

# **India Ports Global Limited (IPGL)**

## **Requirement of Manager (Finance and Accounts) on Contract**

### **I. COMPANY PROFILE:**

**India Ports Global Limited (IPGL)** was incorporated on 22<sup>nd</sup> January 2015 under the Companies Act, 2013, as per directions of Ministry of Ports, Shipping & Waterways (MoPSW), Government of India for development of ports overseas. MoPSW has presently assigned IPGL the task of equipping and operating Container / Multi-purpose Terminals at Chabahar in Iran.

IPGL wishes to appoint qualified person as Manager (Finance and Accounts) on contract basis.

### **II. The details with regards to aforementioned post is as follows:**

#### **(A) Manager (Finance and Accounts) on Contract – IPGL– 1 post**

##### **i. Details of Qualification & Experience:**

##### *Educational/ Professional Qualification and Experience*

- (a) Graduate in Commerce and (i) Member of the Institute of Chartered Accountants of India or (ii) Member of the Institute of Cost Accountants of India (Previously known as ICWAI) or (iii) Full time MBA/PGDM (Finance) from a recognized University/ Institute.
- (b) At least six years' post qualification experience as an officer in the Finance/ Accounts Department of a Major Port Trust or Industrial/Commercial/Govt. Undertaking.
- (c) Persons working in private sector and having similar qualifications and experience should be from reputed private organisation and should have drawn a total CTC of 10 Lacs P.A or above.

*Note: Persons working in Port Trusts/ Govt./PSUs/Autonomous bodies would be preferred.*

##### **ii. Age: Below 50 years.**

iii. **Terms of engagement:** The engagement will be on contract basis.

iv. **Period of Contract:** The candidate will be engaged on contract for a period of 2 years. The period of contract may be further extended for a period of one year at a time, up to further 3 years (ie. total 5 years), at the discretion of organisation.

v. **Location of Work:** The primary location of work will Mumbai, IPGL.

vi. **Roles and Responsibilities:**

The Manager (Finance & Accounts) will be responsible for all Finance & Accounts matters and will report to the CFO/Director (Finance)/ Managing Director.

The candidate should be a self-starter and should be able to independently handle various Finance, Accounts, Audit and Tax functions which include but are not limited to:

- Handling all matters relating to Finance, Accounts, Audit, Taxation, reconciliation of accounts, data entry /passing entries in accounting software, cash management, liaising with the banks, bank reconciliation, vendor payments etc. compilation of annual revenue and capital budget and other duties as assigned by the Management from time and to time.
- Should have practical knowledge of current accounting standards Ind-AS and shall be responsible for preparation of Standalone statement of accounts of the Company and Consolidated accounts.
- Coordinating with Internal, Statutory and CAG auditors for audit of standalone as well as Consolidated Statement of accounts.
- Tax compliances and Tax audits and other audits as and when required.
- Activities and compliances related to income tax, GST act and rules, FEMA regulations, PF, Leave, salary, Gratuity rules and should have in-depth knowledge of filing periodical returns under income tax and GST and periodical payment of TDS, GST tax, professional tax etc.
- Should be ready to travel across India and abroad at short notice for carrying out entrusted job including handling Finance and Accounts of the organisation and its subsidiaries, as and when required by management.

- Should help management in ensuring compliance under various acts, rules, regulations, guidelines etc. as applicable to the organisation.
- Should have knowledge of banking transactions like letter of credits, current account, Fixed deposits, overdraft etc.
- Should coordinate and maintain good relations with various internal and external bodies including statutory authorities, government agencies etc.

**vii. Remuneration:**

Total current gross monthly emoluments shall be lumpsum Rs. 1,50,000/- and additionally Transport Allowance of Rs. 30,000/- would be paid.

**viii. Compensation Package and benefits:**

- TA/DA shall be admissible to Contract Employees as per entitlement of regular employee in equivalent pay scale and will be paid as per actuals.
- No additional benefits, allowances, perquisites would be admissible other than that mentioned at clause II-A(vii) above.

**ix. Nationality/ Citizenship:**

Candidate must be a Citizen of India

**x. Submission Of Applications:**

- Prospective candidates from Public Sector Companies shall submit their applications, through proper channel, in the format at **Annexure-II (A)**.
- Prospective candidates from Private Sector Companies shall submit their applications in the format at **Annexure-II (B)**.

