CHENNAI PORT AUTHORITY
FINANCE DEPARTMENT

Walk-in-Interview on 16.07.2025

(On Contract basis for 2 years)

Position	No. of Post	Qualification and Experience
Senior Finance Executive	2 (Two)	1.Must possess the qualification of CA / CMA 2. Must be a member of Institute of Chartered Accountants of India or Member of Institute of Cost Accountants of India 3. The candidate should possess minimum 3 years post qualification experience 4. The candidate having hands on exposure to SAP ERP will be given preference

Consolidated Remuneration of Rs.1,00,000/- per month (Maximum age limit : 40 years)

Venue: New Conference Hall, Centenary Building, Chennai Port Authority, No.1, Rajaji Salai, Chennai – 600 001

Phone: 9842135086 / 9841716633

For further details, visit Chennai Port Authority website viz**., www.chennaiport.gov.in**

Sd/-

F.A.&C.A.O.

CHENNAI PORT AUTHORITY

FINANCE DEPARTMENT

Walk-in-Interview for "Senior Finance Executive" (on contract basis) on 16th July of 2025

ELIGIBILITY CRITERIA	
Qualification	Must possess CA / CMA
	Must be a Member of Institute of Chartered Accountants of India or Member of Institute of Cost Accountants of India. Desirable : The candidate having hands on exposure to SAP ERP will be given preference.
Experience	The candidate should possess minimum 3 years post qualification experience
Age limit	Maximum Age Limit : 40 years.
No. of vacancies	Two

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.1,00,000/- 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 Financial 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**: (i) 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. (ii) 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. (iii) 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. (iv) Not entitled to any paid sick leave.

6. **Job Role & Responsibility** : The job roles will be assigned by FA&CAO, based on requirements from time to time. You shall perform to the best of your ability in respect of all the duties as assigned from time to time.

7. **Accommodation and Transportation**: Based on the availability, the residential quarters in the Port Colony may be provided on requirement basis on payment of applicable Rent / Licence fees from time to time. 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**: Medical facility at ChPA Hospital shall mean and include Out-patient and In-patient treatment, Testings, all medical examinations, etc. that are available with the facilities of ChPA Hospital. But this may not include any investigation or treatment through referral empaneled lab or hospitals. This medical facility may be extended to the person engaged along with the spouse, dependent parents and upto two dependent children.

   Age limit for dependent children for availing medical facilities, shall be as follows:

   (i) Sons – Till he starts earning or attains the age of 25 years, whichever is earlier.
   (ii) Daughters – Till she starts earning or gets married or attains the age of 25 years, irrespective of age limit, whichever is earlier.
   (iii) However, there is no age limit for sons / daughters suffering from permanent disability of any kind (Physical or mental – to be certified by the ChPA Medical Officer).

   In this regard, the selected candidate has to file an annual declaration on the Dependency status for continuing the medical facility.

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 the candidate by giving three months' notice and the Port by giving one-month notice period. In case the candidate fails to give three months' notice, compensation equivalent to shortfall period shall be paid to the Port. 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 without any compensation.

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.

FA&CAO
CHENNAI PORT AUTHORITY

CH.PA.Item Code No.1000000122

SAGARMALA
PORT-LED PROSPERITY

Azadi Ka Amrit Mahotsav

Port
Par-excellence

चेन्नै पत्तन प्राधिकरण
CHENNAI PORT AUTHORITY

G20 भारत 2023 INDIA
वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

प्रशासनिक कार्यालय :
ADMINISTRATIVE OFFICE :
नं.1, राजाजी सालै चेन्नै - 600 001.
No. 1, Rajaji Salai, Chennai - 600 001.
Website : www.chennaiport.gov.in
Phone : +91-044-2531 2000
+91-044-2536 2201

Estt/Contract Appt/2024/F .07.2025

To

The Secretary,
Institute of Chartered Accountants of India,
Southern India Regional Council,
ICAI Bhawan,
No.122, Uthamar Gandhi Road,
Nungambakkam
Chennai-600 034.

Sir / Madam

Sub: Estt – Engagement of Senior Finance Executive - CA / CMA qualified professionals on Contract basis – Walk-in-Interview on 16.07.2025 - Reg.

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Please find enclosed a copy of the notification and advertisement for engagement of Two Senior Finance Executives on contract basis in Chennai Port Authority.

It is requested to kindly display in your Institute's Notice Board and ~~wbsite~~ website and give wide publicity.

Thanking you

Yours faithfully,

Dy. Chief Accounts Officer 7/7/25

Enc: As above,