



सागरमाला डेवलपमेंट कंपनी लिमिटेड

(भारत सरकार का उपक्रम)

**Sagarmala Development Company Limited**

(A Government of India Enterprise)

CIN No: U74999DL2016GOI305194



**No. SDCL/Recruitment/2023/227/61**

## **COMPANY PROFILE**

**Sagarmala Development Company Limited (SDCL) is a CPSE under the Ministry of Ports, Shipping and Waterways, Government of India.**

Under the ambit of the Sagarmala Programme, SDCL strives to reduce logistics costs for both domestic and EXIM cargo. It intends to create, among others, ports, port-connectivity, and transshipment hub of international standards to generate economic activity all along the Indian coastline, with the participation of coastal communities.

SDCL was incorporated with an initial authorized capital of Rs. 1,000 Crores and which may be increased subsequently, if required. SDCL has a paid capital of Rs 1000 Crores. The entire cost towards the authorized capital for the Company with initial subscribed share capital is borne by the Government of India. SDCL 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. SDCL shall take up identified projects based on the available data, feasibility reports and the preparedness shown by the project proponents.

Presently SDCL's registered office is situated in New Delhi.

SDCL is inviting the applications for the following posts on permanent basis:

Sr. No.	Name of Post, Grade and Pay Scale in Rs. (IDA pattern)	Vacancy and upper age Limit as on last date of application	Educational Qualification and essential post Experience as on last date of application
1.	<b>General Manager (Operations/(Projects))</b> (E-8) (1,20,000-2,80,000)	1 (UR-1) 50 Years	<p><b>Essential Educational Qualification:</b> B.E/B.Tech. from recognized institution in Civil Engineering</p> <p><b>Desirable Qualification:</b> MBA/M.Tech. from recognized institution</p> <p><b>Essential Post Qualification Experience:</b> 20 years of post-qualification experience in the executive cadre in relevant area in Govt./Public Sector Undertaking or reputed Private Company with minimum average annual turnover of Rs.100 crores as per the latest audited financial statements (for current/last organization)</p> <p><b>Desirable:</b> Experience in heading infrastructure related projects.</p>
2.	<b>Senior Manager (Projects)</b> (E-5) (80,000 -2,20,000)	1 (UR-1) 45 Years	<p><b>Essential Educational Qualification:</b> B.E/B.Tech. from recognized institution in Civil Engineering</p> <p><b>Desirable Qualification:</b> MBA/M.Tech. from recognized institution</p> <p><b>Essential Post Qualification Experience:</b> 12 years of post-qualification experience in the executive cadre in relevant area in Govt./Public Sector Undertaking or reputed Private Company with minimum average annual turnover of Rs.100 crores as per the latest audited financial statements (for current/last organization).</p> <p><b>Desirable:</b> Experience in infrastructure related projects.</p>
3.	<b>Assistant Manager (Projects)</b> (E-2) (50,000-1,60,000)	1 (UR-1) 35 Years	<p><b>Essential Educational Qualification:</b> 1<sup>st</sup> Class(60% or more) B.E/B.Tech. from recognized institution in Civil Engineering (55% marks in case of SC/ST applicants).</p> <p><b>Desirable Qualification:</b> MBA/M.Tech. from recognized institution</p>

			<p><b>Essential Post Qualification Experience:</b> 5 years of post-qualification experience in the executive cadre in relevant area in Govt./Public Sector Undertaking or reputed Private Company with minimum average annual turnover of Rs.100 crores as per the latest audited financial statements (for current/last organization).</p> <p><b>Desirable:</b> Experience in infrastructure related projects.</p>
4.	<p><b>Senior Manager (Finance)</b> (E-5) (80,000 -2,20,000)</p>	<p>1 (UR-1) 45 Years</p>	<p><b>Essential Educational Qualification:</b> CA/ICWA (Associate Member)/ MBA (Fin.)</p> <p><b>Desirable Qualification:</b> LL.B./CFA/CIMA/MBA(Fin.)</p> <p><b>Essential Post Qualification Experience:</b> 12 Years of post qualification experience in the executive cadre in the relevant area in a Govt./Public Sector Undertaking or reputed Private Company with minimum average annual turnover of Rs.100 crores as per the latest audited financial statements (for current/last organization).</p> <p><b>Desirable:</b> Experience in finance division of a listed/ public Company</p>
5.	<p><b>Assistant Manager (Finance)</b> (E-2) (50,000-1,60,000)</p>	<p>1 (UR-1) 35 Years</p>	<p><b>Essential Educational Qualification:</b> CA/ICWA(Associate Member) / MBA (Fin.)</p> <p><b>Desirable Qualification:</b> LL.B./PG in commerce/CFA/CIMA/MBA(Fin.)</p> <p><b>Essential Post Qualification Experience:</b> 5 Years of post qualification experience in the executive cadre in the relevant area in a Govt./Public Sector Undertaking or reputed Private Company with minimum average annual turnover of Rs.100 crores as per the latest audited financial statements (for current/last organization).</p> <p><b>Desirable:</b> Experience in finance division of a listed/ public Company</p>
6.	<p><b>Assistant Manager (Human Resources)</b> (E-2) (50,000-1,60,000)</p>	<p>1 (UR-1) 35 Years</p>	<p><b>Essential Educational Qualification:</b> Post Graduate degree with specialization in Human Resources (HR)/ Industrial Relations (IR)</p> <p><b>Desirable Qualification:</b> LL.B</p> <p><b>Essential Post Qualification Experience:</b> 5 Years of post qualification experience in the executive cadre in the relevant area in a Govt./Public Sector Undertaking or reputed Private Company with minimum average annual turnover of Rs.100 crores as per the latest audited financial statements (for current/last organization).</p>

