

**Details of Eligibility criteria, Job description and Responsibility for the Post of Director (Finance)
for Sagarmala Development Company Ltd.**

COMPANY PROFILE

The Government of India has formed a special purpose vehicle (SPV), Sagarmala Development Company Ltd. (SDC Ltd.), as a public limited company under Companies Act, 2013 to achieve the objectives of Sagarmala Programme and fast-track the implementation of the port-led development initiative.

Under the ambit of the Sagarmala Programme, the Sagarmala Development Company Ltd. strives to reduce logistics costs for both domestic and export import cargo. It intends to create, among others, ports and a transshipment hub of international standards to generate economic activity all along the Indian coastline, with the participation of coastal communities.

SDC Ltd. was incorporated with an initial authorized capital of Rs. 1,000 Cr, and which may be increased subsequently, if required, and a subscribed share capital of Rs. 90 Cr. The entire cost towards authorised capital for the Company with initial subscribed share capital is borne by the Ministry of Shipping.

The company will assist the state level/zone level special purpose vehicles (SPVs) and SPVs to be set up by the ports, with equity support for implementation of the projects that they will undertake.

The Company's registered office is in New Delhi.

SDC Ltd. shall take up identified projects based on the available data, feasibility reports and the preparedness shown by the project proponents.

There is a requirement for filling up the post of Director (Finance) of the company. The details are as follows:

| | |
|-------------------|------------------------------------|
| Organisation Name | Sagarmala Development Company Ltd. |
| Title of the Job | Director (Finance) |
| No. of Posts | 01 |
| Date | 03-01-2017 |
| Tenure | Five (05) Years |
| Scale of Pay | Rs.65,000 – Rs 75,000 |

JOB DESCRIPTION AND RESPONSIBILITIES

The incumbent shall be a member of the Board of Directors and reports to the Chairman and managing Director. He/She is the overall-in-charge of Finance and Accounts functions of the organisation and is responsible for evolving and formulating related policies and their implementation, including Financial Planning, budgeting, costing, Financial control, preparation of financial statements in compliance with corporate norms and statutory requirements.

He/She shall also

- Oversee the formulation and administration of SDC's financial policies and developing long-term financial goals in line with strategic plans developed by Ministry of Shipping especially under Sagarmala programme
- Support MD, Board of Directors and Senior Management Team in making strategic finance-related decisions while complying to all the statutory norms and legal regulations.
- Lead the development of annual financial and operating budgets and manage the finances of the firm
- Negotiate with stakeholders to decide on equity stake to be taken up by SDC in residual and PPP projects while maintaining companies performance with focus on the company's strategic goals
- Steer and oversee development and approve finance-related guidelines, policies and procedures
- Confer with MD and other department heads to review achievements and discuss required changes in goals or objectives resulting from current status and conditions
- Directs all key finance departments within SDC i.e. accounting, taxation, payroll etc

ELIGIBILITY

A. Age

- As on the Date of Advertisement: Minimum 45years and Maximum 57 years
- Age of superannuation is 60 years

B. Qualification and Experience

- The candidate should be a Chartered Accountant or Cost Accountant or Master in Business Administration (MBA)/Post Graduate Diploma/Programme in Management (PGDM/PGPM), recognised by UGC/AICTE, with Finance as an effective subject.
- The candidate should have at least 5 (five) years of cumulative experience, during the last 10 (ten) years, in various aspects of Financial Management functions in an organisation.

C. Pay Scale

1. Central Public Sector Executives

Executives holding posts in the pay scale of:

- Rs. 43,200 – 66,000 (IDA) Post 01.01.07 or;
- Pay Level 13: Rs. 118,500 – Rs. 214,100 (CDA) (revised 01.01.2016)
Old Scale: Rs. 37,400 – 67,000+GP 8700 (CDA)

The minimum length of service required in the eligible scale will be three years as on the date of advertisement.

Government Officers

Officers of the level of **Director** in Govt. of India or on equivalent scale of pay, on the date of advertisement with adequate experience in the relevant field will be eligible for consideration **on deputation basis**.

Private Sector Executives

In order to apply, Private Sector Executives must fulfil all the following criteria:

- i. They should be working in an infrastructure company with an average annual turnover in excess of Rs. 750 Crore in the last 3 financial years;
- ii. They should be working on the companies listed on the Stock Exchange; and
- iii. They should be working at Board level position or reporting directly to a Director on the Board i.e. level below at Board level position.

D. Nationality/Citizenship

Candidate must be a Citizen of India.

DURATION OF APPOINTMENT

The appointment shall be for a period of Five (05) years or upto the date of Superannuation whichever is earlier.

SUBMISSION OF APPLICATIONS

Prospective candidates from the Central Public Sector Enterprises and Government officers shall submit their applications, through proper channel, in the format at Annexure – I. The applications for various categories of the officers are to be routed through proper channels as follows:

- a. For Government Servants: through Cadre Controlling Authority.
- b. For CMD's/MD's/Director's in CPSE: through the concerned Administrative Ministry.
- c. For below Board Level in CPSE: through the concerned CPSE.

