

**CHENNAI PORT AUTHORITY  
FINANCE DEPARTMENT**

**Walk-in-Interview for "Finance Executive" (on contract basis) on 20<sup>th</sup> December of 2023**

<b>ELIGIBILITY CRITERIA</b>	
<b>Qualification</b>	Must possess CA / CMA
	Must be a Member of Institute of Chartered Accountants of India or Member of Institute of Cost Accountants of India. <u>Desirable</u> : The candidate having hands on exposure to SAP ERP will be given preference.
<b>Experience</b>	The candidate should possess minimum 2 years post qualification experience
<b>Age limit</b>	Maximum Age Limit : 40 years.
<b>No. of vacancies</b>	Four

**Interview procedure :**

- (a) The time limit for receiving the application is limited on the day of walk-in-interview as 1000 hrs to 1100 hrs.
- (b) The applications of the candidates who have registered with the Port within the scheduled time will be scrutinized.
- (c) The Certificates and other details will be scrutinized and the candidates will be shortlisted by 1 PM.
- (d) All the candidates thus shortlisted will be interviewed from 2 PM.

**TERMS AND CONDITIONS OF ENGAGEMENT**

1. **Period of engagement:** Contractual engagement of full time is for a period of 02 years from the date of reporting to duty and further extendable subject to review of performance and requirement. The contract period of 02 years will automatically come to an end on expiry of the contract period and no notice will be issued.
2. **Consolidated remuneration:** Consolidated remuneration of Rs.70,000/- per month will be paid and no other service benefits will be paid. TDS as applicable will be deducted from the consolidated remuneration as per the extant Rules / IT Act. The remuneration will be paid as per the attendance recorded. Unauthorized absence/ absence without leave will be treated as 'no work, no pay' and accordingly, proportionate amount will be deducted from monthly remuneration.
3. **Place of Posting:** The place of posting would be in Finance Department at Chennai Port Authority or as may be decided by the Competent Authority , but during the course of the tenure, you shall be liable to be posted / transferred anywhere to serve any of the projects. You shall report to the Finance Advisor and Chief Accounts Officer , (FA&CAO) , Chennai Port Authority.
4. **Hours of Work:** You shall be required to work during normal working hours as per the place of posting of the Port and such extended hours as necessary for proper discharge of your duties. You are also expected to work for additional hours depending on the necessity and urgency of work , for which no additional remuneration will be paid. You may be required to attend work on weekly off days/holidays due to exigency of work for which no additional remuneration will be paid.
5. **Leave/ Holidays:**
  - (a) You are not entitled to avail any other kind of leave, except for one day paid leave in a month in addition to weekly off and Port holidays.
  - (b) No claim will be entertained for encashment of un-availed portion of leave for the reason whatsoever. The said Leave cannot be carried forward over the next Calendar year.

(c) In case of absence for a continuous period of 10 days without the prior approval of the Head of Department, the contractual engagement shall automatically cease to exist without any notice or intimation

(d) Not entitled to any paid sick leave.

#### 6. Job Role & Responsibility :

He / She shall report to FA & CAO or any person authorized by him.

Duties and Responsibilities :

- a) Scrutiny of General Ledger, Vendor Accounts, Reconciliation of all kinds of Deposits and Advances pertaining to Works and Contingent bills, preparation of Monthly Accounts.
- b) Billing for Services, Trust Accounts, Co-ordinating with Tax Advisors.
- c) Preparation of bills and issue of receipts, Monitoring Bank Reconciliation Statements.
- d) Reconciliation of various advances / Reconciliation of Employees Advances.
- e) Preparation of Final Accounts, Budget, Cost Statements.
- f) Tariff computation, Reply to Audit Queries, periodical reports to Ministry and other Authorities.

7. **Accommodation and Transportation** : Based on the availability, the residential quarters in the Port Colony may be provided on requirement based under applicable rent / licence fees for Port employees / Officers. The electricity and water charges as applicable and same would be recovered from the remuneration. The Port will not provide any transportation facilities.

8. **Medical Facilities**: You shall be provided Medical facilities for self, spouse and two dependent children upto 21 years under Outpatient and Inpatient facility in Port Hospital.

9. **Pre-Closure or Extension** : The Port management reserves the right for pre-closure or extension of the period of contractual engagement. In case of pre-closure, no notice pay or retrenchment compensation will be paid to you by the Port.

10. **Termination**: The contractual engagement may be terminated by giving three month's notice from either side. However, the engagement is terminable with 24 hrs. notice for unsatisfactory performance and for any act considered to be derogatory/detrimental to the interest of Chennai Port Authority.

11. The entitlements/privileges/benefits available to the regular employees of the Port is not applicable to the employees working on contract basis.

12. You may be allowed TA / DA on official tour, if any, as applicable to equivalent grade in the Port.

#### 13. Maintenance of Confidentiality:

(a) During his/her tenure of service with the Port, he/she shall devote his/her whole time, attention and skill to the best of his/her ability for its development. He /She shall not, directly or indirectly, engage or associate himself/herself with any other business or activities or any other Post or work part time or pursue any course of study whatsoever, without prior permission of the Port.

(b) He/ She must always maintain the highest degree of confidentiality and keep confidential the records, documents and other Confidential Information relating to the business of the Port which may be known to him/her or confine to him/her by any means and he/she will use such records, documents and information only in a duly authorized manner in the interest of the Port. For the purposes of this clause 'Confidential Information' means information about the Port's business planning, employees service, details relating to its customers and any other information which is not available to the public domain and which may be learnt by him/her in the course of engagement. This includes, but is not limited to, information relating to the organization, its customer lists, engagement policies, personnel, and information about the Port's business development/strategy, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

- (c) At no point of time, he/she will remove / share any Confidential Information from the office without prior permission.
- (d) His/ Her duty to safeguard and non disclosure of Confidential Information will survive even after the expiration or termination of this engagement with the Port.
- (e) Breach of the conditions of this engagement will render him/her liable for summarily dismissal of his/her service from the Port under clauses above in addition to any other remedy as may be deemed fit against him/her as per law.

Sd/-  
FA & CAO  
CHENNAI PORT AUTHORITY