			<b>Desirable:</b> Experience in statutory HR compliance, Reservation norms, FR, SR etc.
<b>7.</b>	<b>Company Secretary</b> (E-5) (80,000 -2,20,000)	1 (UR-1) 50 Years	<b>Essential Educational Qualification:</b> ACS <b>Desirable Qualification:</b> LL.B./ MBA (Finance)/CA/CWA <b>Essential Post Qualification Experience:</b> 10 years of post-qualification experience in the relevant area in Govt./Public Sector Undertaking or reputed Private Company with minimum average annual turnover of Rs.100 crores as per the latest audited financial statements (for current/last organization). <b>Desirable:</b> Experience as Company Secretary in Listed/Public company, knowledge on security, listing etc.

1. **Compensation :** In addition to Pay there will be dearness allowance, house rent allowance, applicable perks & allowances, PRP, provident fund, gratuity, medical facilities for self and dependent family members etc.
2. **Job Description and Responsibilities:** Job description, duties and responsibilities for all the posts are mentioned in [Annexure-‘A’](#).
3. **Age Relaxation :** Upper age limit indicated against the posts is for unreserved category. Age relaxation is applicable to SC/ST/OBC/PWD/Ex-Servicemen applicants as per Govt. directives. Age relaxation is also applicable to permanent employees of state / central / state government / PSU, autonomous body, as per the Company rules.
4. **How to Apply :**
  - A. Eligible and interested applicants are required to apply in the prescribed form of application, placed at [Annexure-‘B’](#) in our website. No other mode of application will be accepted.
  - B. Candidates are required to submit the followings along with the application form:
    - (i) A non-refundable demand draft (DD) in favour of Sagarmala Development Company Limited of Rs. 590/- (Rs. 500+ GST @ 18%, i.e. Rs. 90/-). SC/ST/ PWD applicants are not required to submit the demand draft.
    - (ii) A set of self-attested copies of essential and additional / desirable qualifications, age proof, experience proof, caste status if any, Aadhar Card, Marksheet of all qualifications.
    - (iii) Candidates are required to furnish in application form, the personal details like Date of Birth, Contact details, address, details of qualifications like year of passing, percentage of marks (in case of applicants having CGPA scores, equivalent percentage of marks is to be indicated as per norms adopted by the universities/ institute) and professional details like company name, period

- of working, area of working, pay – scales, etc. in specific and correct manner.
- (iv) Candidates presently working in PSU / Govt./ Autonomous bodies shall submit their applications through proper channel failing which their application will not be considered. Further, they are also required to submit the **No Objection Certificate (NOC)** at the time of interview if called for the same, otherwise they will not be allowed for interview. In case of applicants of private sector, they have to submit the proof of company's annual turnover.
  - (v) All the candidates are compulsorily required to attach the copies of marksheets of all qualifications starting from high school certificate to additional qualification and to paste a recent passport size photograph on the designated space of the application form.
  - (vi) The filled-in applications in prescribed format along with all the desired documents must reach by the post only at the following address on or before the last date of submission of application , **i.e., 20<sup>th</sup> June, 2023.**

**The Managing Director  
Sagarmala Development Company Limited  
1<sup>st</sup> Floor, Thapar House, Gate No. 2, 124,  
Janpath, New Delhi -110001**

- (vii) The applicants must write the name of the post applied on the envelope of the application.
- (viii) No applications after the last date will be accepted under any circumstances.

#### **5. Procedure for short-listing of Applicants for personal interview / assessment**

The applications will be shortlisted for personal interview / assessment based on the following criteria:

- a. The applicants must fulfill the requisite qualification with required percentage of marks and requisite experience for applied post.
- b. The applications will be shortlisted for personal interview/ assessment based on educational qualifications, essential qualification, length, and areas of experiences in 1:5 ratio.
- c. The candidates will be shortlisted for personal assessment/interview based on marks secured as per **"Annexure C1 to C7"** on descending order starting from the highest marks
- d. Fraction of percentage of marks in educational qualification will be ignored and will not be rounded off to the next higher i.e. 59.9% will be treated as less than 60%.

- 6. Criteria of Selection:** The final selection will be based on combined merit of the candidates on the basis of marks obtained for educational qualification, essential qualification, desirable/ additional qualification, period of experience and experience in domain area and marks obtained in personal interview/assessment taken together. Out of total 100 marks 85% weightage in marks will be for educational qualification, essential qualification, desirable/ additional qualification, period of experience and experience in domain area and rest 15% weightage in marks will be for personal interview/assessment. The detailed criteria / methodology for final selection for the advertised post are mentioned at **"Annexure C1 to C7"**.

