How to apply

Indian Ports Association online application, step by step.

1. Register
2. Apply online
3. Admit card

Three steps from sign-up to admit card

STEP 1

Register

Create your login with a valid email ID.

STEP 2

Apply online

Fill the form, upload files, pay or submit, then verify and print. Online applications only.

STEP 3

Admit card

Log in on the due date and download your admit card for the written test.

Apply online only at: https://jobapply.in/ipa2026itcontract
Fill in every entry in English only.

Keep these ready before you start

Contact and academic details

A valid email ID and mobile number (both valid for at least a year), plus your personal, education and experience details.

Recent photograph

Not more than 3 weeks old. JPG / JPEG, 50 KB.

Scanned signature

Signed with a black ink pen. JPG / JPEG, 50 KB.

A way to pay, if a fee applies

Debit card, credit card, UPI or net banking details for the fee payment.

Fill in every entry in English only. Scanned documents are listed on the next slide.

Scan your documents as PDFs

Everyone

- SSLC/Matriculation Certificate (proof of age)
- PUC/12th Class/Diploma Marks Card.
- Degree Marks cards for having passed all semesters/years.
- Provisional/Final Degree Certificate.
- Conversion formula certificate for conversion of CGPA to percentage, duly certified by the University/ Institution, wherever applicable.
- Proofs of experience indicating the nature of work and experience as per the essential experience criteria, duly certified by the employer

Also scan any other document the form asks for.

If it applies to you

- Category certificate (SC / ST / OBC-NCL / EWS / PwBD) in the prescribed format
- OBC (NCL): issued on or after 01.11.2025
- EWS: Income & Asset certificate for 2026-27 on or after 01.04.2026
- PwBD: disability of 40% or more. A scribe needs a Chief Medical Officer / Civil Surgeon certificate
- No Objection Certificate if you work in a PSU or Govt. organisation

Photograph and signature are uploaded as JPG / JPEG images, not PDFs (see Action 2).

Step 1: Register and create your login

1. Go to https://ipa.org.in/ and click “Fresh Candidate to Create Log In”
2. Fill in your details with a valid email ID, and choose a password you will remember
3. Press Submit. An acknowledgement email and a registration confirmation email are sent to you: check and keep them
4. Click “To Complete Registration Process” and log in with Email ID, Post Applied For and Password

Before you submit

- Registration details can't be changed once submitted
- You must have a valid email ID
- Remember the password you set; you need it to log in again

Step 2: Four actions to submit your application

ACTION 1

Fill application

- Personal, qualification, experience and undertaking details
- Click SAVE after each section
- Edit by logging in again

ACTION 2 AND 2A

Upload files

- Photograph and signature (JPG)
- Documents (PDF)
- Then “Save & Proceed to Submit Application”

ACTION 3

Pay or submit

- Rs. 400 via payment gateway
- All candidates to pay the application fee
- No edits after you submit

ACTION 4

Verify and print

- Paid candidates check payment status
- Print the form with your Application No.

Nothing is stored until you click SAVE. Do it after every section.

Action 1: Fill the form, and SAVE as you go



Fill with care

- Your eligibility is screened on what you enter
- Complete Personal Details, Qualification Details, Experience Details and the Qualification Undertaking, in that order



SAVE every section

- Click the SAVE button after Personal, Qualification and Experience details
- Information is not saved unless you click SAVE



Need to edit?

- Log in again with Email ID, Post Applied For and Password
- Edit the information, then click SAVE again
- You can edit only until you submit in Action 3

Note: the information you fill in is not saved unless you click SAVE.

Actions 2 and 2A: get the files right

PHOTOGRAPH

10-50 KB

JPG / JPEG

- Recent passport-size colour picture
- Light or white background, no harsh shadows
- Eyes clearly visible, no glare on glasses, both ears visible
- No caps, hats or dark glasses; religious headwear is fine if your face is uncovered

SIGNATURE

10-50 KB

JPG / JPEG

- Sign on white paper with a black ink pen
- Scan the signature area only, not the page
- It prints on your admit card. A mismatch with your answer sheet or interview signature cancels your candidature

DOCUMENTS

100-300 KB

for each PDF

- Every document in the checklist that applies to you
- Age, qualification, experience, disability and other documents asked for
- Then click “Save & Proceed to Submit Application”

Photo and signature go in as JPG / JPEG, Min 10KB – Max 50KB. Documents go in as PDF, Min 100KB – Max 300KB.

Action 3: What you pay, and who doesn't

Rs. 400/-

All categories

Application fee plus bank charges. Pay through the payment gateway only.

Non-refundable

Fee once paid is not refunded under any circumstances.

Designated payment gateway only

Card, net banking or UPI. Other modes are rejected and the fee forfeited.

Locked after payment

Once paid or submitted, you can't change or modify anything.

Pay through the payment gateway in five steps

1. Read the undertaking and accept it
2. Enter your debit card, credit card, net banking or UPI details
3. Once payment is confirmed, you are taken to the final application form
4. You receive an auto-generated Online Application Number
5. Preview the application, print it for your records and keep the Application No. safe

Exemption from the fee? No exemption to any category. Make payment, submit your application, then print the form with its Online Application No.

Action 4: Paid? Verify your payment status

1. Fee-exempt candidates: print the form with your Online Application No.
2. Everyone else: go to https://jobapply.in/ipa2026itcontract and click “Already Logged In Candidate (Click Here) to Complete Process”
3. Log in with Email ID, Post Applied For and Password to see your payment status
4. Payment shown as received: your online application is submitted. Print the form
5. Payment not shown: refer your case to IPA by email with your payment-gateway details



Payment not showing?

- Refer your case to IPA by email
- Include the payment details from the gateway
- Take the email ID from the official notification; this guide doesn't list it

Step 3: Download and print your admit card

Download

- Based on your application, admit cards for provisionally eligible candidates go up on the website as scheduled
- On the due date, log in again at https://jobapply.in/ipa2026itcontract
- A link for the written-test admit card, with the time schedule and venue, will be available

Print and carry

- Take a printout of your admit card
- No valid admit card, no entry to the written test
- Keep checking the website regularly for updates

Six mistakes that sink applications

Forgetting SAVE

Information isn't stored until you click SAVE.

Submitting too early

After you submit or pay, nothing can be edited. Check every entry first.

Paying the wrong way

Only the IOB gateway counts. Other modes are rejected and the fee forfeited.

Wrong file type or size

Photo and signature: JPG, 50 KB max.
Documents: Each PDF, 300 KB max.

Mismatched signature

If it differs in your answer sheet or interview signature, your candidature is cancelled.

Not verifying payment

Log in and check the status. A payment shown as received completes your online application.