

India Ports Global Limited (MYANMAR BRANCH)

Requirement of Account Officer on Contractual basis

(I) **COMPANY PROFILE:**

India Ports Global Limited (IPGL) is incorporated on 22nd January 2015 under the Indian Companies Act, 2013, as per directions of Ministry of Ports, Shipping & Waterways (MoPSW), Government of India for development of ports overseas. India Ports Global Limited has incorporated India Ports Global Limited (Myanmar Branch) for look into Port operations at Sittwe Port, Myanmar.

IPGL(Myanmar) wishes to appoint qualified person as Account Officer, on contract basis.

(II) **The details with regards to aforementioned post is as follows:**

Account Officer- IPGL(Myanmar)- 1 Post

i. Details of Qualification & Experience:

Educational/Professional Qualification:

- (i) Degree in commerce of a recognised University.

Experience:

- (i) At least 3-8 years experience as an officer in the Finance/Accounts.
(ii) Persons having similar qualifications and experience in a reputed private sector organization may also apply.

Candidate will be reporting to MD, IPGL.

ii. Age: Below 65 years

iii. Terms of engagement: The engagement will be on contract basis.

iv. Bond: The selected candidate require to execute service bond for at-least 6months from the date of joining.

v. Period of Contract: The candidate will be engaged on contract for a period of 1 year . The period of contract may be further extended for a period for a period of one year at a time, up to further 4years (i.e. total 5 years), at the discretion of organisation.

vi. Location of Work: The location of work will be at Myanmar. However, your services will be liable to be transferred to any other place, in India or abroad, at present or future offices, assets, units, establishments (including those of partners, associates, business alliances, joint ventures, subsidiaries), at the absolute discretion of the Appointing Authority.

vii. Roles and Responsibilities:

(i) Making/preparing expenditure vouchers and cheques.

(ii) All banking related activities including preparing monthly bank reconciliation statements, monitoring expenditure and MIS against the allocated budget on monthly basis.

(ii) Maintenance of books of accounts.

(iii) Coordinating with consultant regularly on all financial and audit matters.

(iv) Statutory compliance related to Myanmar rules and regulations.

(v) Having the audit of the account done from auditor/CA on yearly basis.

(vi) Maintenance of books of accounts.

(vii) Implementation on risk management policy.

(viii) Ensure Compliance with General Financial Rules (GFRs), other rules as followed by Government offices, Myanmar Government.

(ix) Monthly closing of period and providing the reports after verification.

(x) Processing and uploading of the manual payment and payroll payment request after the verification of approval.

(xi) Coordinating with outside authorities such as taxation, audit and accounts, Ministry of Ports Shipping and Waterways/Ministry Of External Affairs or any other Authority.

(xii) Physical verification of assets.

(xiii) Should help management in ensuring compliance under various Acts, Rules regulations, Guideline etc as applicable to the organisation.

viii. Remuneration and Accommodation:

(i) As per Industry Standards (The remuneration will be decided by the organisation as per the suitability, experience of the candidate in the remuneration range as mentioned above) + accommodation and transport.

(ii) The charges of utilities in the accommodation provided will be incurred by the organisation.

(iii) Travel allowance/ Daily Allowance will be provided for pre-approved Tour Programmes as per the Actuals for Economy Class (Air Travel) subject to approval of the Competent Authority.

(iv) Applicable Myanmar Income Tax on the remuneration will be borne by IPGL(Myanmar Branch).

ix. Medical facilities: Reimbursement will be provided for Emergency Medical Treatment, by the Organisation, subject to the approval of the Competent Authority.

x. Duty Hours: As per the discretion of the Organisation. In case of requirement, you may have to work beyond the normal duty hours for which there will not be any other compensation, monetary or otherwise.

xi. Leave: Four weeks (28 days) leave on completion of Six months at Myanmar. The candidate will be entitled to weekly offs (Saturday and Sunday). For work on any weekly day off/ declared national holiday in exigencies of work, for which no compensatory day of rest or any other compensation, monetary or otherwise will be considered.

xii. SUBMISSION OF APPLICATIONS:

- Prospective candidates from Public Sector Companies shall submit their applications, through proper channel, in the format at **Annexure-II (A)**.
- Prospective candidates from Private Sector Companies shall submit their applications in the format at **Annexure-II (B)**.

xiii. METHOD OF SELECTION:

Interviews will be conducted for all the eligible candidates, at the date, time and venue as decided by the management.

xiv. The contract can be terminated by giving one month's notice in writing from either side.

xv. The contractual personnel shall not claim any right/title/interest at par with the regular employees of IPGL/IPGCFZ/IPGL(Myanmar Branch) on similar post doing similar work.

xvi. Appointment of the contractual personnel is subject to verification of antecedents by the Police. If any adverse report is received from the Police, his services are liable to be terminated forthwith.

xvii. Besides the duties listed, the contract employee would be liable to perform any other work assigned in the interest of the organization.

xviii. Other terms and conditions of appointment are at **Annexure I**.

- xix.** Persons fulfilling the aforesaid requirements may submit an application superscribing **“APPLICATION FOR ENGAGEMENT AS Account Officer on contract”** to

The Managing Director,
India Ports Global Limited,
4th Floor, Nirman Bhavan,
Muzawar Pakhadi Road, Mazgaon,
Mumbai – 400 010

on or before 25th May 2024.