**xi. Certification By Candidate:**

- Candidate has to submit his/her undertaking that he/ she would not withdraw from the post if selected. If any candidate does not initially give his/her undertaking, he/she will not be interviewed.
- The selected candidate will have to join within one month of issue of letter of appointment.
- Currently employed Govt. /Public Sector/Autonomous bodies employees will have to submit their applications through proper channel. The application should contain “No Objection Certificate” from the organisation & vigilance clearance from the current employer.

**xii. Method Of Selection:**

Interviews will be conducted for all the eligible candidates, at the date, time and venue as decided by the management.

**xiii. Leave Entitlement:**

Casual leave as per leave rules of the company will be admissible. No other entitlement of leave except casual leave, weekly off and public holidays will be admissible and for any absence beyond the said leave, proportionate remuneration will be deducted. Failure to report to duty would entail deduction of wages on pro-rata basis.

**xiv.** The contract can be terminated by giving one month's notice in writing from either side.

**xv.** The contractual personnel shall not claim any right/title/interest at par with the regular employees of IPGL on similar post doing similar work.

**xvi.** Besides the duties listed, the contract employee would be liable to perform any other work assigned in the interest of the organization.

**xvii.** Other terms and conditions of appointment are at **Annexure I.**

**xviii.** Persons fulfilling the aforesaid requirements may submit an application superscribing **“APPLICATION FOR ENGAGEMENT AS Manager (Finance and Accounts) on Contract”** to

The Managing Director,  
India Ports Global Limited,  
4<sup>th</sup> Floor, Nirman Bhavan,  
Muzawar Pakhadi Road, Mazgaon,  
Mumbai – 400 010

**on or before 21<sup>st</sup> November, 2022.**

Interested candidates may submit their application(s) in the prescribed format (**Application form - Annexure II-A or II-B**) by downloading the same from website

- [www.ipgl.co.in](http://www.ipgl.co.in)
- [www.ipa.nic.in](http://www.ipa.nic.in)
- [www.sdclindia.com](http://www.sdclindia.com)

OR

by emailing scanned copies of the duly filled and signed application form, as per the prescribed format available on the abovementioned websites, along with all the requisite documents, in support of eligibility, to the following email address i.e. [admin@ipgl.co.in](mailto:admin@ipgl.co.in) and [indiaportsglobal@gmail.com](mailto:indiaportsglobal@gmail.com)

**GENERAL CONDITIONS:**

- (i)** All qualifications should be recognized by UGC/AICTE/AIU(GOI).
- (ii)** Weightage may be given to candidates having additional relevant qualifications.
- (iii)** IPGL reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- (iv)** Appointment and service conditions shall be governed by the prevailing policy of the Company.
- (v)** IPGL takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. Candidates in their own interest are advised to submit applications well in time before the last date to avoid possible delay in postal transit. Application received after due date will be summarily rejected.
- (vi)** In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect / false information/ certificate / documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- (vii)** Any request for change of address/ date for interview shall not be entertained.
- (viii)** IPGL reserves the right to reject any application/candidature at any stage without assigning any reason and the decision of Company shall be final.
- (ix)** IPGL reserves the right to cancel entirely or partially the selection process at any stage without assigning any reason and the decision of the Company shall be final in this regard.
- (x)** Canvassing in any form will be a disqualification.
- (xi)** Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (xii)** Any changes /modifications in the advertisement will be placed on the websites of India Ports Global Limited (IPGL). Candidates applying for the post are advised to visit the websites regularly for updates.
- (xiii)** Self-attested photocopies of all certificates /testimonials are to be

provided with the application form

**[No certificate, in original, is required to be attached with the application and IPGL shall not be responsible for misplacement of such certificates]**

- (xiv)** The candidate is required to submit the application in the format attached with the advertisement with required documents in support of their eligibility failing which their candidature will not be considered. Merely submission of resume/ biodata/ CV will also not be considered.
- (xv)** Communication, if any, to the applicant, shall be sent at the E-mail ID or at the **Present Address** mentioned by the applicant in the application form.

**Last date of receipt** of applications is **21<sup>st</sup> November, 2022**. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED.

IPGL reserves the right to shortlist candidates for interview.