## **7. General Conditions and Instructions**

- Mere submission of application will not entail right to be definitely called for interview/considered further for selection process.
- Incomplete applications or applications with partial information or non-submission of documents shall be rejected.
- SDCL reserves the right to cancel / restrict / enlarge / modify the requirements advertised, if need so arises, without issuing any further notice or assigning any reason thereof. The number of vacancies can be modified as per requirement.
- All qualifications should be from Indian Universities or Institutes recognized by UGC/ AICTE/ appropriate Statutory Authorities.
- The cutoff date for determining the age limit, qualification and post qualification experience shall be the last date of submission of application i.e. **20<sup>th</sup> June, 2023**.
- In case of applicants from Private Organization the Company should have a minimum turnover of Rs. 100 crores.
- Only shortlisted applicants will be called for Interview; the venue, place and date of Interview shall be intimated to shortlisted candidates via E-mail on the E-mail ID provided by the applicants in the application form.
- Applicants belonging to SC/ST/OBC/PWD/EWS categories will be required to submit copies of Caste Certificates/Disability Certificate issued by the Competent Authority at the time of Interview. In case of OBC/EWS the certificate should not be older than six months and one year respectively from the date of issue of the certificate at the time of filling the application form.
- Applicants having work experience in Private Sector Organizations will be required to submit experience certificate on the letter head of the Company having details of the Company.
- Applicants should clearly mention all the details mentioning the percentage of marks secured in the requisite qualification In case of ambiguity / discrepancy in the information provided, application forms will be summarily rejected.
- If the information furnished by the applicants in any part is found to be false or incomplete or is not found to be in conformity with eligibility criteria mentioned in the advertisement, the candidature / appointment will be considered as revoked / terminated at any stage of recruitment process or even after joining, without any reference given to the applicant.
- All correspondence to the applicants will be made through E-mail only provided by the applicants in the application form. No other mode of communication will be adopted.
- Any communication/corrigendum/notification related to any post of this advertisement will be uploaded on SDCL's website only.
- Canvassing in any form will disqualify the candidature.
- Outstation candidates appearing for the interview will be reimbursed for traveling expenses ( second AC fare for appearing for the post upto E-5 grade and economy air fare for E-8 grade).
- In case any ambiguity/dispute arises on account of interpretation in versions other than English, the English version will prevail.

**Managing Director**  
**Sagarmala Development Company Limited**

**JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**

**GENERAL MANAGER (PROJECTS/ OPERATIONS):**

- i. Detailed Technical due diligence of the projects.
- ii. Estimating/approving the project cost related to the identified projects.
- iii. Review of the reports submitted by the consultant for the projects proposed to be undertaken by the company.
- iv. Provide comments on the project cost and suggest ways to reduce the project cost/operating cost by deploying state of art technology.
- v. Provide inputs to various SPVs in order to bring efficiency in O&M of the project
- vi. Suggest most suitable procurement model for the selection of SPV partner /consultants/ contractors
- vii. Assist in preparation of RFP/RFQ documents related to the projects for selection of SPV partner, consultants, contractors etc.
- viii. Assist in Bid process management in the selection of contractors, consultants etc for the various projects.
- ix. Contract Management with respect to various project activities of the project.
- x. Review the submission and recommend for the payment based on the milestone set forth in the contract.
- xi. Coordinate with Accounts and Finance team for reconciliation of accounts if required
- xii. Provide the inputs to Senior Management for the Board Meetings of various SPVs with regard to technical parameters of the projects
- xiii. Regularly review operating parameters of the Projects and update on the various issues pertaining to SPVs for resolution at Board
- xiv. Responsibility of preparation of traffic targets for the various SPVs and monitoring with variance if any to be reported
- xv. Monitoring of the Physical progress of the projects undertaken by the company.
- xvi. Monitoring of the Monthly progress of the various SPVs and suggest ways for improvement in terms of handling of traffic.
- xvii. Coordination with all the stakeholders of the Projects
- xviii. Maintain records of correspondences and other relevant documentation for all the SPVs.
- xix. Supervised the outsourced technical works.
- xx. Assistance in carrying out equity valuation/Enterprise Valuation for various SPVs, coordination with various investors etc
- xxi. Any other duties as assigned from time to time by the superior authority.

**JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**

**SENIOR MANAGER (PROJECTS)**

- i. To undertake detailed Technical due diligence of the projects which is required in estimating/approving the project cost related to the identified projects
- ii. Review of the reports submitted by the consultant for the projects proposed to be undertaken by the company.
- iii. Provide comments on the project cost and suggest way to reduce the project cost/operating cost by deploying state of art technology
- iv. Provide inputs to various SPVs in order to bring efficiency in O&M of the project
- v. Provide various implementation/procurement models for the selection of SPV partner/consultants/ contractors
- vi. Preparation of RFP/RFQ documents related to the projects for selection of SPV partner, consultants, contractors etc
- vii. Responsible for Bid Process management in the selection of contractors, consultants etc for the various projects
- viii. Contract Management with respect to various project activities of the project.
- ix. Review the submission and recommend for the payment based on the milestone set forth in the contract.
- x. Coordinate with Accounts and Finance team for reconciliation of accounts if required
- xi. Provide the inputs to Senior Management for the Board Meetings of various SPVs with regard to technical parameters of the projects
- xii. Assistance in carrying out equity valuation/Enterprise Valuation for various SPVs, coordination with various investors etc.
- xiii. Any other duties as assigned from time to time by the superior authority.



**JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**

**ASSISTANT MANAGER (PROJECTS)**

- i. To undertake detailed Technical due diligence of the projects which is required in estimating/approving the project cost related to the identified projects
- ii. Review of the reports submitted by the consultant for the projects proposed to be undertaken by the company.
- iii. Provide the inputs to Senior Management for the Board Meetings of various SPVs with regard to technical parameters of the projects
- iv. Regularly review operating parameters of the Projects and update on the various issues pertaining to SPVs for resolution at Board Meeting
- v. Monitoring of the Physical progress of the projects undertaken by the company.
- vi. Monitoring of the Monthly progress of the various SPVs and suggest ways for improvement in terms of handling of traffic.
- vii. Coordination with all the stakeholders of the Projects
- viii. Maintain records of correspondences and other relevant documentations for all the SPVs.
- ix. Supervise the outsourced technical works
- x. Assistance and carrying out equity valuation/ Enterprise Valuation for various SPVs, coordination with various investors etc.
- xi. Any other duties as assigned from time to time by the superior authority.

**JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**

**SENIOR MANAGER (FINANCE)**

- i. Thorough knowledge of (Tally & ERP) accounting software is required.
- ii. To undertake detailed legal and financial due diligence of the Post projects as per the requirement of approved guidelines of SDCL before taking the decision on investment.
- iii. Review of the reports submitted by the consultant for the projects proposed to be undertaken by the company.
- iv. Provide comments, negotiate Inter se terms and conditions of the Shareholder Agreement (SHA), execution of SHA, continuous monitoring of shareholding pattern with respect to various SPVs.
- v. Provide the inputs to Senior Management for taking decisions of various SPVs.
- vi. Regularly review the financial statements of the SPVs and update on the various issues pertaining to SPVs for resolution at Board Meeting
- vii. Responsibility of preparation of Budget and monitoring with variance(s) if any to be reported.
- viii. Monitoring of the financial progress of the projects undertaken by the company.
- ix. Assist Company in raising additional funds/resources through bilateral and multilateral funding agencies for further investment in the projects.
- x. Responsibility or disbursement of equity in line with the requirement of the projects, following/ensuring compliance with respect to condition precedents/ Financial covenants, if any.
- xi. Coordination with all the shareholders of the Projects.
- xii. Maintain records of financial statements, correspondences and other relevant documentations for all the SPVs.
- xiii. Undertake the other regular financial, accounting, ledger scrutiny and taxation (Direct Tax & Indirect Tax) related work pertaining to the company (SDCL) on the day to day basis .
- xiv. Responsibility of timely and accurately Return Filling for Direct Tax & Indirect Tax (GST) etc.
- xv. Supervise the outsourced accounting works.
- xvi. Assistance in conducting Audit including (Internal Audit / Statutory Audit / CAG auditing) as per rule and regulations of Company Act and other Act as applicable to SDCL.
- xvii. Assistance in carrying out equity valuation/enterprise Valuation for various SPVs, coordination with various investors etc.
- xviii. Responsibility of preparation monthly Salaries for employees of SDCL and it's timely disbursement accurately.
- xix. Responsibility of preparation monthly Bank Reconciliation Statement of SDCL Banks and Reconciliation of Interests for F.D.(s) made by SDCL in different banks and proper entries in Accounting Software (Tally / ERP) .
- xx. Responsibility of preparation quarterly / half yearly / Annually Balance Sheet and it's audit.
- xxi. Responsibility to perform other assignments as assigned by seniors as & when required etc.
- xxii. Any other duties as assigned from time to time by the superior authority.

**JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**

**ASSISTANT MANAGER (FINANCE) :**

- i. Thorough knowledge of (Tally & ERP) accounting software is required.
- ii. Provide assistance in undertaking of the legal and financial due diligence of the project as per the requirement.
- iii. Coordinating to seniors in Balance Sheet works and all audit activity.
- iv. Consistently analysing of financial data and presenting financial reports in an accurate and timely manner. Clearly communicate monthly, quarterly, and annual financial statements of various SPVs.
- v. Review of the reports submitted by consultant for the project proposed to be undertaken by the company.
- vi. Monitor progress, changes and keep senior leadership abreast of the financial status.
- vii. Responsibility of preparation monthly Bank Reconciliation Statement of SDCL Banks and Reconciliation of Interests for F.D.(s) made by SDCL in different banks and proper entries in Accounting Software (Tally / ERP).
- viii. Maintain records of financial statements, Correspondences and other relevant documentation of all the SPVs.
- ix. Responsibility of preparation monthly Salaries for employees of SDCL and it's timely disbursement accurately.
- x. Undertake the other regular financial, ledger scrutiny , accounting and taxation related work pertaining to the company on day-to-day basis.
- xi. Responsibility of timely and accurately Return Filling for Direct Tax & Indirect Tax (GST) etc.
- xii. Assist to Sr. Manager (Finance) in supervising the outsourced accounting works.
- xiii. Provide the inputs to Senior Management for taking decisions of various SPVs.
- xiv. Assist Sr. Manager (Finance) in drawing Inter se terms and conditions of the Shareholders Agreement, follow up for execution of Shareholder Agreement, continuous monitoring of shareholding pattern with respect to various SPVs. Managing organizational cash flow forecasting by working partnership with Sr. Manager (Finance) and other senior officials of SDCL.
- xv. Assist to Sr. Manager (Finance) in managing and tracking the performance of invested assets, in alignment with the policies and investment guidelines.
- xvi. Assist to Sr. Manager (Finance) in carrying out equity valuation/ Enterprise Valuation foe. various SPVs, coordination with various investors etc.
- xvii. Assist to Sr. Manager (Finance) for preparation quarterly / half yearly / Annually Balance Sheet and it's audit.
- xviii. Responsibility to perform other assignments as assigned by seniors as & when required etc.
- xix. Any other duties as assigned from time to time by the superior authority.

**JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**

**ASSISTANT MANAGER (HR)**

- i. Maintaining the records of attendance on daily basis
- ii. Maintaining the records of employees leave and other personal records as per policy of the company
- iii. Supports organization staff by establishing a recruiting, testing, and interviewing program; assist senior management on candidate selection; conducting and analysing exit interviews; and recommending changes.
- iv. Prepares employees for assignments by establishing and conducting orientation and training programs.
- v. Ensures planning, monitoring, and appraisal of employee. scheduling management meeting with employees; hearing and resolving employee grievances; and counselling employees and supervisors.
- vi. Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organizational hearings.
- vii. Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- viii. Ensure that all recruitments are in Line with the Company policy and all requisite rules and regulations shall be followed in line with OPE guidelines
- ix. Supervising employees and providing additional training and coaching as needed to ensure everyone performing their job properly.
- x. Any other duties as assigned from time to time by the superior authority.

**JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**

**COMPANY SECRETARY**

- i. To handle Board, Committee & General Meetings and implement the decisions taken by the Board/Committee/Members.
- ii. To ensure compliance with the requirement prescribed under the Companies Act, DPE guidelines and any other applicable rules/guidelines.
- iii. Issue of Bonds/Shares/Liaison with Registrar of Companies
- iv. To ensure proper control, review, and feedback, analyse various business proposals/deals including acquisitions, mergers, take-overs, joint ventures in the legal context.
- v. Participate in drafting of Agreements at National/Global level and ensuring all related compliances including legal due diligence.
- vi. To provide legal input and advice on implementation of various policies and rules etc. To advise Management appropriately on legal Agreements and contracts, whenever required by coordinating and maintaining good relations with various internal and external bodies including statutory authorities, Government Agencies etc. To supervise the process of managing activities related to any legal disputes against the Company.
- vii. To Ensure compliance of various provisions of the Companies Act, 2013, guidelines on Corporate Governance and other corporate Laws, SEBI Act, Competition Act, FEMA, Consumer Protection Act, RTI, MPT Act 1963 etc.
- viii. Any other duties as assigned from time to time by the superior authority.

**ANNEXURE-'B'**

Paste Recent Passport Size Photograph
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**SAGARMALA DEVELOPMENT COMPANY LIMITED**

(A Government of India Enterprises)

1<sup>st</sup> Floor, Thapar House, Gate No. 2, 124, Janpath, New Delhi-110001**APPLICATION FOR EMPLOYMENT**

1.	Name of Post applied for	:	
2.	Name (in full & block letter)	:	
3.	Gender	:	
4.	Father's Name	:	
5.	Date of Birth & Age as on (last date of application)	:	
6.	Whether UR/SC/ST/OBC/EWS/ Ex-Servicemen/PWD	:	
7.	Full Address for correspondence	:	
7A	Email	:	
7B	Mobile No.	:	
8.	Permanent Address	:	
9.	Nationality	:	
10.	Marital Status	:	
11a	<b>Educational &amp; Essential Qualification</b> (starting from Matriculation /HSC to essential qualification)		
	<b>Exam passed</b>	<b>Name of Board / University/Institute</b>	<b>Month &amp; Year of Passing</b>
			<b>Subjects taken</b>
			<b>Division</b>
			<b>% of Marks</b>
	10 <sup>th</sup> Class / HSC		
	12 <sup>th</sup> Class / Intermediate		

b)	<b>Additional / Desirable Qualification</b>						
<b>Exam passed</b>	<b>Name of board / University/Institute</b>	<b>Month &amp; Year of Passing</b>		<b>Subjects taken</b>	<b>Division</b>	<b>% of Marks</b>	
12	<b>Post Qualification Experience (starting from current employment to past employment in chronological order)</b>						
<b>Name &amp; Address of the Employer</b>	<b>Post held / Designation, Level / Grade</b>	<b>Duration (DD/MM/YYYY)</b>		<b>Nature of Duties / Work details (Job Description)</b>	<b>Pay Scale, Gross Salary drawn (in case of Private Organisation)</b>	<b>Whether Govt/PS U/Autonomous Body / Pvt. Org.</b>	<b>Reasons for Leaving</b>
		<b>From Date</b>	<b>To Date</b>				
1	2	3	4	5	6	7	8
<b>Total post qualification experience ____ Years ____ Months.</b>							
<b>NB: Total Turnover of my company is ₹ _____ for current year. ₹ _____ for last year (in case of candidates working in Private Sector only).</b>							
13	Are you holding lien presently? if yes, mention in detail.						
14	Whether any punishment has been awarded to you during your service? If yes, mention in detail.						
15.	Whether any disciplinary action is pending / is going on now against you? If yes, mentioned in details						

16	Why do you consider yourself suitable for the post? Mention not exceeding in 100 words in a separate sheet.			
17	<b>Details of Demand Draft</b>			
	<b>Name of the Bank</b>	<b>DD No.</b>	<b>Date</b>	<b>Amount paid in ₹</b>

