Indian Ports Association

Apex Body of Indian Major Ports associated with Ministry of Ports, Shipping & Government of India

FREQUENTLY ASKED QUESTIONS

Everything you need to know before you apply

IIndian Ports Association recruitment · ADVT. NO.: IPA/IT/2026-01

Cut-off date: 16.12.2026

Fee: Rs. 400/-

26

questions answered,
in four short sections

KEY FACTS

At a glance

CUT-OFF DATE

16.12.2026

Age, qualification and experience is reckoned as on this date.

APPLICATION FEE

Rs. 400/-

Plus applicable bank charges, if any, to be borne by the candidate.

FOR ANY CATEGORY

No age relaxation

Applies to every category, including PwBD and EXM.

FOR ANY CATEGORY

No fee relaxation

Every candidate pays, including PwBD and EXM.

Apply online only: https://ipa.org.in/ or https://jobapply.in/ipa2026itcontract

No other means, mode or format of application will be accepted.

CONTENTS

Find your question fast

A Eligibility & registration

Questions 1–9 · 9 answers

Slide 5

B Fee & payment

Questions 10–13 · 4 answers

Slide 10

C After you apply

Questions 14–21 · 8 answers

Slide 13

D Selection & admit card

Questions 22–26 · 5 answers

Slide 18

Read “Before you apply” on slide 4 first: it covers how eligibility is verified and how IPA communicates.

READ THIS FIRST

Before you apply

Self-declared eligibility

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. 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. If such discrepancies are discovered after appointment, the organisation reserves the right to terminate their services.

Qualifications

All candidates must possess valid mark sheets, certificates, degrees, diplomas or membership documents proving their qualifications and experience as of the closing date of the advertisement. 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 finalisation.

E-mail communication

All communication with candidates shall be done through e-mail only, and the e-mail 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 the IPA website / provided through e-mail. Receiving, downloading and printing the admit card / call letter or any other information is the candidate's responsibility. IPA will not be responsible for any loss of e-mail due to an invalid / wrong e-mail ID, delivery to Spam / Bulk folders, delay or non-receipt if a candidate fails to access his / her mail / website in time, or a DND-activated mobile number.

SECTION A

Eligibility & registration

Questions 1–2

01 Where can I find the application / registration form for applying?

Interested and eligible candidates can apply only through the ONLINE mode available on the Careers page of the IPA website: https://ipa.org.in/ or https://jobapply.in/ipa2026itcontract

No other means / mode / format of application will be accepted.

02 What are the categories of the candidates?

The categories are:

- UR/GEN – Un-Reserved / General
- EWS – Economically Weaker Section
- OBC (NCL) – Other Backward Classes (Non-Creamy Layer)
- SC – Scheduled Caste
- ST – Scheduled Tribe
- PwBD – Persons with Benchmark Disabilities

SECTION A

Eligibility & registration

Questions 3–4

03 What are the age relaxations for various categories?

There is no age relaxation for any category, including PwBD and Ex-Servicemen (EXM).

- Age is reckoned as on the cut-off date, 16.12.2026.
- Maximum age as on the cut-off date shall not exceed 55 years.

04 How can SC / ST / OBC / EWS candidates apply when there is no vacancy in their reserved category?

Reservation as applicable has been indicated against each post. However, candidates from the reserved category (SC / ST / OBC) fulfilling the 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, and there is no fee relaxation: the same application fee applies to every category.

SECTION A · ELIGIBILITY & REGISTRATION

Q5 · What to keep ready

Question 5

Details and files

- E-mail ID (valid for at least one year; it will be used to communicate with you)
- Mobile number (valid for at least one year; it will be used to communicate with you)
- Required details such as personal data, educational qualifications, experience and other information
- Debit Card / Credit Card / UPI / Net banking details for fee payment
- Scanned recent photograph (not more than 3 weeks old): JPG / JPEG, 50 KB
- Scanned signature with black ink pen: JPG / JPEG, 50 KB

Scanned copies of documents (PDF)

- Proof of Date of Birth: Municipal-issued Birth Certificate or SSLC / Std. X Certificate with DOB, PAN, Aadhar, Passport or Driving Licence
- Mark-sheets and certificates of educational qualifications, and relevant eligibility documents for the post
- Experience certificates, as applicable
- Government / quasi-government / PSU employees: “No Objection Certificate” from the employer
- PwBD: valid disability certificate as per the Rights of Persons with Disabilities Rules, 2017, if applicable
- Certificate regarding Physical Limitation in an Examination to write, if applicable
- Letter of Undertaking for using own Scribe, if applicable
- Ex-servicemen: Discharge / Service Certificate and Undertaking for availing benefit under the Ex-Servicemen category, if applicable
- SC / ST / OBC: Caste Certificate with caste validity certificate, issued by the competent authority in the prescribed format
- Any other relevant documents supporting eligibility

SECTION A

Eligibility & registration

Questions 6–8

06

What if I do not have an e-mail ID?

It is mandatory to have a valid e-mail ID, since all future communication with the candidate shall be through e-mail.

07

Can I apply for more than one post?

Please note that the candidature of a candidate is liable to be cancelled if he / she submits more than one application amongst all the posts advertised.

08

How do I register for the online application?

You must register for the online application process with your name, date of birth, a valid e-mail ID, mobile number and a password.

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. Please ensure that you fill in your name and other details correctly, as per your educational certificates.

SECTION A

Eligibility & registration

09

What if I forget my log-in ID and password?

If you provide a valid and active e-mail ID, the log-in ID (which is the same as the e-mail ID given at registration) will be mailed to that 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 it. An auto-generated mail with details of your registration will be sent to your registered e-mail ID.

