



# INDIAN PORTS ASSOCIATION



**(ADVT. NO.: IPA/ChPA/2026/01)**

## **FREQUENTLY ASKED QUESTIONS**

S. NO.	Questions	Answers																					
1.	<b>Where I can find the application/registration form for applying?</b>	<p>Interested and eligible candidates can apply only through the ONLINE mode available at Careers Page of IPA website: <a href="https://www.ipa.nic.in/">https://www.ipa.nic.in/</a></p> <p style="text-align: center;">OR</p> <p><a href="https://jobapply.in/ipa2026">https://jobapply.in/ipa2026</a></p> <p>No other means/mode/format of application will be accepted.</p>																					
2.	<b>What are the categories of the candidates?</b>	<p>The categories are:</p> <ol style="list-style-type: none"><li>1. UR/GEN - Un-Reserved/General</li><li>2. EWS- Economically Weaker Section</li><li>3. OBC (NCL) - Other Backward Classes (Non-Creamy Layer)</li><li>4. SC - Scheduled Caste</li><li>5. ST - Scheduled Tribe</li></ol> <p>PWBD – Persons with Benchmark Disabilities</p>																					
3.	<b>What are the age-relaxations for various categories?</b>	<p>The various categories and combinations for age relaxations are given below:</p> <table border="1"><thead><tr><th>Sl.</th><th>Category of Candidate</th><th>Relaxation</th></tr></thead><tbody><tr><td>(a)</td><td>General</td><td>-----</td></tr><tr><td>(b)</td><td>OBC (NCL)</td><td>03 Years</td></tr><tr><td>(c)</td><td>SC/ST</td><td>05 Years</td></tr><tr><td>(d)</td><td>PWBD</td><td>10 years</td></tr><tr><td>(e)</td><td>Employees of Major Port Authorities of India</td><td>Upto 55 years</td></tr><tr><td>(f)</td><td>EWS</td><td>----</td></tr></tbody></table> <ul style="list-style-type: none"><li>• Age relaxation for Ex-Servicemen will be granted as per Government of India rules i.e. the upper age limit shall be relaxed by the length of military service increased by three years in the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers of Short Service Commissioned Officers.</li><li>• Employees of Major Port Authorities of India may apply if they possess the required qualifications and experience, with an upper age limit of 55 years.</li><li>• SC, ST, or OBC candidates applying against Unreserved (UR)</li></ul>	Sl.	Category of Candidate	Relaxation	(a)	General	-----	(b)	OBC (NCL)	03 Years	(c)	SC/ST	05 Years	(d)	PWBD	10 years	(e)	Employees of Major Port Authorities of India	Upto 55 years	(f)	EWS	----
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		<p>category posts will not be eligible for age relaxation benefits.</p> <ul style="list-style-type: none"> <li>• Maximum age as on cut-off date for UR/SC/ST/OBC/EWS/PwBD/Ex-Servicemen after all relaxations shall not exceed 55 years.</li> </ul>
4.	<b>How SC/ST/OBC/EWS candidates can apply when there is no vacancy in their reserve category?</b>	<p>Reservation as applicable has been indicated against each post. However, candidates from reserved category (SC/ST/OBC) fulfilling eligibility criteria (without availing relaxation) may also apply for the posts earmarked for UR as per Government Rules. No relaxation in any criteria will be applicable for such candidates. However, they may indicate their actual category in Online Application to avail concession of application fees as applicable.</p>
5.	<b>What all documents or information should be kept ready by a candidate before applying?</b>	<p>Before starting to fill-up the online application, candidates are advised to keep ready the following details/documents/information:</p> <ol style="list-style-type: none"> <li>1. E-Mail ID (valid at least for one year, since this email id shall be used to communicate with the candidate in near future).</li> <li>2. Mobile No. (valid at least for one year, since this mobile number shall be used to communicate with the candidate in near future).</li> <li>3. Required details such as personal data, educational qualifications, experience and other information.</li> <li>4. Details of Debit Card/Credit Card/UPI/Net banking for making fee payment (if applicable)</li> <li>5. Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (50kb).</li> <li>6. Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (50kb).</li> <li>7. Scanned Copies of following documents (in pdf format): <ol style="list-style-type: none"> <li>a) Documentary proof of Date of Birth (Municipal-issued Birth Certificate or SSLC/Std. X Certificate with DOB)</li> <li>b) PAN / Aadhar / Passport / Driving Licence.</li> <li>c) Mark-sheets and certificates of educational qualifications and relevant eligibility documents for the specific post.</li> <li>d) Experience certificates, as applicable.</li> <li>e) For government/quasi-government/Public Sector Undertaking employees: "No Objection Certificate" from the employer.</li> <li>f) Persons with Benchmark Disabilities (PwBD) must furnish a valid disability certificate that conforms to the Rights of Persons with Disabilities Rules, 2017, if applicable.</li> <li>g) Certificate regarding Physical Limitation in an Examination to write, if applicable.</li> <li>h) Letter of Undertaking for using own Scribe, if applicable.</li> <li>i) Discharge / Service Certificate in case of Ex-servicemen, if applicable</li> <li>j) Undertaking for availing benefit under Ex-Servicemen Category, if applicable.</li> <li>k) For SC/ST/OBC candidates: Caste Certificate with caste validity certificate, issued by the competent authority in the prescribed format as stipulated by the Government of India.</li> <li>l) Any other relevant documents supporting eligibility.</li> </ol> </li> </ol>
6.	<b>What if I do not have an email Id?</b>	<p>It is mandatory to have a valid e-mail id since all the future communication with the candidate shall be through e-mail.</p>