**Declaration:**

I hereby declare that all the particulars furnished in this application form are true, complete, and correct to the best of my knowledge and belief. In the event, the information is found to be false or incorrect at any stage, my candidature / appointment may be considered terminated without any notice.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**(SIGNATURE OF THE APPLICANT)**



**Selection Criteria**  
**General Manager (Projects/ (Operations) E-8**

Sr. No.	Qualifications/ Experience (Minimum Experience 20 Years)	Maximum Marks
1.	<b>High School</b> Percentage Marks 80% or more =10 Or CGPA >=9 Percentage Marks 75% to 80% Marks =9 Or CGPA >=8 Percentage Marks 60% to 75% Marks =8 Or CGPA >=7 Rest =Zero	10
2.	<b>Intermediate</b> Percentage Marks 80% or more =10 Or CGPA >=9 Percentage Marks 75% to 80% Marks =9 Or CGPA >=8 Percentage Marks 60% to 75% Marks =8 Or CGPA >=7 Rest =Zero	10
3.	<b>Essential:</b> B.E. / B. Tech. in Civil Engineering from recognised institution. Highest percentage of the applicant will be given 30 marks and others will get marks proportionately.	30
4.	<b>Additional Qualifications(Regular)</b> : MBA / M. Tech. Percentage Marks >= 80% =15 CGPA >= 9 Percentage Marks >= 70% =12 CGPA >= 8 Percentage Marks >= 60% =10 CGPA >= 7 Percentage Marks >= 50% =7 CGPA >= 6 Rest =Zero	15
5.	1 marks additional weightage shall be awarded for every additional year of experience in excess of minimum required year of experience subject to maximum of 10.	10
6.	Experience in Design & Execution of Ports/Logistic/ Shipping/Waterways Projects <ul style="list-style-type: none"> <li>➤ 15 years or more =15</li> <li>➤ 10 to 15 years = 10</li> <li>➤ 5 years to 10 Years =5</li> <li>➤ Less than 5 years =0</li> </ul>	15
7.	Experience in tender preparation /cost estimation of infrastructure projects <ul style="list-style-type: none"> <li>➤ 5 years or more =10</li> <li>➤ 3 to 5 years = 5</li> <li>➤ 6 months to 3 years =3</li> <li>➤ Less than 6 months =0</li> </ul>	10
<b>GRAND TOTAL</b>		<b>100</b>

Note: . for selection purpose, 85% weightage will be given for total of point no. 1 to 7 and rest 15% weightage will be for personal interview/ assessment.

## Senior Manager(Projects) E-5

Sr. No.	Qualifications/ Experience (Minimum Experience 12 Years)	Maximum Marks
1.	<b>High School</b> Percentage Marks 80% or more =10 Or CGPA >=9 Percentage Marks 75% to 80% Marks =9 Or CGPA >=8 Percentage Marks 60% to 75% Marks =8 Or CGPA >=7 Rest =Zero	10
2.	<b>Intermediate</b> Percentage Marks 80% or more =10 Or CGPA >=9 Percentage Marks 75% to 80% Marks =9 Or CGPA >=8 Percentage Marks 60% to 75% Marks =8 Or CGPA >=7 Rest =Zero	10
3.	<b>Essential:</b> B.E. / B. Tech. in Civil Engineering from recognised institution. Highest percentage of the applicant will be given 30 marks and others will get marks proportionately.	30
4.	<b>Additional Qualifications(Regular)</b> : MBA / M. Tech. Percentage Marks >= 80% =15 CGPA >= 9 Percentage Marks >= 70% =12 CGPA >= 8 Percentage Marks >= 60% =10 CGPA >= 7 Percentage Marks >= 50% =7 CGPA >= 6 Rest =Zero	15
5.	1 marks additional weightage shall be awarded for every additional year of experience in excess of minimum required year of experience subject to maximum of 10.	10
6.	Experience in Design & Execution of Ports/Logistic/ Shipping/Waterways Projects <ul style="list-style-type: none"> <li>➤ 8 years or more =15</li> <li>➤ 6 to 8 years = 10</li> <li>➤ 4 years to 6 Years =5</li> <li>➤ Less than 4 years =0</li> </ul>	15
7.	Experience in tender preparation /cost estimation of infrastructure projects <ul style="list-style-type: none"> <li>➤ 4 years or more =10</li> <li>➤ 2 to 4 years = 5</li> <li>➤ 6 months to 2 years =2</li> <li>➤ Less than 6 months =0</li> </ul>	10
<b>GRAND TOTAL</b>		<b>100</b>

Note: . for selection purpose, 85% weightage will be given for total of point no. 1 to 7 and rest 15% weightage will be for personal interview/ assessment.

