



# Indian Ports Association

Dated: 05.11.2020

IPA/ICTD/HR/2020

To,  
All Chairmen, Major Port Trust.

**Subject: Requirement of Manpower for Information & Communication Technology (ICT) Vertical at IPA, New Delhi.**

Sir,

Presently IPA is engaged in IT projects of national importance and furthermore there are projects in the pipeline which are also of significance for the Maritime Sector. With such ongoing digital transformation in the backdrop, there is the need of addition to the existing Manpower at IPA in the ICT Vertical to meet the present and upcoming challenges of handling IT projects in the Maritime Sector and also to ensure sustainability of such projects viz PCS 1X, EBS and NLP projects.

Presently the post of Chief Information Officer (CIO) and IT Specialist at IPA is lying vacant. Therefore, IPA seeks applications from your Port from Officers who meet the requirement of the posts as given below and having requisite experience and skills commensurate with the job responsibilities. The skills and Job responsibilities defined for the posts of CIO and IT Specialist are given at Annexure – A.

In view of the above applications are invited from your Port for the filling up the following posts through deputation:

i. Chief Information Officer (CIO)

Applications are sought from Officers in the Major Port Trusts who have handled IT projects and are presently working in the IT/EDP department at the level of supervision of such IT projects and have at least 12 years experience in Officers category with experience in handling and leading a team of IT/EDP professionals. The officer should have acquired degree in B.E, B.Tech/MCA/MSc, in addition to the said acquired degree, MBA will provide an additional weightage. The incumbent should have at least 1 year experience in the scale of pay of Rs. 60,000- 1,80,000 (Pre-revised -Rs. 20,600 - 46,500). The details of the skills and job responsibilities are given at Annexure – A.

ii. IT Specialist

Applications are sought from Officers in the Major Port Trusts who have worked in IT projects and are presently working in the IT/EDP department at the level of execution of such IT projects and have at least 9 years experience in Officers category with experience in working in IT/EDP department. The officer should have acquired degree in B.E, B.Tech/MCA/MSc. The incumbent should have at least 3 years experience in the scale of pay of Rs.50,000- 1,60,000 (Pre-revised -Rs. 20,600 - 46,500). The details of the skills and job responsibilities are given at Annexure – A.

The candidates selected shall be posted at IPA, New Delhi on deputation basis for which IPA shall be paying to the selected candidates, the last drawn salary along with Deputation Duty allowance @ 10% of basic pay, subject to maximum of Rs. 9000/- per month. Last date of closing of application is 04.12.2020.

You are requested to kindly provide wide circulation of the aforesaid openings at IPA, New Delhi, in your Port so as to enable the suitable candidates to apply for the same and which shall help IPA in selecting the right candidates from a larger pool of applications.

Yours faithfully,



**(Dr. A. Janardhana Rao)**  
**Managing Director**

Encl: as above

**Eligibility Criteria for the Posts of CIO and IT Specialist**

S. No	Details	Description
1.	Name of Post	Chief Informatics Officer
2.	No of Posts	One
3.	Mode of Selection	Deputation Basis
4.	Scale of pay	Rs. 60,000- 1,80,000 (Pre-revised -Rs. 20,600 - 46,500).
5.	Qualification	<p>Candidates should have acquired Degree in B.E / B.Tech / MCA/M.Sc in computer science, in addition to the said acquired degree, MBA will provide an additional weightage.</p> <p>Desirable</p> <ul style="list-style-type: none"> <li>• DBA Certificate</li> <li>• Experience in monitoring / managing enterprise level network architecture / infrastructure including DBA.</li> <li>• Knowledge in any Community System.</li> <li>• Certification in any programming language</li> <li>• Knowledge in Cyber Security</li> <li>• Knowledge in Software Development Life Cycle.</li> </ul> <p>Qualification in one or more in the above category will be treated as added advantage.</p>
6.	Experience	<p>a. At least 12 years' experience in Officers category with experience in working in IT/EDP department. Deputy Director or equivalent.</p> <p>b. The incumbent should have at least 1 year experience in the scale of pay of Rs. 60,000- 1,80,000 (Pre-revised -Rs. 20,600 - 46,500).</p>
7.	Job Description	<ul style="list-style-type: none"> <li>• S/he shall be in charge of the IT department of IPA and shall be responsible for all present assignments being handled (PCS, ERP, Cyber Security, Digitization &amp; Automation etc.) and future assignments to be handled, for all the major Ports.</li> <li>• S/He will be responsible for leading the development of IT systems, engaging agencies to support the development of the IT systems and managing the agencies also maintain the standards within the IT system being developed etc. This also include setting up and management of Call Centre along with Operations and Grievances Division.</li> <li>• S/He will guide the preparation of all policy documents for IT standards and supporting the major Ports.</li> <li>• S/He will assist the Executive Director in all aspects of management and overseeing of the function of IT systems and the telecommunications infrastructure in alignment with organizational goals.</li> <li>• S/He will direct and manage IT plans, policies, programs,</li> </ul>

