

Advertisement for the post of Assistant Manager (Investment Facilitation Cell)

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 eligibility criteria for appointment to the post of Assistant Manager (Investments Facilitation Cell).

SI No.	Detail of Post	Description
1	Name of Post	Assistant Manager (Investment Facilitation Cell)
2.	No. of Post	One
3	Mode of Selection	Direct/Deputation Basis
4.	Scale of Pay (Rs)	Up to 60000/-
5.	Upper age Limit for Direct Recruitment (in years)	Upto 40 years
6	Education and other qualifications prescribed for direct recruitment	<ul style="list-style-type: none">• Master's degree in Business Administration / Economics/ International Business/Industrial Relation / Entrepreneurship or the equivalent specialisation from recognised institution.
	Experience	<ul style="list-style-type: none">• At least 02 years' experience preferably in Private Sector, Business Support Organisation or Public sector.• Work experience in Maritime Sector will be added advantage.• Understanding of Public Funding Eco System, start-ups & Tax regimes desirable.• The persons should have very strong communication skills including business writing. Good presentation skills. Proficiency in MS Office, demonstrate proficiency in project planning, implementation & monitoring.
	Main duties & responsibilities	<ul style="list-style-type: none">• Handle all facilitation inquiries from the sectors.• Monitor projects within sector to ascertain their actual investment, any other related activities• Prepare monthly and weekly monitoring report• Prepare articles / presentation to promote IFC(Investment Facilitation Cell) objectives.• Developing content for IFC website & ensuring

		<p>its regular update.</p> <ul style="list-style-type: none"> • Prepare & Present Queries Analysis report to the management that can help in formulation of any policy in accordance with the initiative. • Gather relevant information from the reliable sources (Multiple resource persons from various government ministries & department)
	Period of Probation (in years)	Initially for one year, which may be extended by one year based on performance
	Sources for Recruitment	<ul style="list-style-type: none"> • The Candidates may be recruited either on Contractual basis of minimum one year OR on Deputation from Government / Public sector organization • Assistant Manger or equivalent Scale/ Grade in Public sector financial institution or government project advisory services or any other private / public sector organization
	Deputation	<p>Applicant may please ensure the following documents are sent along with the application form:</p> <ul style="list-style-type: none"> • APAR/ACRs of last 5 years (2011-12 to 2015-16) • A certificate on adverse entries in the APAR/ACRs, if any. • If the APAR/ACRs of a particular years between 2011-12 to 2015-16 is pending/not available. "No Report Certificate" may be furnished. • The details regarding officers holding higher posts on ad-hoc/temporary basis should be clearly specified. • The Vigilance status of the candidature signed by CVOs of the concerned Port (with details of last ten years)

The last date of submission of application is 15th December 2017. Incomplete applications are liable to be rejected. Please plain paper with C.V. and attested copies of the testimonials to the

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