## Assistant Manager (Projects) E-2

Sr. No.	Qualifications/ Experience (Minimum Experience 5 Years)	Maximum Marks
1.	<b>High School:</b> Percentage Marks 80% or more =15 Or CGPA >=9 Percentage Marks 75% to 80% Marks =13.50 Or CGPA >=8 Percentage Marks 60% to 75% Marks =12 Or CGPA >=7 Rest =Zero	15
2.	<b>Intermediate:</b> Percentage Marks 80% or more =15 Or CGPA >=9 Percentage Marks 75% to 80% Marks =13.50 Or CGPA >=8 Percentage Marks 60% to 75% Marks =12 Or CGPA >=7 Rest =Zero	15
3.	<b>Essential:</b> B.E. / B. Tech. in Civil Engineering from recognised institution. Based on percentage. Highest percentage of the applicant will be given 30 marks and others will get marks proportionately. However, percentage marks if less than 60% will not be considered for candidature ( 55% for SC/ST candidates)	30
4.	<b>Additional Qualifications(Regular) :</b> MBA / M. Tech. Percentage Marks > 80% =10 CGPA >= 9 Percentage Marks > 70% =9 CGPA >= 8 Percentage Marks > 60% =7 CGPA >= 7 50 % < Percentage Marks < 60% =5 6<CGPA<7 Rest =Zero	10
5.	1 marks additional weightage shall be awarded for every additional year of experience in excess of minimum required year of experience subject to maximum of 10.	10
6.	Experience in Design & Execution of Ports/Logistic/ Shipping/Waterways Projects <ul style="list-style-type: none"> <li>➤ 3 years or more =15</li> <li>➤ 1.5 to 3 years = 10</li> <li>➤ 6 months to 1.5 years =5</li> <li>➤ Less than 6 months =0</li> </ul>	15
7.	Experience in tender preparation /cost estimation of projects <ul style="list-style-type: none"> <li>➤ 2 years or more =10</li> <li>➤ 1 to 2 years = 5</li> <li>➤ 6 months to 1 years =3</li> <li>➤ Less than 6 months =0</li> </ul>	5
<b>GRAND TOTAL</b>		<b>100</b>

Note: . for selection purpose, 85% weightage will be given for total of point no. 1 to 7 and rest 15% weightage will be for personal interview/ assessment.

## Senior Manager (Finance) E-5

Sr. No.	Qualifications/ Experience (Minimum Experience 12 Years)	Maximum Marks
1.	<b>High School</b> Percentage Marks 80% or more =10 Or CGPA >=9 Percentage Marks 75% to 80% Marks =9 Or CGPA >=8 Percentage Marks 60% to 75% Marks =8 Or CGPA >=7 Rest =Zero	10
2.	<b>Intermediate</b> Percentage Marks 80% or more =10 Or CGPA >=9 Percentage Marks 75% to 80% Marks =9 Or CGPA >=8 Percentage Marks 60% to 75% Marks =8 Or CGPA >=7 Rest =Zero	10
3.	<b>Graduation</b> Percentage Marks 80% or more =15 Or CGPA >=9 Percentage Marks 75% to 80% Marks =13.50 Or CGPA >=8 Percentage Marks 60% to 75% Marks =12 Or CGPA >=7 Rest =Zero	15
4.	<b>Essential:</b> CA/CWA (Associate Member)/MBA (Finance) Highest percentage of the applicant will be given 25 marks and others will get marks proportionately.	25
5.	<b>Additional Qualifications(Regular)</b> : LL..B./CFA/CIMA/MBA(Fin.) Percentage Marks > 80% =10 CGPA >= 9 Percentage Marks > 70% =9 CGPA >= 8 Percentage Marks > 60% =7 CGPA >= 7 Percentage Marks > 50% =5 CGPA >= 6 Rest =Zero	10
6.	1 marks additional weightage shall be awarded for every additional year of experience in excess of minimum required year of experience subject to maximum of 10	10
7.	Experience in Ports/Logistic/ Shipping/Waterways Projects ➤ 8 years or more =15 ➤ 6 to 8 years = 10 ➤ 4 years to 6 Years =5 ➤ Less than 4 years =0	15
8.	Experience of 3 or more years in finance division of a listed/ public Company	5
	<b>GRAND TOTAL</b>	<b>100</b>

Note: . for selection purpose, 85% weightage will be given for total of point no. 1 to 8 and rest 15% weightage will be for personal interview/ assessment.

**Assistant Manager (Finance) E-2**

<b>Sr. No.</b>	<b>Qualifications/ Experience (Minimum Experience 5 Years)</b>	<b>Maximum Marks</b>
1.	<b>High School:</b> Percentage Marks 80% or more =10 Or CGPA >=9 Percentage Marks 75% to 80% Marks =9 Or CGPA >=8 Percentage Marks 60% to 75% Marks =8 Or CGPA >=7 Rest =Zero	10
2.	<b>Intermediate</b> Percentage Marks 80% or more =10 Or CGPA >=9 Percentage Marks 75% to 80% Marks =9 Or CGPA >=8 Percentage Marks 60% to 75% Marks =8 Or CGPA >=7 Rest =Zero	10
3.	<b>Graduation</b> Percentage Marks 80% or more =15 Or CGPA >=9 Percentage Marks 75% to 80% Marks =13.50 Or CGPA >=8 Percentage Marks 60% to 75% Marks =12 Or CGPA >=7 Rest =Zero	15
4.	<b>Essential:</b> CA/CWA (Associate Member)/MBA (Finance) Highest percentage of the applicant will be given 25 marks and others will get marks proportionately.	25
5.	<b>Additional Qualifications(Regular) :</b> LL..B./ P.G. in Com./CFA/CIMA/MBA(Fin.) Percentage Marks > 80% =10 CGPA >= 9 Percentage Marks > 70% =9 CGPA >= 8 Percentage Marks > 60% =7 CGPA >= 7 Percentage Marks > 50% =5 CGPA >= 6 Rest =Zero	10
6.	1 marks additional weightage shall be awarded for every additional year of experience in excess of minimum required year of experience subject to maximum of 10.	10
7.	Experience in Ports/Logistic/ Shipping/Waterways Projects <ul style="list-style-type: none"> <li>➤ 4 years or more =15</li> <li>➤ 2 to 4 years = 10</li> <li>➤ 1 years to 2 Years =5</li> <li>➤ Less than 1 years =0</li> </ul>	15
8.	Experience of 1 or more years finance division of a listed/ public Company	5
<b>GRAND TOTAL</b>		<b>100</b>