Applications are to be addressed through proper channel to:

**The Managing Director,  
India Ports Global Limited  
4<sup>th</sup> Floor, Nirman Bhavan  
Muzawar Pakhadi Road  
Mazgaon, Mumbai 400010**

ALL CORRESPONDENCE ON THE ABOVE SUBJECT SHOULD BE ADDRESSED TO THE MANAGING DIRECTOR OF IPGL ONLY.  
(E-mail ID: [admin@ipgl.co.in](mailto:admin@ipgl.co.in) and [indiaportsglobal@gmail.com](mailto:indiaportsglobal@gmail.com))

**ANNEXURE II (A)**  
**APPLICATION FORM FOR THE POST OF**  
**MANAGER (FINANCE & ACCOUNTS) ON CONTRACT**  
**(For Public Sector Officers - Through Proper Channel )**

*(Note: Any column left blank will make the application incomplete and liable for rejection.)*

1. Name of the post applied for: \_\_\_\_\_
2. (a) Name (in full): \_\_\_\_\_  
 (b) Father's / Husband's Name (in full): \_\_\_\_\_  
 (c) Designation of the Applicant (in full): \_\_\_\_\_  
 (d) Office Address: \_\_\_\_\_  
 (e) Male/ Female: \_\_\_\_\_
3. Present Address: \_\_\_\_\_
4. Permanent Address: \_\_\_\_\_
5. Telephone No: Office \_\_\_\_\_, Residence \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Mobile No. \_\_\_\_\_ E-Mail address \_\_\_\_\_
6. Date of birth; and Age (as on date of advertisement):  
 \_\_\_\_\_

7. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications (along with the name of Institutions)			
Pay Scale (Rs.)			
Length of service in eligible pay scale			

8. Positions held during the preceding organisations:

Sl. No.	Designation and place of posting	Organization	From	To	Pay-scale (Rs.)

8(a). Details of experience relevant for the advertised post and job description, out of 7 above:

Sl. No.	Designation and place of posting	Organization	From	To	Pay-scale (Rs.)	Nature of experience

**Note:** If you wish, you may attach a write up in support of your candidature not exceeding two pages.

9. (A) Do you hold lien in any other organization? Yes/ No  
If yes:  
a) Name of the organization in which the lien is held.  
b) Date from which the lien is held
- (B) Are you on deputation? Yes/ No  
If yes:  
a) Date from which you have been on deputation.
- 10.(a) Whether any punishment awarded to the applicant during the last 10 years Yes/ No  
If yes, the details thereof
- (b) Whether any action or inquiry is going on against him as far as his knowledge goes. Yes/ No  
If yes, the details thereof

I hereby declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligibility criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date :  
Place : (Name and Signature of the applicant)

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**(To be filled by the PSU/Ministry /Department concerned)**

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Date:  
Place:

Signature & Designation  
of the Competent Forwarding  
Authority with Tel. no. & Office Seal.

**ANNEXURE II (B)**  
**APPLICATION FORM FOR THE POST OF**  
**MANAGER (FINANCE & ACCOUNTS) ON CONTRACT**  
**(For Private Sector Officers)**

*(Note: Any column left blank will make the application incomplete and liable for rejection.)*

1. Name of the post applied for: \_\_\_\_\_
2. (a) Name (in full): \_\_\_\_\_  
 (b) Father's / Husband's Name (in full): \_\_\_\_\_  
 (c) Designation of the Applicant (in full): \_\_\_\_\_  
 (d) Office Address: \_\_\_\_\_  
 (e) Male/ Female: \_\_\_\_\_
3. Present Address: \_\_\_\_\_
4. Permanent Address: \_\_\_\_\_
5. Telephone No: Office \_\_\_\_\_, Residence \_\_\_\_\_, Fax No. \_\_\_\_\_  
 Mobile No. \_\_\_\_\_ E-Mail address \_\_\_\_\_
6. Date of birth; and Age (as on date of advertisement): \_\_\_\_\_
7. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications (along with the name of Institutions)			
Pay Scale (Rs.)			
Length of service in eligible pay scale			

8. Positions held during the preceding organisations:

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale (Rs.)

- 8(a) Details of experience relevant for the advertised post and job description, out of 7 above:

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale	Nature of experience

**Note:** If you wish, you may attach a write up in support of your candidature, not exceeding two pages.

9. Annual Turnover of the Company where the candidate is employed (Certified copy to be attached):

Turnover Rs. \_\_\_\_\_ for the year \_\_\_\_\_.

10. I certify that:

- (i) the annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/CFO is enclosed at **Encl. I. (if applicable)**
- (ii) a write up on the significant contributions made by me during the present/past assignments and my suitability for the post is enclosed at **Encl. II. (if applicable)**
- (iii) I am working at Board level position/ or reporting directly to a Director on the Board, i.e. one level below Board level. **(if applicable)**
- (iv) The Company in which I am working is listed on the \_\_\_\_\_ (Name) Stock Exchange.  
A proof of listing is enclosed as **Encl. III. (if applicable)**

#### DECLARATION

I hereby declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligibility criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date :  
Place :

(Name and Signature of the applicant)