7.	<b>Can I apply for more than one post?</b>	Please note that candidature of the candidate is liable to be cancelled if he / she submits more than one application amongst all the posts advertised.															
8.	<b>How do I register for the online application?</b>	You must register for the online application process with your name, date of birth, a valid e-mail id, mobile number and a password. <b>The name, date of birth, mobile number and e-mail id provided at the time of registration cannot be changed or corrected throughout the application process.</b> Please ensure to fill your name and other details correctly as per your educational certificates.															
9.	<b>What if I forget my log-in Id and password?</b>	If you provide a valid and active e-mail id, the log-in id which is same as the e-mail id given at the time of registration will be mailed to that e-mail address after you register for the online application system. Your password is also sent in this mail, which you can refer to if you forget the password. An auto generated mail will be sent to your registered email id with details of your registration made.															
10.	<b>What is the application fee?</b>	<p>Candidates must pay Application processing fees online during the designated application period. Follow the online payment instructions provided on the Application Portal.</p> <table border="1" data-bbox="721 905 1523 1283"> <thead> <tr> <th data-bbox="721 905 829 1010">S. No.</th> <th data-bbox="829 905 1224 1010">Category</th> <th data-bbox="1224 905 1523 1010">Fee Amount (In INR) (Application Fees + Bank Charges)</th> </tr> </thead> <tbody> <tr> <td data-bbox="721 1010 829 1045">01</td> <td data-bbox="829 1010 1224 1045">Unreserved (UR) candidates</td> <td data-bbox="1224 1010 1523 1045">Rs. 400</td> </tr> <tr> <td data-bbox="721 1045 829 1146">02</td> <td data-bbox="829 1045 1224 1146">Other Backward Classes (OBC) and Economically Weaker Sections (EWS)</td> <td data-bbox="1224 1045 1523 1146">Rs. 300</td> </tr> <tr> <td data-bbox="721 1146 829 1247">03</td> <td data-bbox="829 1146 1224 1247">Scheduled Caste (SC), Scheduled Tribe (ST), and Women candidates.</td> <td data-bbox="1224 1146 1523 1247">Rs. 200</td> </tr> <tr> <td data-bbox="721 1247 829 1283">04</td> <td data-bbox="829 1247 1224 1283">Ex-Servicemen and PwBD</td> <td data-bbox="1224 1247 1523 1283">No Fee</td> </tr> </tbody> </table> <ul data-bbox="721 1318 1523 1875" style="list-style-type: none"> <li>• Candidates are responsible for any additional bank transaction or payment gateway charges and Taxes.</li> <li>• Fees once paid are non-refundable and non-transferable to other examinations or selections.</li> <li>• In case you wish to edit any information pertaining to Personal Details, Qualification Details, Experience Details and Additional Details; you can do that by log in again using Email-ID, Post Applied For, Password and Captcha. After editing the information, make sure to save the information again by clicking the button "SAVE".</li> <li>• The candidates who are exempted from payment of application fee should submit application.</li> <li>• The candidates who are not exempted from payment of application fee should pay the requisite fee by the Indian Overseas Bank payment gateway through online application.</li> </ul>	S. No.	Category	Fee Amount (In INR) (Application Fees + Bank Charges)	01	Unreserved (UR) candidates	Rs. 400	02	Other Backward Classes (OBC) and Economically Weaker Sections (EWS)	Rs. 300	03	Scheduled Caste (SC), Scheduled Tribe (ST), and Women candidates.	Rs. 200	04	Ex-Servicemen and PwBD	No Fee
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11.	<b>What are the methods to pay Application Fee?</b>	Candidate is required to make payment using any one of the following options available in the IOB payment gateway linked with the online application form: <ol style="list-style-type: none"> <li>1. Debit Card</li> <li>2. Credit Card</li> <li>3. Net Banking</li> <li>4. UPI</li> </ol>
12.	<b>Money is debited from my account, but the IPA application portal shows payment failed. What should I do?</b>	Candidates facing the problem of deduction of registration fee amount without getting the application no. generated (failed registration) are required to make the payment again in the online registration portal before the last date of online registration. The extra deducted money is credited back to the source account within 10-15 working days.
13.	<b>How to claim a refund for the fee?</b>	The application fee is non-refundable nor will this fee be held in reserve for future examination/selection and hence candidates are advised to ensure their eligibility for the post before applying.
14.	<b>Which are the documents to be sent?</b>	Candidate is not required to send any of the documents to the Indian Ports Association, as no scrutiny of applications for the eligibility and other aspects will be undertaken at any of the stages before Interview. Therefore, the candidature will be provisional only and subject to scrutiny at the time of Interview. The candidates are advised to go through the requirements of educational qualification, age, reservation, relaxation, examination fee, etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought at the time of Interview only from those candidates who will be shortlisted for Interview. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature of such candidates shall be cancelled without any notice or further reference and the IPA's decision in this regard shall be final and no further correspondence shall be entertained.
15.	<b>When is the registration process completed?</b>	After making the payment, if you have got the auto generated Application Number, along with the online application form then only your registration process will be treated as completed and you will be considered as a provisionally registered candidate.
16.	<b>What is an auto-generated application number?</b>	An auto generated Application Number is a unique number allotted to you on successful submission of online application form and will appear on print version of the application form. This Number will be required for accessing, downloading, and printing of admit card for the written examination.
17.	<b>I have created the initial registration and filled half of my application form. Can I complete my form on the last date of application process?</b>	It is advised to candidates to complete their registration process at the earliest, to avoid any last-minute rush. As the number of candidates applying on the last date of application is quite high in comparison to the start of the application, it is more favorable to the candidate if they complete their process right on time, i.e., before the last date to avoid slow network processing due to heavy rush on server.
18.	<b>I have entered some incorrect details in the online application form, how can I correct the same?</b>	Candidates are requested to take utmost care while filling in the details in an online application form. There is no provision for correcting the details entered in the online application form once the same is submitted. Request for change of Mailing address / email ID / category / posts and other information as declared will not be entertained.

