

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

### **Requirement of Chief Finance Officer on Contract**

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

**India Ports Global Limited (IPGL)** is 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 Chief Finance Officer purely on contract basis.

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

##### **(A) Chief Finance Officer on Contract – IPGL – 1 post**

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

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

- (a) Graduate in Commerce and;
- (b) 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 with specialization in Finance from a recognized University/ Institute.
- (c) At least a cumulative experience of 20 years post qualification experience as an officer in the Finance/ Accounts Department of a Major Port Authority or any Industrial/Commercial/Govt. Undertaking, of which 2 years of cumulative experience at a senior level (at payscale mentioned at Clause II (A) (ii) below).
- (d) Persons working in private sector can also apply and having similar qualifications and experience should be from reputed private

organisation and should have drawn a total CTC of atleast 18 Lacs P.A or above, for last 2 years.

*Note: Preference will be given to Persons working in Port Authorities/Govt./PSUs/Autonomous bodies*

**ii. Pay Scale/Level:** As on last date of receipt of application:

Applicants from Government /CPSEs /Autonomous Bodies should be working in the following or a higher pay scale:

Eligible Scale of Pay

(i) Rs. 18500-23900 (IDA) Post 01/01/1997

(ii) Rs. 43200-66000 (IDA) Post 01/01/2007

(iii) Rs. 100000-260000 (IDA) Post 01/01/2017

(iv) Rs. 37400-67000 + GP 8700 (CDA) Post 01/01/2006

(v) Rs. 123100-215900 (Level 13) (CDA) Post 01/01/2016

**iii. Age:** Below 62 years.

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

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

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

**vii. Roles and Responsibilities:**

The Chief Financial Officer (CFO) will be responsible for all Finance & Accounts matters and will report to the Managing Director. The CFO would perform the following functions:

- Advise the Managing Director and the Board of Directors on all important financial matters having a bearing on the affairs of the Company.
- Overall, in charge of Finance and Accounts functions of the organisation and responsible for evolving and formulating related policies and their implementation, including Financial Planning, budgeting, costing, Financial Control, monitoring cashflow, preparation of financial statements in compliance with corporate norms and statutory requirements.
- Principal responsibility would be to exercise control over the financial and accounting matters of the company and

to conduct the affairs of the company, ensuring optimum utilization of resources.

- Advise on investment strategies
- Should act as principal Advisor of the company in all matters pertaining to finance and accounts.
- Should coordinate with Internal, Statutory and CAG auditors for audit of standalone as well as Consolidated Statement of accounts.
- Should ensure Tax compliances and Tax audits and other audits as and when required.
- Should plan & ensure all activities and compliances related to income tax, GST act and rules, FEMA regulations, PF, Gratuity, Leave, Human Resource Manual, Delegation of Power etc. and filing of periodical returns under incometax and GST and periodical payment of TDS, GST tax, professional tax etc.
- Set up and oversee the Company's Finance IT system
- Setting up Audit and Reconciliation functions.
- Should be readily available if required 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.
- Any other work as assigned by the Management

**viii. Remuneration:**

A consolidated remuneration of Rs. 2,00,000 per month will be payable.

*For ret'd. Employees, the fix monthly amount admissible, shall be arrived at by deducting the basic pension from the last pay drawn at the time of retirement/superannuation.*

The amount of remuneration so fixed shall remain unchanged for the term of the contract.

There will no annual increment/ percentage increase during the contract period.

**ix. 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(viii) above.

**x. Nationality/ Citizenship:**

Candidate must be a Citizen of India

**xi. Submission of Applications:**

- Prospective candidates from Public Sector Companies/ Central Government/ Armed Forces/ All India Service/CPSE shall submit their applications, in the format at **Annexure-II (A)**.
- Prospective candidates from Private Sector Companies shall submit their applications in the format at **Annexure-II (B)**.

**xii. 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.

**xiii. Method of Selection:**

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

**xiv. Leave Entitlement:**

12 Days 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.

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

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

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

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

**xix.** Persons fulfilling the aforesaid requirements may submit an application superscribing **"APPLICATION FOR ENGAGEMENT AS Chief Financial Officer 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 25-09-2023.**

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. [indiaportsglobal@gmail.com](mailto:indiaportsglobal@gmail.com) and [md.indiaportsglobal@gmail.com](mailto:md.indiaportsglobal@gmail.com)

## **Annexure - I**

### **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) The terms and conditions of engagement 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. Applicants 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 applicant 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 engagement are liable to be terminated.
- (vii) Any request for change of address/ change of centre for group discussion and /or 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. Decision of the IPGL in all matters regarding eligibility, short listing and selection shall be final and binding on all the candidates. No representation or correspondence will be entertained by the IPGL in this regard.
- (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), Sagarmala Development Company Ltd. (SDCL) , and Indian Ports Association (IPA) only. Candidates applying for the position 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 applicant 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 **25-09-2023**. 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.

Persons fulfilling the aforesaid requirements may submit an application superscribing "Application for the post of Chief Finance

Officer on Contract" to  
**The Managing Director  
India PortsGlobal Limited  
4<sup>th</sup> Floor, Nirman Bhavan ,  
Muzawar Pakhadi Road  
Mazgaon, Mumbai  
400010**

Interested candidates may submit their application(s) in the prescribed format 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 above mentioned websites, along with all the requisite documents in support of eligibility to the following email address:

[indiaportsglobal@gmail.com](mailto:indiaportsglobal@gmail.com) and [md.indiaportsglobal@gmail.com](mailto:md.indiaportsglobal@gmail.com)

**ALL CORRESPONDENCE ON THE ABOVE SUBJECT SHOULD BE ADDRESSED TO THE MANAGING DIRECTOR OF IPGL ONLY.**

(E-mail ID: [indiaportsglobal@gmail.com](mailto:indiaportsglobal@gmail.com) and [m.d.indiaportsglobal@gmail.com](mailto:m.d.indiaportsglobal@gmail.com))

**ANNEXURE II (A)**

**APPLICATION FORM FOR THE ENGAGEMENT OF  
CHIEF FINANCE OFFICER 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 position 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)

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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 ENGAGEMENT OF**  
**CHIEF FINANCE OFFICER ON CONTRACT**  
**(For Private Sector Officers)**

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

1. Name of the position 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)