

# INDIA PORTS GLOBAL LIMITED

CIN: U61100MH2015GOI261274

India Ports Global Limited (IPGL), invites application for employment of an **Executive Assistant**, at Mumbai location, on contractual basis as per following criteria's / terms:

## **I. Eligibility Criteria**

- (i) Should be a Graduate in any discipline from a recognized university.
- (ii) Should be well conversant in preparation and evaluation of Project Reports.
- (iii) Should have excellent drafting, interpretational skills and analytical capability.
- (iv) Should have minimum 3 years experience of working in a well established Organisation dealing in infrastructure projects.
- (v) Should be computers savvy and proficient in Microsoft Office skills.
- (vi) Experience in Maritime field will be added advantage.
- (vii) Experience of working in Government / PSU will be added advantage.

## **II. Remuneration:**

Rs. 50,000/- per month (Consolidated).

## **III. Term of Engagement:**

Initially for a period of one year which may be extended subject to satisfactory performance.

## **IV. Age limit:**

Not exceeding 65years on the last date of receipt of application i.e. 21<sup>st</sup> April,2018.

## **V. Nationality/Citizenship:**

Candidate must be a Citizen of India.

## **VI. SUBMISSION OF APPLICATIONS:**

Prospective candidate shall submit their applications, in the format at **Annexure**.

## **VII. CERTIFICATION BY CANDIDATE:**

Candidate has to submit his/her willingness for the post at the time of interview itself clearly stating that he/she will join the post, if selected. If any candidate does not initially give his/her willingness, he/she will not be interviewed.

The selected candidate will have to join within one month of issue of letter of appointment.

Currently employed Govt. /Public Sector/Autonomous bodies employees have to produce "No Objection Certificate" from the current employer at the time of interview, failing which candidate will not be allowed to appear for interview.

**VIII. GENERAL CONDITIONS:**

- (i) All qualifications should be recognized by UGC/AICTE/AIU(GOI).
- (ii) Weightage may be given to candidates having additional relevant qualifications.
- (iii) IPGL reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- (iv) IPGL reserves the right to select a second candidate also (if need arises) from the merit list drawn.
- (v) IPGL 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.
- (vi) In case it is detected at any stage of recruitment that a candidate does not fulfill 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 after appointment, his/her services are liable to be terminated.
- (vii) Any request for change of address / change of centre for group discussion and / or interview shall not be entertained.
- (viii) IPGL reserves the right to reject any application/candidature at any stage without assigning any reason and the decision of Company shall be final.
- (ix) IPGL reserves the right to cancel entirely or partially the selection process at any stage without assigning any reason and the decision of the Company shall be final in this regard.
- (x) Canvassing in any form will be a disqualification.
- (xi) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.

(xii) Any changes /modifications in the advertisement will be placed on the websites of Jawaharlal Nehru Port Trust, Deendayal Port Trust, and Indian Ports association (IPA) only. Candidates applying for the post are advised to visit the websites regularly for updates.

(xiii) Self-attested photocopies of all certificates / testimonials are to be provided with the application form including:

- a) Educational/ Professional Certificates.
- b) Experience Certificates (including appointment and relieving letters of Previous employers).

[No certificate, in original, is required to be attached with the application and IPGL shall not be responsible for misplacement of such certificates.]

(xiv) Communication, if any, to the applicant, shall be sent at the E-mail ID or at the **Present Address** mentioned by the applicant in the application form.

**Last date of receipt** of applications is 21<sup>st</sup> **April 2018**. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED.

IPGL reserves the right to shortlist candidates for interview.

Applications are to be addressed to:

The Managing Director  
India Ports Global Limited  
4<sup>th</sup> Floor, Nirman Bhavan  
Muzawar Pakhadi Road  
Mazgaon, Mumbai 400010

**ALL CORRESPONDENCE ON THE ABOVE SUBJECT SHOULD BE ADDRESSED TO  
THE MANAGING DIRECTOR OF IPGL ONLY.**

(E-mail ID: [md.indiaportsglobal@gmail.com](mailto:md.indiaportsglobal@gmail.com), Tel. (022) 6900 0430).

**ANNEXURE**

**APPLICATION FORM FOR THE POST OF EXECUTIVE ASSISTANT**

**(Note: Any column left blank will make the application incomplete and liable for rejection.)**

1. Name of the post applied for: \_\_\_\_\_
2. (a) Name (in full): \_\_\_\_\_  
 (b) Father's / Husband's Name (in full): \_\_\_\_\_  
 (c) Designation of the Applicant (in full): \_\_\_\_\_  
 (d) Office Address: \_\_\_\_\_
3. Present Address: \_\_\_\_\_
4. Permanent Address: \_\_\_\_\_
5. Telephone No: Office \_\_\_\_\_, Residence \_\_\_\_\_  
 Mobile No. \_\_\_\_\_ E-Mail address \_\_\_\_\_
6. Date of birth and age as on date of vacancy: \_\_\_\_\_
7. Eligibility criteria:

<b>Sr. No.</b>	<b>As per job description</b>	<b>Possessed by the Executive Assistant</b>	<b>Documents Attached</b>
1.	Graduate in any discipline from a recognized university.		
2.	Conversant in preparation and evaluation of Project reports.		
3.	Drafting, interpretational skills and analytical capability.		
4.	Minimum 3 years experience of working in a well established Organization dealing in infrastructure projects.		
5.	Computers savvy and proficient in Microsoft Office skills.		
6.	Experience in Maritime field.		
7.	Experience of working in Government / PSU.		

8. Positions held during the preceding years:-

<b>Sr. No.</b>	<b>Designation and place of posting</b>	<b>Organization</b>	<b>From</b>	<b>To</b>	<b>Nature of Experience</b>

**Note:** If you wish, you may attach a write up in support of your candidature not exceeding two pages.

9. Date of retirement on superannuation or voluntary retirement (if applicable):

10. In case of voluntary retirement reason thereof:

11. (A) Do you hold lien in any other Organization? Yes/No

If yes:

- a) Name of the Organization in which the lien is held.
- b) Date from which the lien is held

(B) Are you on deputation? Yes No

If yes:

- a) Date from which you have been on deputation.

12. (a) whether any punishment awarded to the applicant during the last 10 years Yes/ No

If yes, the details thereof:

(b) Whether any action or inquiry is going on against him as far as his knowledge goes. Yes/ No

If yes, the details thereof:

I hereby declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or may not satisfying the eligibility criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date :

Place :

(Name and Signature of the applicant)

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