19.	<b>I did not receive the email intimation for registration of my application?</b>	"Email-ID / User ID", "Date of Birth", "Post Applied" and "Password" are also sent by auto-response Confirmation emails. Delivery of these emails purely depends upon the correctness of E-Mail ID provided, Policy of your E-Mail Service Provider to accept and divert such emails under Bulk or Spam Mails or bounce back of such mails without accepting it due to heavy number of emails generated by our Applications. Therefore, please do not expect replies from us, if you do not receive such confirmation / auto-response Emails.
20.	<b>I did not receive the acknowledgement / reply to my email communication?</b>	"Reply to" Email Id for the Application is created for the convenience of the candidates for genuine communications. Please do not use this address to send back the emails for "Acknowledgment" etc. Our Email Server is configured to delete such emails automatically.
21.	<b>What details should I provide while writing for the problem?</b>	Please do not forget to provide the following details while writing to us: (1) APPLICATION NO. (in case allotted) (2) EMAIL-ID (3) DATE OF BIRTH (4) POST APPLIED FOR & (5) FULL NAME as entered in application. In case of application failure or any error message, we would like to have the screenshot of the error in JPG, GIF format or as MS Word file. Additionally, you may provide the PC Details including the Operating System (like Windows XP, Vista, Linux etc.) & Internet Browser & version (like Internet Explorer 6.0, Mozilla 3.0, Firefox 3.5 etc.) used.
22.	<b>What is the selection process?</b>	Candidates must complete an online Computer Based Test as specified in Paragraph IX of this advertisement. The Management will select candidates based on their overall performance in the Computer Based Test and/or interview/Skill Test process. In cases where interview/Skill Tests are conducted, candidates will be shortlisted for interview/Skill Tests in a 1:5 ratio (vacancies to candidates), subject to applicable reservation rules. The final selection will be based on overall Marks secured by the Candidates in interview. However, there will be Skill Test for selection to Class-II posts. The management, nevertheless, reserves the right to conduct additionally viva-voce specific to individual Class-II posts for final selection.
23.	<b>What are the test cities for the CBT mode of written test?</b>	Written Test will be scheduled at Delhi / NCR, Mumbai, Chennai, Kolkata, Bengaluru, Madurai, Trichirapalli and Tirunelveli.
24.	<b>How is a candidate going to receive the admit card for the written test?</b>	Admit Card of the eligible candidate will be uploaded on IPA's website i.e., <a href="https://www.ipa.nic.in/">https://www.ipa.nic.in/</a> No other communication like post / courier / newspaper notification will be sent.
25.	<b>Do I need to take the print-out of the Admit Card for the written test?</b>	Yes. Candidate should take the print-out of the valid Photo Admit Card using Online Application Number and other details asked and bring the same at the time of Examination.
26.	<b>What is the Email ID for clarification?</b>	In case of any problems faced by the candidates for submitting the Application through ONLINE, they may send email to company's email id: <a href="mailto:ipa@jobapply.in">ipa@jobapply.in</a> or call at <b>9599024188</b> .

