



NEW MANGALORE PORT AUTHORITY
CIVIL ENGINEERING DEPARTMENT

NIA No: **CE(C)/SE(C-II)/EST/MANPOWER/2023-24**

Dated: - **15.11.2023**

NOTICE INVITING APPLICATIONS

New Mangalore Port Authority invites applications from the eligible retired Govt./PSU/Port sector Officials of Indian nationality for the following post on “**CONTRACT**” basis.

Name of Post	No. of Posts	Pay
Assistant Manager Billing (Contract)	1	Rs.30,000/-pm (Total consolidated pay)

The application in full shape should be submitted in the enclosed prescribed format to the **Chief Engineer (Civil), New Mangalore Port Authority, Panambur, Mangaluru – 575 010**. The last date for receipt of application is **6th December 2023**.

Encl:

- i) Annexure A – Qualification & Experience (will be verified from the Ex-Department)
- ii) Annexure B – Terms & Conditions
- iii) Annexure C – Application format

Chief Engineer (Civil)
New Mangalore Port Authority

Annexure – A

Required Qualification and Experience

Name of the Post	Qualification	Experience
Assistant Manager (Bills) (Contract)	B.Com	Minimum 15 years of experience for having worked in Govt./PSU/Port Sector in the field of Financial Accounting /Estate (Land Lease/License) Billing & Reconciliation. (Port Sector experience will be given preference).

Annexure – B

TERMS AND CONDITIONS

1. The application fee is Rs.500/- payable through RTGS/Online payment. The application fee shall be paid by NEFT/RTGS in favour of Financial Adviser & Chief Accounts Officer, New Mangalore Port Authority, Panambur. The NMPA Bank Details are as follows:-

Sl no	Description	Details
1	Name of the Bank	State Bank of India, Panambur, Mangalore - 10
2	Bank A/C No	10205649448
3	IFSC Code No	SBIN0002249
4	MICR Code	575002011

Reference Number of the payment shall be mentioned in Application Format. Application fee will not be refunded in any case.

2. The post will be engaged purely on Contractual basis for a period of one year, extendable for further maximum period of 5 years, based on mutual consent of the Port Authority and the successful applicant.
3. The maximum age limit for submitting the application for the above post is **65 years as on first day of the month in which applications are invited.**
4. The candidates possessing requisite qualification and experience will be called for interview.
5. The crucial date for determining eligibility criteria viz., educational qualification, experience, age etc. shall be as on first day of the month in which applications were invited. Only eligible applicants who fulfill the above criteria prescribed for the Post will be shortlisted for Interview.
6. Short listed Eligible candidates will be called for interview through e-mail only. The date, time and venue of interview will be informed accordingly.
7. NMPA reserves the right to fix the minimum standard/qualifying marks for selection of the positions.
8. Any update, corrigendum etc. of this advertisement and changes in the recruitment process will be hoisted in the Port's website www.newmagaloreport.gov.in, only. Hence, Applicants are requested to keep in regular watch to this Port's website and no separate communication will be made to the individual applicant. The Applicants are requested to see the web

site before the Application due date to ensure that they have not missed any corrigendum uploaded against the said notification after downloading the application. The responsibility of downloading the related corrigendum, if any, will be that of the Applicants.

9. Canvassing in any form will disqualify the Applicant and no correspondence shall be entertained.
10. **Duties and Responsibility** :- The successful applicant shall report to Chief Engineer (Civil) or any person authorized by him within 10 days from the date of appointment letter to perform the following duties and responsibilities;
 - a. Reconciliation of all kinds of Deposits and Advances pertaining to Estate allotments (Short term License/Long term Lease and Right of Way (RoW) permissions).
 - b. Preparation of Monthly Accounts related to bills raised and realised.
 - c. Ensure that the advance license Fees/Lease Rentals/RoW rentals/Security Deposits received is accounted properly.
 - d. Scrutiny of the Bills / Invoice prepared by the section staffs and Reconciliation of Receipts.
 - e. Linking of Payment with Invoice and Monitoring outstanding dues.
 - f. Any other duties assigned by Chief Engineer (Civil) or any person authorized by him.
11. **Leave facilities:** The successful Applicant will be permitted to avail Casual Leave at the rate of 1.25 days for each completed calendar month of contract service. No provision exists either for encashment of the non-availed portion of the Casual Leave or for carrying forward the said Leave to the next calendar year or future contract assignment if any.
12. **Medical Facility:** The selected Applicant shall be entitled to free medical treatment in NMPA hospital for self with dependent spouse and children to the extent the facilities available in the Port Hospital.
13. **Accommodation:** Port accommodation will be provided subject to availability at normal rent as applicable which will be deducted from the consolidated pay. In addition, allied charges such as water charges & Electricity charges will have to be borne by the successful Applicant.
14. **Working Hours:** The Duration of working hours will be as per office hours from 9:00 Am to 6:00 Pm (0.5 Hrs Lunch Break) with weekly off on Saturday and Sunday. In exigencies he/she may require to work beyond office hours/holiday for which no extra remuneration will be paid.

15. Termination:-The Contract engagement can be terminated by either side by giving three months' notice during the currency of the Contract.

16. Settlement of Dispute: Any dispute arising out of this contract, the interpretation & decision of Chairman, NMPA will be final.

In addition to above the selection of the applicant for the post of “**Assistant Manager (Billing) (Contract)**”, shall be Subject to his/her being medically fit for the duties to be performed on the said post. Therefore, the selected candidates will have to report to Chief Medical Officer of Port Hospital of this port to undergo necessary medical examinations prior to joining for duty.

Chief Engineer (Civil)



Annexure C

APPLICATION FORMAT

1	Name of the Post	:	Assistant Manager (Billing) (Contract)			
2	Name of the Candidate	:				
3	Name of Father / Husband	:				
4	Date of birth	:				
	(Enclose attested copy of proof)					
5	Nationality	:				
6	Gender	:	Male / Female			
7	Qualification (Enclose self attested copies of certificates the same will be verified from the Ex-Department)	:				
8	Experience in earlier posts held in the Chronological order as per format shown in below table. A separate sheet may be enclosed accordingly. (Enclose documentary proof. The same will be verified from the Ex-Department):					
Sl. No.	Name of the Organization	Post held	Scale of Pay	From	To	Nature of duties
(i)						
(ii)						

(iii)						
9	Permanent Address :					
10	Address for communication with email address and Telephone No. :					
11	Details of Application fee paid (Ref. Payment No) :					
12	Any other points, applicant wish to submit :					

Declaration

I, Shri / Smt.(Name of the applicant) hereby declare that, the information furnished above are true and correct. In case, any information is found incorrect / false, I myself render liable for disqualification for the post applied for, apart from the necessary action as deemed fit.

Place:

Date:

Name & Signature of the candidate