Note: . for selection purpose, 85% weightage will be given for total of point no. 1 to 8 and rest 15% weightage will be for personal interview/ assessment.

**Assistant Manager (Human Resources) E-2**

<b>Sr. No.</b>	<b>Qualifications/ Experience (Minimum Experience 5 Years)</b>	<b>Maximum Marks</b>
1.	<b>High School</b> Percentage Marks 80% or more =10 Or CGPA >=9 Percentage Marks 75% to 80% Marks =9 Or CGPA >=8 Percentage Marks 60% to 75% Marks =8 Or CGPA >=7 Rest =Zero	10
2.	<b>Intermediate</b> Percentage Marks 80% or more =10 Or CGPA >=9 Percentage Marks 75% to 80% Marks =9 Or CGPA >=8 Percentage Marks 60% to 75% Marks =8 Or CGPA >=7 Rest =Zero	10
3.	<b>Graduation (Regular)</b> Percentage Marks 80% or more =15 Or CGPA >=9 Percentage Marks 75% to 80% Marks =13.50 Or CGPA >=8 Percentage Marks 60% to 75% Marks =12 Or CGPA >=7 Rest =Zero	15
4.	<b>Essential (Regular):</b> Post Graduate Degree with specialization in Human Resources(HR)/ Industrial Relations (IR) Highest percentage of the applicant will be given 30 marks and others will get marks proportionately.	30
5.	<b>Additional Qualifications (Regular) :</b> LL.B. Percentage Marks > 80% =10 CGPA >= 9 Percentage Marks > 70% =9 CGPA >= 8 Percentage Marks >= 60% =7 CGPA >= 7 Percentage Marks >= 50% =5 CGPA >= 6 Rest =Zero	10
6.	1 marks additional weightage shall be awarded for every additional year of experience in excess of minimum required year of experience subject to maximum of 10.	10
7.	Experience in Infrastructure like Ports/Logistic/ Shipping/Waterways Projects/ Power <ul style="list-style-type: none"> <li>➤ 5 years or more =15</li> <li>➤ 3 to 5 years = 10</li> <li>➤ 6 months to 3 years =5</li> <li>➤ Less than 6 months =0</li> </ul>	15
<b>GRAND TOTAL</b>		<b>100</b>

Note: . for selection purpose, 85% weightage will be given for total of point no. 1 to 7 and rest 15% weightage will be for personal interview/ assessment.

## Company Secretary E-5

Sr. No.	Qualifications/ Experience (Minimum Experience 10 Years)	Maximum Marks
1.	<b>High School</b> Percentage Marks 80% or more =10 Or CGPA >=9 Percentage Marks 75% to 80% Marks =9 Or CGPA >=8 Percentage Marks 60% to 75% Marks =8 Or CGPA >=7 Rest =Zero	10
2.	<b>Intermediate</b> Percentage Marks 80% or more =10 Or CGPA >=9 Percentage Marks 75% to 80% Marks =9 Or CGPA >=8 Percentage Marks 60% to 75% Marks =8 Or CGPA >=7 Rest =Zero	10
3.	<b>Graduation (Regular)</b> Percentage Marks 80% or more =10 Or CGPA >=9 Percentage Marks 75% to 80% Marks =9 Or CGPA >=8 Percentage Marks 60% to 75% Marks =8 Or CGPA >=7 Rest =Zero	10
4.	<b>Essential:</b> ACS (Associate Member) Highest percentage of the applicant will be given 25 marks and others will get marks proportionately.	25
5.	<b>Additional Qualifications(Regular)</b> : The highest additional qualification will be considered. LL.B./ MBA (Finance)/CA/CWA Percentage Marks > 65 =10 CGPA >= 8 55 <Percentage Marks <65 =8 CGPA >= 7 Percentage Marks < 55 =5 CGPA >= 6 Rest =Zero	10
6.	1 marks additional weightage shall be awarded for every additional year of experience in excess of minimum required year of experience subject to maximum 5	5
7.	Experience in infrastructure sector like Ports/Logistic/ Shipping/Waterways Projects/ Power <ul style="list-style-type: none"> <li>➤ 10 years or more =25</li> <li>➤ 8 to 10 years = 20</li> <li>➤ 5 years to 8 years =15</li> <li>➤ Less than 5 years =0</li> </ul>	25
8.	Experience as Company Secretary in Listed/Public company knowledge on security, listing etc.	5
	<b>GRAND TOTAL</b>	<b>100</b>

Note: . for selection purpose, 85% weightage will be given for total of point no. 1 to 8 and rest 15% weightage will be for personal interview/ assessment.