		<p>and schedules for the Port based on IT plans.</p> <ul style="list-style-type: none"> <li>• S/He will develop and establish standard operating policies and procedures for creation, sustenance and upgradation of all digital and telecommunication assets.</li> <li>• S/He will define an ICT roadmap for asset creation and lifecycle management with short term (1-2 years), medium term (2-5 years) and long term (5-10 years) goals.</li> <li>• S/He will define and implement ICT security frameworks and ensure the security and integrity of IPA/Ports infrastructure &amp; systems and also guide the Ports for security implementation.</li> <li>• S/He will work as a business partner and advisor to senior management on strategic systems investments and upgrades needed to keep up with Port business plans.</li> <li>• S/He will prepare and ICT budgets for all identified and approved ICT activities.</li> <li>• S/He will prepare technical specifications, provide inputs to Procurement and assist in evaluation of vendors for and during the tendering process.</li> <li>• S/He will provide cost benefit analysis and recommendations with respect to vendors during the tendering process.</li> <li>• S/He will define, implement and manage SLAs for internal and vendor teams.</li> <li>• S/He will proactively and regularly interact with department managers on internal and external operations that are impacted by the capture, storage, processing and dissemination of information and shall also ensure up time of hardware and software, availability of data, integrity &amp; security of data.</li> <li>• S/He will oversee the internal technical teams and manage vendors for all projects commissioned.</li> <li>• S/He will responsible for the development, review, and certification of all back-up and disaster recovery procedures and plans.</li> <li>• S/He will identify emerging information technologies to be assimilated, integrated, and introduced within the IPA, Major Ports and Other Ports.</li> <li>• S/He will put in place effective processes for ensuring the completion of projects and programmers of work to agreed timescales.</li> <li>• S/He will identify regular training programs for skill enhancements of internal technical teams and Ports for IT.</li> <li>• S/He will responsible for working with stakeholder to identify and deliver additional module and system to facilitate the delivery of the overall business strategy.</li> </ul>
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S. No	Details	Description
1.	Name of Post	IT Specialist
2.	No of Posts	One
3.	Mode of Selection	Deputation Basis
4.	Scale of pay	Rs. 50,000- 1,60,000 (Pre-revised -Rs. 20,600 - 46,500)
5.	Qualification	<p>Candidates should have acquired Degree in B.E / B.Tech / MCA/M.sc / BCA in Computer Science / IT.</p> <p>Desirable</p> <ul style="list-style-type: none"> <li>• DBA Certificate</li> <li>• Experience in monitoring / managing enterprise level network architecture / infrastructure including DBA.</li> <li>• Knowledge in any Community System.</li> <li>• Knowledge in Software Development Life Cycle.</li> </ul> <p>Qualification in one or more in the above category will be treated as added advantage.</p>
6.	Experience	<p>c. At least 9 years' experience in Officers category with experience in working in IT/EDP department.</p> <p>d. The incumbent should have at least 3 years' experience in the scale of pay of Rs. 50,000- 1,60,000 (Pre-revised -Rs. 20,600 - 46,500).</p>
7.	Job Description	<ul style="list-style-type: none"> <li>• S/He shall define the objectives by analyzing user requirements (Ports, Maritime stakeholders); envisioning system features and functionality.</li> <li>• S/He will design and develop user interfaces to Internet/intranet applications by setting expectations and features priorities throughout development life cycle; determining design methodologies and tool sets; completing programming using languages and software products; designing and conducting tests.</li> <li>• S/He will recommend system solutions by comparing advantages and disadvantages of custom development and purchase alternatives.</li> <li>• S/He shall Integrates applications by designing database architecture and server scripting; studying and establishing connectivity with network systems, search engines, and information servers.</li> <li>• S/He will complete applications development by coordinating requirements, schedules, and activities; contributing to team meetings; troubleshooting development and production problems across multiple environments and operating platforms.</li> <li>• S/He will support users by developing documentation and assistance tools.</li> <li>• S/He will facilitate message transfer for trading communities in India including integration with other</li> </ul>

		<p>ministries systems. i.e, customs, etc</p> <ul style="list-style-type: none"> <li>• S/He will Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.</li> <li>• S/He will have overall accountability for all project and service delivery and all its components: budget, timeline, resources;</li> <li>• S/He will Managing the Community project and service in line with the organization's standards;</li> <li>• S/He will be responsible for the qualitative project and service documentation kept and updated in the department repository;</li> <li>• S/He will prepare and produce project status, Issue/Risk and RAG reports for senior management;</li> <li>• S/He will Track project progress against time and quality expectations. Conduct project related status/performance analysis;</li> <li>• S/He will ensure IPA/Port's IT infrastructure evolution, as well as the reliability and security;</li> <li>• S/He will define software and hardware standards in collaboration with stakeholders and owners;</li> <li>• S/He will manage the on-site and off-site support</li> <li>• S/He will provide Technical interface for IPA on IT and Functional projects;</li> </ul>
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**Note:** Maritime Stakeholder's are Shipping Lines/Agents, Container Agents, CHAs CFS Operators, and Stevedores etc. Government Regulatory agencies in interaction with IPA are Customs, PHO, MMD, Coast Guard etc.