KAMARAJAR PORT LIMITED
Rajaji Salai, Chennai – 600 001

Kamarajar Port Limited invites applications from eligible candidates for engagement of following Consultants on Contractual basis:

a) Consultant (Finance)-01 no.,
b) Consultant (Qualified CS)-01 no.
c) Consultant (CS Intermediate)-01no. and
d) Consultant (Estate) -01 no.

A. Consultant (Finance) -1 No.	
Qualification	Must be a Member of Institute of Chartered Accountants of India or Member of the Institute of Cost Accountants of India. (or) possess MBA (Finance) from a premier Institution (full time).
Age	Not more than 40 years
Experience	• Minimum of 7 years of post-qualification in following: Experience in Financial Modeling of large-size infrastructure projects under EPC, PPP, Captive user' modes. • Experience in Project evaluation, Project financing, understanding the risks involved in sources of fund-raising, Financial structuring, w.r.t. high-value projects in EPC, PPP or Infrastructure industries. • Understanding and critical analysis of Financial statements such as Balance sheet, P & L A/c & Cashflow statements. • Possess skills in MS Excel, Advanced MS Excel & other software and AI tools in Financial modeling, structuring etc.
Period of contract	Initially for a period of 01 year, extendable for further period based on the requirement and performance.
Remuneration	Consolidated pay between Rs.1,00,000 and Rs.2,00,000/- per month with annual increase of 5%
Job responsibility	➢ To scrutinize and analyze the Financial models submitted in the Feasibility Report, Detailed Project Report, by Transaction Advisors, PPP-bidders, Captive-User Application, etc. ➢ To prepare independently Financial models for capital projects, undertaken by KPL Investments in new Joint ventures, Special purpose vehicle etc. ➢ To scrutinize and vetting of the Financial closure documents submitted by PPP/Captive user applications. ➢ To prepare cash flow projections when KPL intends to raise funds/ borrowing through Bank, Financial Institution, Board members, IPO etc. ➢ To assist the CFO of KPL in Project evaluation, Project structuring, Project Financing etc. ➢ Not limiting to the above, any assignments w.r.t. Financial management assigned by the CFO, KPL.
Leave	12 days in a year

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 24hrs. notice for or any act considered to be derogatory/ detrimental to the interest of Kamarajar Port Limited without any compensation.
Maintenance of Confidentiality	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. 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 Polices, personal, and information about the Port's business development/strategy, processes, including ideas, concepts, projections, technology, manuals, drawings, designs, specifications, and all papers, resumes, records and other documents containing such confidential information.

B. Consultant (CS Qualified) -1 No.	
Qualification	Degree from a recognized university, qualified as a Company Secretary and having a valid Membership from The Institute of Company Secretaries of India
Age	Not more than 35 years
Experience	• Minimum of 3 years of post-qualification in following: Experience in a listed company •
Period of contract	Initially for a period of 01 year, extendable for further period based on the requirement and performance.
Remuneration	Consolidated pay between Rs.75,000 and Rs.90,000/-per month with annual increase of 5%
Job responsibility	1. General Meeting & Board Meeting Compliances

	• Drafting and issuance of AGM/EGM notices • Pre and post meeting filings with BSE & NSE • E-voting process management and postal ballot compliance • Coordination with Scrutiniser and submission of voting results • Filing of proceedings and resolutions within prescribed timelines • Increase in the volume of Outcome filings and material event disclosures • Quarterly and annual corporate governance filings <u>2. Investor & Shareholder Related Functions</u> • Handling shareholder and investor grievances • Monitoring and reporting of investor complaints • Coordination with Registrar & Transfer Agent (RTA) • Liaison with Central Depository Services (India) Limited & National Securities Depository Limited • Shareholding pattern and reconciliation of share capital filings • Coordination with Stock Exchanges • Responding to notices and clarification letters from BSE & NSE <u>3. Related Party Transaction (RPT) Compliances</u> • Identification and classification of RPTs • Audit Committee and shareholder approval processes • Half-yearly disclosures to stock exchanges • Website disclosures
Leave	12 days in a year

C. Consultant (CS Inter) -1 No.	
Qualification	ACS Intermediate qualification (possessing Executive Programme Certificate issued by The Institute of Company Secretaries of India)
Age	Not more than 35 years
Experience	• Minimum of 2 years of post-qualification in following: Experience in a listed company
Period of contract	Initially for a period of 01 year, extendable for further period based on the requirement and performance.
Remuneration	Consolidated pay between Rs.55,000 and Rs.70,000/-per month with annual increase of 5%
Job responsibility	<u>1. General Meeting & Board Meeting Compliances</u> • Drafting and issuance of AGM/EGM notices • Pre and post meeting filings with BSE & NSE • E-voting process management and postal ballot compliance • Coordination with Scrutiniser and submission of voting results • Filing of proceedings and resolutions within prescribed timelines