The eligibility of applicants will be determined based on their self-declaration in the online application, without initial verification of supporting documents. Candidates must ensure they provide accurate and complete information in their application. If at any stage of the recruitment process it is discovered that a candidate does not meet the eligibility criteria, has provided incorrect/false information, or has withheld material facts, their candidature will be immediately disqualified. Furthermore, if such discrepancies are discovered after appointment, the organization reserves the right to terminate their services.

All candidates must possess valid mark sheets, certificates, degrees, diplomas, or membership documents proving their qualifications and experience as of the closing date of this advertisement. Please note that the vacancy numbers listed for Chennai Port Authority are provisional, and the Indian Ports Association reserves the right to cancel the selection process, modify vacancy numbers, or interchange positions across disciplines at any stage. Reservations will be applied according to prevailing Government Guidelines at the time of result finalization.

*All communication with candidates shall be done through e-mail only. Email-ID should be valid for at least one year. All information regarding schedule, written test admit card, interview Call letter etc. shall be uploaded on IPA website/provided through email. Responsibility of receiving, downloading and printing of written test admit card / Interview Call letter or any other information shall be of the candidate only. IPA will not be responsible for any loss of e-mail sent, due to invalid/ wrong e-mail ID provided by the candidate or delivery of emails to Spam/Bulk mail folder or for delay/ non-receipt of information if a candidate fails to access his/her mail/ website in time or DND activated mobile no. etc.*