Interested candidates may submit their application(s) in the prescribed format (**Application form - Annexure II-A & II-B**) by downloading the same from website

- www.ipgl.co.in
- www.ipa.nic.in
- www.sdclindia.com

OR

by emailing scanned copies of the duly filled application form, as per the prescribed format available on the above-mentioned websites, along with all the requisite documents, in support of eligibility, to the following email address i.e. dyam.indiaportsglobal@gmail.com .

Annexure – I

GENERAL CONDITIONS:

- (i) All qualifications should be recognized by UGC/AICTE/AIU(GOI).
- (ii) Weightage may be given to candidates having additional relevant qualifications.
- (iii) IPGL(Myanmar Branch) reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
- (iv) Appointment and service conditions shall be governed by the prevailing policy of the Company.
- (v) IPGL(Myanmar Branch) 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 applications well in time before the last date to avoid possible delay in postal transit. Application received after due date will be summarily rejected.
- (vi) In case it is detected at any stage of recruitment that a candidate does not fulfill 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 even after appointment, his/her services are liable to be terminated.
- (vii) Any request for change of address/ date for interview shall not be entertained.
- (viii) IPGL(Myanmar Branch) reserves the right to reject any application/candidature at any stage without assigning any reason and the decision of Company shall be final.
- (ix) IPGL(Myanmar Branch) reserves the right to cancel entirely or partially the selection process at any stage without assigning any reason and the decision of the Company shall be final in this regard.
- (x) Canvassing in any form will be a disqualification.

(xi) Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.

(xii) Any changes /modifications in the advertisement will be placed on the websites of India Ports Global Limited (IPGL)-www.ipgl.co.in. Candidates applying for the post are advised to visit the websites regularly for updates.

(xiii) Self-attested photocopies of all certificates /testimonials are to be provided with the application form

[No certificate, in original, is required to be attached with the application and IPGL shall not be responsible for misplacement of such certificates]

(xiv) The candidate is required to submit the application in the format attached with the advertisement with required documents in support of their eligibility failing which their candidature will not be considered. Merely submission of resume/ biodata/ CV will also not be considered.

(xv) Communication, if any, to the applicant, shall be sent at the E- mail ID or at the Present Address mentioned by the applicant in the application form.

Last date of receipt of applications is 25th May 2024. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED.

IPGL(Myanmar Branch) reserves the right to shortlist candidates for interview.

Applications are to be addressed through proper channel to:

The Managing Director,
India Ports Global Limited,
4th Floor, Nirman Bhavan,
Muzawar Pakhadi Road, Mazgaon, Mumbai 400010

ALL CORRESPONDENCE ON THE ABOVE SUBJECT SHOULD BE ADDRESSED TO THE DEPUTY MANAGER HR AND ADMINISTRATION OF IPGL ONLY.

(E-mail ID: dynam.indiaportsglobal@gmail.com .

**APPLICATION FORM FOR THE POST OF
ACCOUNT OFFICER ON CONTRACT
(For Public Sector 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 Applicant (in full): _____
 (d) Office Address: _____
 (e) Male/ Female: _____
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 Institutions)			
Pay Scale (Rs.)			
Length of service in eligible pay scale			

8. Positions held during the preceding organisations:

Sl. No.	Designation and place of posting	Organization	From	To	Pay-scale (Rs.)

- 8(a). Details of experience relevant for the advertised post and job description, out of 7 above:

Sl. No.	Designation and place of posting	Organization	From	To	Pay-scale (Rs.)	Nature of experience

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Note: If you wish, you may attach a write up in support of your candidature not exceeding two pages.

9. (A) Do you hold lien in any other organization? Yes/ No

If yes:

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

(B) Are you on deputation? Yes/ No

If yes:

- a) Date from which you have been on deputation.

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

If yes, the details thereof

(b) Whether any action or inquiry is going on against him as far as his 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 requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date :

Place :

(Name and Signature of the applicant)

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

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

Date:

Place:

Signature & Designation
of the Competent Forwarding
Authority with Tel. no. & Office Seal.

**APPLICATION FORM FOR THE POST OF
ACCOUNT OFFICER ON CONTRACT
(For Private Sector Officers)**

(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 Applicant (in full): _____
 (d) Office Address: _____
 (e) Male/ Female: _____
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 Institutions)			
Pay Scale (Rs.)			
Length of service in eligible pay scale			

8. Positions held during the preceding organisations:

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale (Rs.)

- 8(a) Details of experience relevant for the advertised post and job description, out of 7 above:

Sl. No.	Designation and place of posting	Organization	From	To	Pay scale	Nature of experience

Note: If you wish, you may attach a write up in support of your candidature, not exceeding two pages.

9. Annual Turnover of the Company where the candidate is employed (Certified copy to be attached): Turnover Rs. ___ for the year _____.

10. I certify that:

- (i) the annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/CFO is enclosed at **Encl. I. (if applicable)**
- (ii) a write up on the significant contributions made by me during the present/past assignments and my suitability for the post is enclosed at **Encl. II. (if applicable)**
- (iii) I am working at Board level position/ or reporting directly to a Director on the Board, i.e. one level below Board level. **(if applicable)**
- (iv) The Company in which I am working is listed on the _____ (Name) Stock Exchange. A proof of listing is enclosed as **Encl. III. (if applicable)**

DECLARATION

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 requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date :
Place :

(Name and Signature of the applicant)