiii) 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.
- (xiv) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.
- (xv) Canvassing in any form will be a disqualification.
- (xvi) Communication shall be sent at the **Present Address** mentioned by the Candidate in the application form.
- (xvii) **Any changes /modifications in the advertisement and / or Vacancy Circular at a later date will be placed on website of IPRCL & IPA only. Candidates applying for the post are advised to visit the IPRCL & IPA website regularly for updates.**
- (xviii) Self-Attested Photocopies of all certificates /testimonials are to be provided with the application form including: -
- a. Educational/ Professional Certificates (right from Class X to the latest)
 - b. Experience Certificates (including Appointment & Relieving letters of all previous employers)
 - c. Caste Certificate [in case of SC/ST and OBC (NCL)]
 - d. Copy of last drawn Salary, etc.
 - e. **Certified copies of last 5 years ACR/APARS:**
 - (i) Applicable to candidates working in Railways/Railway PSUs/PSUs operating in the field of Railways/ JV Companies under Govt. control operating in the field of Railways/Govt. Companies operating in the field of Railways /Minor/Major Port Authority for last 6 yrs. or more.
 - (ii) In case applications are invited from candidates belonging to Private Sector & Officials Retired from Railways/Railway PSUs/PSUs operating in the field of Railways/ JV Companies under Govt. control operating in the field of Railways/Govt. Companies operating in the field of Railways/ Minor/Major Port Authority, ACRs / APARS of last 5 years are not applicable to such category of applicants.

f. Copy of latest updated CV detailing the work performed.

No certificate in original is required to be attached with the application. Ministry of Ports, Shipping & Waterways / Indian Ports Association/IPRCL shall not be responsible for misplacement of such certificates.

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

The last date for receipt of application is 26.02.2024. 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 enclosures of requisite documents as mentioned above 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.**



INDIAN PORT RAIL & ROPEWAY CORPORATION LIMITED
APPLICATION FORMAT FOR DEPUTATION

Name of the post applied for : _____

Place of Posting: _____

Personal Data

1.	Name	:	
2.	Gender	:	
3.	Service	:	
4.	Department	:	
5.	Category	:	
6.	Date of Birth	:	
7.	DITS	:	
8.	Date of entry in Group A/B/C (as applicable)	:	
9.	Number of years of service in Group-A as on the closing date of advertisement.		Years _____, Months _____, Days _____
10.	Present pay band with Grade Pay / Matrix level under 7th CPC and basic pay as on date of application	:	
11.	Present Designation in Railway	:	
12.	Present Place of Posting	:	
13.	Contact Details	:	
	(a) Present Address		
	(b) Permanent Address	:	
	(c) Email ID	:	
	(d) Telephone (O)	:	
	(e) Telephone (R.)	:	
	(f) Mobile Number	:	

14. Education Qualifications:

Sr. No.	Qualification (SSC Onwards in Chronological Order)	Year of Passing	Percentage of Marks Obtained/Division	Institution/University, Place/Country
(i)				
(ii)				
(iii)				

Training Programmes attended

Sr. No.	Training Programme	Period (From-to)	Institution	Remarks
(i)				
(ii)				
(iii)				

15. Experience Details:

Sr. No.	Designation in Railway with place of Posting	Grade (i.e. Gr.C/ Gr.B/SS,JAG/SG/SAG)	From	To
(i)				
(ii)				
(iii)				

16.	Details of Previous deputation/ Foreign assignment, if any	:	
17.	whether debarred from deputation? If yes, please furnish details.	:	
18.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable	:	

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

Place:

Date:

(Signature of Candidate)

Name: _____

INDIAN PORT RAIL & ROPEWAY CORPORATION LIMITED

COMPANY PROFILE:

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

GENERAL CONDITIONS:

- i. Application should be duly forwarded through "Proper Channel" along with certified copies of last 5 years APARs/ACRs and Updated CV.
- ii. Any request for change of address / change of Centre for group discussion and / or interview shall not be entertained.
- iii. IPRCL has the right to reject any application/ candidature at any stage without assigning any reason and the decision of IPRCL shall be final.
- iv. IPRCL has the right to reject entirely or partially the selection/ advertisement / Vacancy Circular at any stage without assigning any reason and the decision of IPRCL shall be final in this regard.
- v. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- vi. Canvassing in any form will be a disqualification.
- vii. Communication shall be sent at the Present Address mentioned by the Candidate in the application form.
- viii. Any changes /modifications in the advertisement will be placed on websites of IPA and IPRCL only. Candidates applying for the post are advised to visit the websites regularly for updates.
- ix. **Last date of submission of application and Reckoning of Age, Experience, Eligibility Criteria etc.**

The last date for receipt of application is 26.02.2024. Age, Experience, Eligibility criteria etc. shall be reckoned as on the last date of receiving of applications. IPRCL reserves the right to shortlist candidates for interview.

The application through proper channel 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 enclosures of requisite documents as mentioned above shall be summarily rejected.

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