



NEW MANGALORE PORT AUTHORITY

Finance Department

Panambur, Mangalore – 575 010

Email: facao@nmpt.gov.in / Tel: 0824-2407353

No.60/FIN/FA/REC/2022

Date.12-12-2022

Appointment on Contract Basis

Applications are invited from eligible persons for the post of Assistant Manager (Finance) on contract basis.

No. of post – 01

Consolidated Remuneration – Rs.70,000/- per month

Application should be submitted in the enclosed prescribed format along with copies of self attested documents to the Financial Adviser & Chief Accounts Officer, New Mangalore Port Authority, Panambur, Mangalore – 575 010. The last date for receipt of applications 15th January 2023. For more details log on to Port website: www.newmangaloreport.gov.in under vacancy section

- i) Annexure I - Qualification & Experience
- ii) Annexure II - Terms & Conditions
- iii) Annexure III - Application format

(Vinayaka Rao)
Financial Adviser & Chief Accounts Officer

Annexure – I

Qualification and Experience requirement

Name of the Position	Qualification	Experience
Assistant Manager (Finance) Contract basis	Member of Institute of Chartered Accountants of India Or institute of Cost & Management Accountant of India	06 months post qualification experience in Corporate Accounts/ Audit

Annexure – II

1. The engagement is purely on Contractual basis for a period of two years, extendable on mutual consent.
2. The maximum age limit for the position is 30 years
3. The candidates possessing requisite qualification and experience will be called for interview.
4. The candidates should clearly indicate the percentage of marks scored in the application form. If CGPA grading is mentioned in the mark sheet, the candidates shall be responsible for converting the said grading into accurate percentage as per the criteria adopted by the respective University/Institution.
5. The crucial date for determining eligibility criteria, educational qualification, experience, age etc. shall be as on first day for the month in which applications were invited. Only eligible applicants who fulfill the above criteria prescribed for respective position will be shortlisted.
6. Eligible candidates will be called for interview through e-mail only. The date, time and venue of interview will be informed accordingly.
7. NMPA reserves the right to fix the minimum standard / qualifying marks for section of all the positions.
8. Any update, corrigendum etc. of this advertisement and changes in the recruitment process will be hoisted in the Port's website only. Hence, candidates are requested to keep in regular watch to this Port's website and no separate communication will be made to the individual applicant.
9. Canvassing in any form will disqualify the candidate and no correspondence shall be entertained.
10. Leave Facilities: The candidates selected will be permitted to avail Casual Leave at the rate of 1.25 days for each completed calendar month of contract service. No provision exists either for encashment of the non-

availed portion of the Casual Leave or for carrying forward the said leave to the next calendar year or future contract assignment if any.

11. Medical Facility: The selected candidates shall be entitled to free medical treatment in NMPT hospital for self with dependent spouse & children to the extent the facilities available in the Port Hospital.
12. Accommodation: Port accommodation will be provided subject to availability at normal rent of Rs.5,000/- per month, which will be deducted from the consolidated pay. In addition, allied charges such as water charges & Electricity charges shall have to be borne by occupant.
13. Increment: An annual increment @ 5% of consolidated pay will be considered on satisfactory performance after completion of one year.
14. Working Hours: The duration of working hours will be as per office hours with weekly off on Saturday & Sunday. In exigencies, he/she may require to work beyond officer hours/holiday for which no extra remuneration will be paid.
15. The application with self attested copy of Qualification & Experience Certificate etc. must reach the address mentioned above on or before 15th January 2023.
16. All future correspondences would be through E-mail ID furnished by the applicant in the application or by post as may be decided by Management.
17. The date, time, venue of interview will be intimated by email & in NMPT website
18. Documents required at the time of interview:
 - 2 recent passport size photos
 - Proof of identity and age (PAN/Aadhar Card)
 - Education Qualification (All year / Semester Mark sheets & Certificates from 10th Standard onwards)
 - Experience Certificate

- The original documents should be submitted at the time of interview for verification.

19. Claim of permanent absorption: The contract engagement shall not confer on him/her any right to lay claim to permanent absorption in the Port service against any post whatsoever.

20. The Contract engagement can be terminated by either side by giving one months notice during the currency of the Contract.

21. Settlement of Dispute: Any dispute arising out of this contract, the interpretation and decision of Chairperson ,NMPA will be final.

22. The candidate shall have good health condition.

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

The 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, GST, Income Tax, Trust Accounts, Co-ordinating with Tax Advisors.
- c) Preparation of Bills and issue of Receipts, Monitoring Bank Reconciliation Statements.
- d) Recovery 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.
- g) Any other tasks assigned by FA&CAO or any person authorized by him.

FA&CAO

Annexure III**APPLICATION FORMAT**

Affix recent
passport
size
photograph

1	Name of the Candidate	:			
2	Name of the Father/Husband	:			
3	Date of Birth (Enclose attested copy of proof)	:			
4	Nationality	:			
5	Gender	:	Male/Female		
6	Qualification (Enclose attested copies of Certificates)	:			
Sl. No	Qualification (with Discipline/Branch)	Name of College	Year of Passing	Marks secured	%
i)					
ii)					
iii)					
iv)					
<p>Note: In case of CGPA etc. system of grading, the candidates shall convert the CGPA etc. grading into equivalent percentage of marks and indicate in the above prescribed column accurately, indicating wrong percentage will disqualify the candidature.</p>					

7	Experience in earlier posts held in the Chronological order as in below table (Enclose copies of proof)					
Sl. No.	Name of the Organization	Post held	Scale of pay	From	To	Nature of duties
(i)						
(ii)						
(iii)						
8	Permanent Address					
9	Address for communication with email address and Telephone no.					
10	Any other points, applicant wish to submit					

Declaration

I, Shri /Smt. (Name of the applicant) hereby declare that, the information furnished above are true and correct. In case, any information is found incorrect / false, I myself render liable for disqualification for the post applied for, apart from the necessary action as deemed fit.

Place:

Date:

Signature of the candidate