SECTION B

Fee & payment

10

What is the application fee?

- Application fee: Rs. 400/- plus applicable bank charges, if any, to be borne by the candidate.
- No fee relaxation for any category, including PwBD and EXM: every candidate must pay the fee.
- Pay the application processing fee online during the designated application period, following the instructions on the Application Portal.
- Candidates are responsible for any additional bank transaction or payment gateway charges and taxes.
- Fees once paid are non-refundable and non-transferable to other examinations or selections.
- Pay the requisite fee through the Indian Overseas Bank payment gateway in the online application.
- To edit Personal, Qualification, Experience or Additional Details, log in again using Email-ID, Post Applied For, Password and Captcha. After editing, click “SAVE” again.

SECTION B

Fee & payment

Questions 11–12

11 What are the methods to pay the application fee?

Pay using any one of the following options available in the IOB payment gateway linked with the online application form:

- Debit Card
- Credit Card
- Net Banking
- UPI

12 Money is debited from my account, but the IPA application portal shows payment failed. What should I do?

Candidates facing deduction of the fee without getting the application number 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.

SECTION B

Fee & payment

Question 13

13

How do I claim a refund of the fee?

The application fee is non-refundable, nor will it be held in reserve for any future examination / selection. Candidates are therefore advised to ensure their eligibility for the post before applying.

SECTION C

After you apply

14 Which documents are to be sent?

Candidates are not required to send any documents to the Indian Ports Association, as no scrutiny of applications for eligibility and other aspects will be undertaken at any stage before the Interview. The candidature will therefore be provisional only, and subject to scrutiny at the time of the Interview.

Candidates are advised to go through the requirements of educational qualification, age, reservation, relaxation, fee etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought at the time of the Interview only from candidates shortlisted for it.

If any claim made in the application is not found substantiated during scrutiny, the candidature shall be cancelled without any notice or further reference. The IPA's decision in this regard shall be final and no further correspondence shall be entertained.

SECTION C

After you apply

Questions 15–16

15 When is the registration process completed?

After making the payment, if you have got the auto-generated Application Number along with the online application form, only then will your registration process be treated as completed and you will be considered a provisionally registered candidate.

16 What is an auto-generated application number?

An auto-generated Application Number is a unique number allotted to you on successful submission of the online application form, and it will appear on the printed version of the application form. This number will be required for accessing, downloading and printing the admit card for the written examination.

SECTION C

After you apply

Questions 17–18

17 **I have filled half of my application form. Can I complete it on the last date?**

It is advised to complete your registration at the earliest, to avoid any last-minute rush. The number of candidates applying on the last date is quite high compared to the start of the application, so it is better to complete the process before the last date, to avoid slow network processing due to heavy rush on the server.

18 **I have entered some incorrect details in the application form. How can I correct them?**

Candidates are requested to take utmost care while filling in the details of the online application form. There is no provision for correcting the details once the form is submitted.

Requests for change of mailing address / e-mail ID / category / post and other information as declared will not be entertained.

SECTION C

After you apply

Questions 19–20

19 I did not receive the e-mail intimation for registration of my application.

“Email-ID / User ID”, “Date of Birth”, “Post Applied” and “Password” are also sent by auto-response confirmation e-mails. Delivery depends on the correctness of the e-mail ID provided, and on your e-mail provider's policy: such mails may be diverted to Bulk / Spam folders or bounce back due to the heavy number of e-mails generated by our applications.

Please do not expect replies from us if you do not receive such confirmation / auto-response e-mails.

20 I did not receive an acknowledgement / reply to my e-mail.

The “Reply to” e-mail ID for the application is created for the convenience of candidates for genuine communications. Please do not use this address to send back e-mails for “Acknowledgement” etc. Our e-mail server is configured to delete such e-mails automatically.

SECTION C

After you apply

21

What details should I provide while writing about a problem?

Please provide the following details when writing to us:

- (1) Application No. (if allotted) (2) E-mail ID (3) Date of birth (4) Post applied for (5) Full name as entered in the application.
- In case of application failure or an error message, send a screenshot of the error in JPG or GIF format, or as an MS Word file.
- You may also provide PC details: operating system (e.g. Windows, Linux) and internet browser with version used.

SECTION D

Selection & admit card

Questions 22–23

22 What is the selection process?

Candidates must complete an online Computer Based Test as specified in Paragraph IX of the advertisement. The Management will select candidates based on their overall performance in the Computer Based Test and / or the interview / Skill Test process.

Where interviews / Skill Tests are conducted, candidates will be shortlisted in a 1:3 ratio (vacancies to candidates), subject to applicable reservation rules. The final selection will be based on the overall marks secured in the interview.

23 What are the test cities for the CBT mode of written test?

- The common online examination for the posts of Sr. Asst. Director (IT), Dy. Director (IT) & Jt. Director (IT) will be conducted at venues in Mumbai, Delhi, Hyderabad and Kolkata.
- The online examination for the post of Asst. Director (IT) will be conducted at venues in New Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad, Pune, Guwahati, Indore & Ahmedabad

SECTION D

Selection & admit card

Questions 24–26

24 **How will I receive the admit card for the written test?**

The admit card of an eligible candidate will be uploaded on the IPA website, https://ipa.org.in/

No other communication such as post / courier / newspaper notification will be sent.

25 **Do I need to take a print-out of the admit card?**

Yes. Take a print-out of the valid Photo Admit Card using your Online Application Number and the other details asked, and bring it at the time of the examination.

26 **What is the e-mail ID for clarification?**

In case of any problem in submitting the application ONLINE, e-mail ipa@jobapply.in or call 9599024188.