

India Ports Global Limited (IPGL)

Requirement of Manager (Finance & Accounts)

I. COMPANY PROFILE:

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

IPGL wishes to appoint a qualified person as Manager (Finance & Accounts) in the pay-scale of Rs.29,100-54,500 (E4 Scale).

The other details are as follows:

II. JOB DESCRIPTION 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, 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.

III. ELIGIBILITY:

A. Age:

Age as on the date of advertisement. : Not more than 40 years

Age of superannuation : 60 years.

B. Qualifications 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) MBA Finance as a regular student from a recognized University/ Institute.
- (b) At least nine 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 Port Trusts/Govt./PSUs/ Autonomous bodies holding posts in the Finance/ Accounts Department should have three years' regular service in the pay scale of Rs. 24,900-50,500 or above.
- (d) Persons having similar qualifications and experience in a reputed private sector organization presently drawing a total CTC of 12 Lacs P.A. may also apply.
- (e) Officers of appropriate level/rank, retired from Major Port Trust or Central/State Govt./PSUs with Port/Shipping experience may also apply. In such a case, relaxation in qualification, age and experience may be considered at the discretion of IPGL, depending upon their experience in the relevant field. Accordingly, the appointment of the retired employee shall be on contract basis and the remuneration will be decided by the organization in terms of the extant government rules, as a lump sum monthly emolument commensurate with the qualification, experience, subject to the last pay and pension drawn by the retired employee.

C. Desired Skills

- Knowledge of working in Major Ports/ Public Sector Undertaking/ Autonomous Bodies.
- Experience in Finance and Accounts matters of Government Organisation.

D. Remuneration:

Total current gross monthly emoluments at the minimum of the above pay-scale shall be approx. Rs. 1,05,080/- (including HRA) / Rs.96,350/- (excluding HRA).

E. Nationality/ Citizenship: Candidate must be a Citizen of India.

IV. SUBMISSION OF APPLICATIONS:

- Prospective candidates from Public Sector Companies shall submit their applications, through proper channel, in the format at **Annexure-I**.
- Prospective candidates from Private Sector Companies shall submit their applications in the format at **Annexure-II**.
- Prospective candidates, who are retired officers covered under B(e) above shall submit their applications in the format at **Annexure-III**.

V. 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.

VI. METHOD OF SELECTION:

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

VII. 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) Candidates, who are presently employed in Private Sector institutions, must spell out clearly their designation and that their pay-scale in their present/last organization is equivalent to or above as mentioned at Clause B (c) above. These candidates are required to submit a copy of the Organization Structure and indicate the pay-scale of the present employment (duly signed by the candidate) to justify their eligibility for the particular post, in the absence of which the application shall not be considered.
- (iv) IPGL reserves the right to raise/modify the eligibility criteria w.r.t minimum educational qualification and/or minimum work experience as well as any other terms and conditions.
- (v) Appointment and Service Conditions shall be governed by the prevailing policy of the IPGL.
- (vi) 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.
- (vii) 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.

- (viii) Any request for change of address / change of venue and/or mode of interview shall not be entertained.
- (ix) IPGL reserves the right to disqualify any application/candidature at any stage without assigning any reason and the decision of IPGL shall be final. Decisions of the IPGL in all matters regarding eligibility, shortlisting and selection shall be final and binding on all candidates. No representation or correspondence will be entertained by the IPGL in this regard.
- (x) IPGL reserves the right to cancel entirely or partially the selection process at any stage without assigning any reason and the decision of the IPGL shall be final in this regard.
- (xi) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai. Courts/ Tribunals/ Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.
- (xii) Canvassing in any form will disqualify the candidate and no correspondence shall be entertained in this regard.
- (xiii) Any changes / modifications/ corrigendum in the advertisement will be placed on the websites of India Ports Global Limited (IPGL) (www.ipgl.co.in); Indian Ports association (IPA) (www.ipa.nic.in) and Sagarmala Development Company Limited (SDCL) (www.sdclindia.com) only. Candidates applying for the post are advised to visit the websites regularly for updates.
- (xiv) Self-attested photocopies of all certificates / testimonials are to be provided with the application form and shall be required to produce the original certificates(s) for verification at the time of interview:
 - a) Documents/ Certificates providing proof of Educational/Professional Qualification (Class X and above).
 - b) Experience Certificates (including appointment and relieving letters of all previous employers).
 - c) Copy of last drawn salary statement, pension drawn (if applicable) etc.

[No certificate in original is required to be attached with the application and IPGL shall not be responsible for misplacement of such certificates]
- (xv) Candidates are advised that merely submitting resume/ CVs and incomplete application will be liable to be rejected.
- (xvi) 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.
- (xvii) IPGL reserves the right to shortlist candidates for interview.

VIII How to apply:

Interested candidates may submit their application(s) in the prescribed format (**Application form**) by:

- (i) Downloading the application format from website
 - www.ipgl.co.in

- www.ipa.nic.in
 - www.sdclindia.com
- (ii) Fill the application form with the required details.
- (iii) The filled in application form along with required documents for determining eligibility is to be sent to the below mentioned address by courier/ post before the last date of application i.e. 26.05.2022 by superscribing on the envelope as **“Application for the post of Manager (Finance & Accounts)”**.
The Chief Finance Officer
India Ports Global Limited
4th Floor, Nirman Bhavan
Muzawar Pakhadi Road
Mazgaon, Mumbai 400010
- Alternatively, a scanned, attested copy of the duly filled application form, alongwith all the requisite documents may be forwarded to the following email address: admin@ipgl.co.in
- (iv) India Ports Global Private Limited (IPGL) does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason like postal delays etc. whatsoever
- (v) Last **date of receipt** of applications is 26.05.2022. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications and lack of requisite documents along with the application, are liable to be REJECTED.

ALL CORRESPONDENCE ON THE ABOVE SUBJECT SHOULD BE ADDRESSED TO THE CHIEF FINANCE OFFICER OF IPGL ONLY (Common E-mail id:admin@ipgl.co.in, Tel. 9029026176).

ANNEXURE I
APPLICATION FORM FOR THE POST OF
MANAGER (FINANCE & ACCOUNTS)
(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 vacancy: _____
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 ten years:

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)

 (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
APPLICATION FORM FOR THE POST OF
MANAGER (FINANCE & ACCOUNTS) (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 vacancy: _____
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 ten years:

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.**
- (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.**
- (iii) I am working at Board level position/ or reporting directly to a Director on the Board, i.e. one level below Board level.
- (iv) The Company in which I am working is listed on the _____ (*Name*) Stock Exchange.
A proof of listing is enclosed as **Encl. III.**

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)

ANNEXURE III
APPLICATION FORM FOR THE POST OF
MANAGER (FINANCE & ACCOUNTS)
(For Officers retired from Major Port Trust or Central/State Govt./PSUs.)
(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 vacancy: _____
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 ten years:

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. Date of retirement on superannuation or voluntary retirement. :

10. In case of voluntary retirement, reason therefor. :

(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)
