

Indian Ports Association

F. No. GAD/Admin/1081/LDCE/2026

Date: - 14.09.2026

OFFICE MEMORANDUM

Subject:- Departmental Assessment Criteria for Promotion to the Post of Assistant Manager in the scale of pay of Rs. 40,000–1,40,000/-.

The Departmental Assessment for promotion to the post of Assistant Manager shall be based on the following criteria:

Sl. No.	Basis of Assessment	Maximum Marks
1.	Seniority on the basis of holding scale of pay	50
2.	Limited Departmental Competitive Examination (LDCE)	30
3.	Annual Performance Assessment Report (APAR)	20
Total Marks		100

1. Marks on the Basis of Seniority (Maximum 50 Marks): -

The marks for seniority shall be awarded on the basis of the holding scale of pay held by the employee, as follows: -

Holding Scale of Pay (Rs.)	Marks
51,500–1,28,400	50
45,800–1,21,300	46
41,800–1,17,600	42
38,600–99,700	38

Note: The holding scale of pay shall be reckoned as on the prescribed cut-off date for the purpose of the Departmental Assessment.

2. Marks on the Basis of Annual Performance Assessment Report (APAR) (Maximum 20 Marks): -

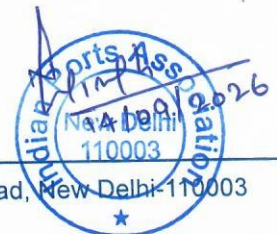
Due to the non-availability of the APAR for the Financial Year 2021-22 on account of the COVID-19 pandemic, the APARs for the last four available financial years, i.e. FY 2025-26, FY 2024-25, FY 2023-24 and FY 2022-23, shall be considered for the purpose of assessment.

APAR Grading	Marks
Outstanding / Excellent (A)	20
Very Good (B)	15
Satisfactory (C)	10
Indifferent/Below Average (D)	05
Poor/Below Average (E)	00

Method of Assessment of APAR: -

Marks for APAR Assessment = Total Marks obtained for the APARs of the four financial years ÷ 4 (Number of financial years)

The marks obtained shall be calculated up to two decimal places.



3. Marks on the Basis of Limited Departmental Competitive Examination (LDCE) (Maximum 30 Marks): -

The candidate shall be required to secure a minimum of 33% marks in the LDCE to qualify for consideration under the Departmental Assessment Criteria.

The marks to be assigned for the LDCE component shall be calculated as follows:

Marks for LDCE Assessment = (Marks obtained in LDCE $\times$ 30) / 100

Accordingly, the LDCE shall carry a maximum of 30 marks in the overall Departmental Assessment.

The marks obtained shall be calculated up to two decimal places.

4. Overall Assessment

The final assessment shall be made out of 100 marks, comprising:

- Seniority in Holding Scale of Pay: 50 Marks
- LDCE: 30 Marks
- APAR: 20 Marks

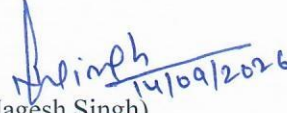
Total: 100 Marks

The marks obtained shall be calculated up to two decimal places.

The merit/assessment position of the eligible candidates shall be determined on the basis of the total marks secured under the above three components, subject to fulfillment of the prescribed eligibility conditions and applicable provisions of the IPA Employees Recruitment, Seniority and Promotion Regulations, 2026.

The Managing Director, IPA, shall have the authority to take such decisions as may be necessary in respect of the departmental assessment and evaluation process for promotion to the post of Assistant Manager in the scale of pay of Rs. 40,000–1,40,000/-.

This issues with the approval of the Competent Authority.


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

Copy to the following for kind information please.

1. Managing Director, IPA
2. Executive Director (General), IPA
3. Executive Director (IT), IPA: - for publication in IPA's Website.
4. All HODs
5. All Concerned Employees.

