

Indian Ports Association

File No.: GAD/Admin/1041/OfficeOrder2026/2026

Date: 20.08.2026

CIRCULAR

Subject: Limited Departmental Competitive Examination for the post of Assistant Manager in the scale of pay of ₹40,000 - 1,40,000/-

In continuation of this Office Order No. GAD/Admin/978/IPAEMPLOYEEMACP/2025 dated 16.07.2026 regarding submission of Consent/Declination Form for adoption of the MACP Scheme and/or Promotion, it has been decided to conduct a Limited Departmental Competitive Examination (LDCE) for filling up the post of Assistant Manager in the scale of pay of ₹40,000 - 1,40,000/-.

The examination shall consist of a single computer-based paper of 3 hours and 15 minutes duration, comprising the following:

Part A: 70 Multiple Choice Questions (MCQs) carrying 1 mark each, for a total of 70 marks.

Part B: Four descriptive-type questions carrying a total of 30 marks, designed to assess practical and drafting skills, comprising drafting of a Letter, Note Sheet and Agenda, along with preparation of a PowerPoint Presentation

The detailed syllabus for the examination is enclosed as **Annexure-A**. The prescribed eligibility and experience criteria for promotion are enclosed as **Annexure-B**. The crucial date for determining eligibility shall be **15.08.2026**.

Eligible employees desirous of appearing in the said examination are required to submit their applications in the prescribed format enclosed as Annexure-C. The duly filled-in application shall reach the office of the **Chief Administrative Officer (i/c)** on or before **25.08.2026**.

All concerned eligible employees are informed to submit their applications within the stipulated time and ensure compliance with the prescribed eligibility and other conditions.

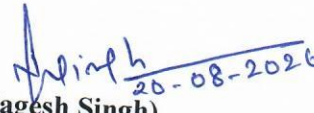
This issues with the approval of the Competent Authority.

Copy to:

1. Managing Director, IPA
2. Executive Director (General), IPA
3. Executive Director (IT), IPA: - for publication in IPA Website.
4. All HODs/All Employees/Guard File

Encl.:

1. Annexure-A – Syllabus
2. Annexure-B – Eligibility and Experience Criteria
3. Annexure-C – Prescribed Application Format


(Nagesh Singh)
Chief Administrative Officer (i/c)



INDIAN PORTS ASSOCIATION

Pattern and Indicative Syllabus for Promotion through Limited Departmental Competitive Examination (LDCE) for the Post of Assistant Manager in the Scale of Pay of ₹40,000–1,40,000/-

Total Marks: 100 Marks

Total Duration: 3 Hours 15 Minutes

Mode of Examination-Computer Based Exam

Part -A (70 Marks-MCQ Type)

Duration: 1 Hours 15 Minutes

I. English Comprehension- 20 Questions of MCQ type in English Language (each question shall carry 1 mark): -

Questions in this component will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, active/passive voice of verbs, conversion into direct/indirect narration, shuffling of sentences in a passage, cloze passage & comprehension passage.

II. Logical Reasoning- 10 Questions of MCQ type in Bilingual Language (each question shall carry 1 mark): -

Questions related to Blood Relations, Direction Sense, Puzzles and Seating, Syllogism, Series and Patterns etc.

III. Current Affairs, Acts, Rules & Regulations related to Major Ports of India -40 Questions of MCQ type in Bilingual Language (each question shall carry 1 mark): -

- a) Question related to current affairs.
- b) Constitution of India-Preamble to the constitution of India, Fundamental Right, Directive Principles of State Policy, Fundamental Duties.
- c) The Major Ports Authorities Act, 2021 along with the rules related to The Major Port Authorities
 - Accounts & Audit Rules, 2021,
 - Master Plan & Application of Funds from Non-Port related Use) Rules, 2021,
 - Corporate Social Responsibility Rules, 2021,
 - Fixation and Implementation of Scale of Rates, Fees and conditions Rule, 2021
 - Application of Money in Sinking Fund Rules, 2021
- d) The Indian Ports Act, 2025
- e) The Coastal Shipping Act, 2025
- f) Any other affairs related to maritime sector.



Part -B (30 Marks-Descriptive Type)

Duration: 1 Hours 30 Minutes

Language- English

- I. Drafting a Letter in approx. 100 words on the given topic (5 Marks)
- II. Drafting a Note Sheet in approx. 100 words on the given topic (5 Marks)
- III. Drafting an Agenda in approx. 200 words on the topic (10 Marks)
- IV. Drafting a Power Point Presentation (5 Slides) on the given topic (10 Marks)

Note:- A 30-minute lunch break shall be provided after completion of Part A of the examination



Schedule - B: Promotion Criteria for Existing Employees

Sl. No.	Level of Post	No. of Posts	Class	Scale of Pay (Rs.)	Whether Selection or Non-Selection	Upper Age Limit (in years)	Educational & Other Qualifications Prescribed	Whether Age & Educational Qualification apply for Direct Recruitment / Promotion / Deputation	Period of probation (in years)	Method of recruitment (Direct Recruitment / Promotion / Deputation)	Prescribed Eligibility & Experience Criteria for Direct Recruitment / Promotion / Deputation
1	2	3	4	5	6	7	8	9	10	11	12
4	Assistant Manager	NA	Class-II	40,000 — 1,40,000	Selection	NA	Essential: A degree from a recognized university.	NA	02	Promotion through Limited Departmental Competitive Examination	Eligibility & Experience Criteria for Promotion: For IPA employees appointed on or before 15.08.2026: IPA Employees holding the post in prevailing BWNC pay scale equivalent to (51,500-1,28,400) having at least 03 years of combined regular service in the said pay scale and/or immediately below pay scale. OR IPA Employees holding the post in prevailing BWNC pay scale equivalent to (45,800-1,21,300) having at least 05 years of combined regular service in the said pay scale and/or immediately below pay scale. OR IPA Employees holding the post in prevailing BWNC pay scale equivalent to (41,800-1,17,600) having at least 07 years of combined regular service in the said pay scale and/or immediately below pay scale. OR IPA Employees holding the post in prevailing BWNC pay scale equivalent to (38,600-99,700) having at least 09 years of combined regular service in the said pay scale and/or immediately below pay scale.



Annexure-C**Application for appearing in LDCE for the post of Assistant Manager (40,000-1,40,000)**

Passport-sized
photograph of
the candidate
to be attested
by Branch
Officer.

1.	Name of Candidate					
2.	Father's Name					
3.	Date of Joining in regular service of IPA					
4.	Employee ID					
5.	Length of Service in the Existing Grade and Earlier Similar Grade(s)	35,500-86,300	38,600-99,700	41,800-1,17,600	45,800-1,21,300	51,500-1,28,400
6.	Highest Educational Qualification					
7.	Date of Birth (DD/MM/YYYY)					
8.	Contact No					
9.	E-Mail ID					

Date:**(Signature of Candidate)****Name:****Designation:**