	• Increase in the volume of Outcome filings and material event disclosures • Quarterly and annual corporate governance filings 2. Investor & Shareholder Related Functions • Handling shareholder and investor grievances • Monitoring and reporting of investor complaints • Coordination with Registrar & Transfer Agent (RTA) • Liaison with Central Depository Services (India) Limited & National Securities Depository Limited • Shareholding pattern and reconciliation of share capital filings • Coordination with Stock Exchanges • Responding to notices and clarification letters from BSE & NSE 3. Related Party Transaction (RPT) Compliances • Identification and classification of RPTs • Audit Committee and shareholder approval processes • Half-yearly disclosures to stock exchanges • Website disclosures
Leave	12 days in a year

D. Consultant (Estate) -1 No.	
Qualification	Must be a Graduate, Retired person from Revenue Department of Government of Tamil Nadu in the rank of Tahsildar/ Deputy Collector/ Revenue Divisional Officer / District Revenue Officer preferably worked in the Tiruvallur District
Age	Not more than 65 years
Experience	Experience in land related works with well conversant with land laws & land acquisition Acts, land acquisition, rehabilitation, Urban Land (Ceiling and regulation) Act
Period of contract	Initially for a period of 01 year, extendable for further period based on the requirement and performance.
Remuneration	Last Drawn Pay minus entire pension as per Department of Personnel & Training vide Office Memorandum No.3/3/2016-Estt. (Pay II) dated 01.05.2017 that 'pay minus pension' or Negotiated value by the selection committee.
Job responsibility	• Land and Land related service • Land Acquisition • Rehabilitation • Dealing the court cases relating to land laws • Familiar with Land Acquisition Act • Urban Land (Ceiling and regulation) Act • Land Acquisition Plan • Measurement, examine land – Title • Liaison with Government departments and related

	sections towards completion of work
Leave	12 days in a year

General Conditions:

(1) Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming appointment.
(2) Education Qualification, Age and Experience limit prescribed is on the date of Advertisement.
(3) The Company reserves the right to consider only those candidates for interview who according to its decision rank high in terms of eligibility criteria.
(4) Decision of the Company with regard to eligibility of candidates will be final. Mere eligibility will not entitle any candidates for admission to interview or selection.
(5) Canvassing in any form will be eligible for disqualification.
(6) No Correspondence will be entertained with the candidates not short-listed. Management reserves the right to reject the application of any candidate without assigning any reason.
(7) Candidates should ensure that the details filled in the application form should duly tally with document enclosed. If any variation is observed in application form and document enclosed, the candidature of the candidate will be liable to be rejected. Documents attached with the application form, will be verified only for the candidates who get shortlisted for interview.
(8) Candidates should submit only single application for a post and application once submitted cannot be altered after the cut off date.
(9) Any legal proceeding arising out of this advertisement shall be subject to the exclusive jurisdiction of the courts in Chennai.
(10) Kamarajar Port Limited will not be responsible for any postal delays / wrong delivery / non-delivery of communication at any stage of the recruitment process.
(11) Kamarajar Port Limited reserves the right to shortlist candidates for interview. Management reserves the right to raise the standard of specifications to restrict the number of candidates to be called for interview. In case the response is high, Kamarajar Port Limited may consider conducting written test, if required.

How to apply and important instructions for candidates:

(1) Applications should be strictly submitted by post or in drop box. Professionals ready to take up the challenge and meeting the requirements may download the prescribed ***Employment Application Format*** and submit the filled in form with enclosures so as to reach the Address furnished below latest by 23th May 2026:

The General Manager (CS & BD)
Kamarajar Port Limited
No.17, 2nd Floor, Jawahar Building,
Rajaji Salai, Chennai – 600 001

(2) The application should be accompanied with:

a. with self-attested photocopies of Certificate and Marks Sheets in proof of Educational Qualification (X Std / SSLC onwards).
b. with self-attested photocopies of Experience Certificate/s with a latest salary certificate and contract letter of company
c. Candidates are requested to check their eligibility criteria with regard to age, Qualification and experience against the advertisement.

General Manager (CS & BD) i/c