Advance copy can be submitted subject to the application complete in all respect through proper channel is received by the last date for receiving applications.

Certification by Candidate

- a. Candidate has to submit his/her willingness for the post at the time of interview itself clearly stating that he/she will join the post, is selected. If any candidate does not initially give his/her willingness, he/she will not be interviewed.
- b. The selected candidate will have to join within one month of issue of letter of appointment.
- c. For currently employed Govt./Public Sector/Autonomous bodies employees, have to produce "No Objection Certificate" from the current employer at the time of interview, failing which candidate will not be allowed to appear for interview.

General Conditions

- All qualifications should be recognised by UGC/AICTE/AIU (GOI)
- Additional weightage may be given to candidates having additional relevant qualifications.
- Appointment shall be subject to Service and Conduct Rules of the Company.
- The Company takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. Candidates in their own interest are advised to submit

application well in time before the last date to avoid possible delay in postal transit. Application received after due date will be summarily rejected.

- In case, it is detected at any stage of recruitment that a candidate does not fulfil 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 after appointment, his/her services are liable to be terminated.
- **Any request for change of address/change of center for interview shall not be entertained.**
- The Company has the right to reject any application/candidature at any stage without assigning any reason and the decision of Company shall be final.
- The Company has the right to reject entirely or partially the selection/advertisement at any stage without assigning any reason and the decision of Company shall be final in this regard.
- Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Delhi.
- Canvassing in any form will be a disqualification.
- Communication shall be sent at the Present Address mentioned by the Candidate in the application form.
- Any changes/modifications in the advertisement will be placed on the website of Ministry of Shipping/IPA only. Candidates applying for the post are advised to visit the websites regularly for updates.
- Self-attested Photocopies of all certificates/testimonials are to be provided with the application form including:
 - Educational/Professional Certificates (right from Class X to the latest)
 - Experience Certificates (including Appointment and Relieving letters of all previous employers)
 - **The candidate shall submit a write up about his or her achievements and suitability for the job in maximum 400 words.**
- No certificate in original is required to be attached with the application. **Ministry of Shipping/Indian Port Association shall not be responsible for the misplacement of such certificates.**
- **In addition to above, Private sector Executives must submit the following documents along with the application form**
 - Attested copies in support of age and qualifications;
 - Annual Reports of the Company for the last 5 years;
 - Evidence of listing on the Stock Exchange;
 - Evidence of working at Board level or reporting directly to the Board i.e. one level below Board level;
 - The details of Job handled in the past with details/particular references.

Last date of receipt of applications is 13th March 2017 by 03:00 PM. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED.

Applications are to be addressed to:

Managing Director,

Indian Port Association,

1st Floor, South Tower, NBCC Place,

BhishamPitamah Marg, Lodhi Road,

New Delhi – 110 003

ALL CORRESPONDENCES ON THE ABOVE SUBJECT SHOULD BE ADDRESSED TO THE MANAGING DIRECTOR, INDIAN PORTS ASSOCIATION ONLY.

Annexure I

APPLICATION FORM FOR CENTRAL PUBLIC SECTOR EXECUTIVES/GOVT. OFFICERS (THROUGH PROPER CHANNEL)

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

1. Name of the Post applied for:
2. (a) Name (in full):
(b) Father's/Husband's Name (in full):
(c) Designation of **the Candidate** (in full):
(d) Office Address:
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 **advertisement**:
7. Eligibility Criteria:

| | As per job description | Possessed by the officer | Whether eligible or not |
|--|------------------------|--------------------------|-------------------------|
| Educational/professional qualifications (along with the name of institute) | | | |
| Pay Scale | | | |
| Length of service in eligible pay scale | | | |

8. Positions held during the preceding ten years:

| S.No. | Designation and Place of Posting | Organisation | From | To | Pay Scale |
|-------|----------------------------------|--------------|------|----|-----------|
| | | | | | |
| | | | | | |
| | | | | | |

9. Details of experience relevant for the advertised post and job description, **out of 8 above**:

| S.No. | Designation and Place of Posting | Organisation | From | To | Pay Scale | Nature of Experience |
|-------|----------------------------------|--------------|------|----|-----------|----------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Note: **The candidate may attach write up, if required, not exceeding 400 words pages, in support of his/her candidature.**

10. Do the candidate hold lien in any other organisation?

Yes/No

If yes:

- a) Name of the organisation in which the lien is held.
- b) Date from which the lien is held.

11. Is the candidate on Deputation?

Yes/No

If yes:

- a) Date from which the candidate is on Deputation.

12. a) Whether any punishment awarded to the candidate during the last 10 years Yes/No

If yes, the details thereof

- a) Whether any action or inquiry is going on against the candidate as far as his/her 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 requirement, my candidature/appointment is liable to be cancelled/terminated.

Date:

Place:

(Name and signature of the applicant)

(To be filled by the PSU/CPSE/Ministry/Department concerned)

It is certified that the particulars furnished above have been scrutinised and found to be correct as per the official records.

Signature and Designation of the Competent Forwarding Authority with Telephone No. and office seal

