CHENNAI PORT AUTHORITY

FINANCE DEPARTMENT

Application for engagement of "Junior Executive (Finance)" on contract basis for 2 years

ELIGIBILITY CRITERIA	
Qualification and Post qualification Experience	CA/CMA (Inter) passed with Articleship / Internship completion **(OR)** Pass in M.Com degree from a recgonised University with minium three minimum 3 years post qualification experience in Accounting and Finance from a Industries / commercial orgainisation / Reputed company. Desirable : Proficiency in SAP FICO functionalities will be given preference.
Age limit	Maximum Age 30 years as on 1.7.2026
No. of vacancies	Four (4)
Consolidated Pay	Consolidated Pay of Rs.50,000/- per month (Rupees Fifty thousand only)

Procedure to be followed for submission of Applicaton

(a) Application shall be submitted in the prescribed format with all relevant details / enclosures and should reach the office of **"FA&CAO, Chennai Port Authority, 3rd Floor, Centenary Building, Rajaji Salai, Chennai -600 001** (opp to RBI) **on or before 28.07.2026**

(b) The application Form can be downloaded in the Careers page available in the ChPA website **www.chennaiport.gov.in**

(c) A scanned copy of application with enclosures also be forwarded in advance to the email id **finestt2025@chennaiport.gov.in** . However, if the physical copy of the application is not received within the specified time, the application forwarded by email **will not be considered for processing** the application

(d) Chennai Port at its discretion may conduct written examination for shortlisting the candidate for personal Interview. In such case, the Date / Time and Venue of written examination will be informed for the eligible candidates through email.

(e) The shortlisted candidates will be informed to attend the personal Interview on the scheduled date and time by email.

(f) ChPA is not responsible for Non-receipt / Late receipt of email or Physical copy of application as well as non-receipt of email by the candidates.

TERMS AND CONDITIONS OF ENGAGEMENT

1. **Consolidated Pay** : Consolidated Pay of Rs.50,000/- per month (Rupees Fifty thousand only) per month. (As this is a Professional engagement) No other service benefits will be paid. Applicable Tax under Income Tax Act 2025 will be deducted from the Consolidated pay as per the extant Rules / IT Act. The remuneration will be paid as per the attendance recorded. Unauthorized absence/ absence without leave will be treated as 'no work, no pay' and accordingly, proportionate amount will be deducted from monthly Consolidated pay.

2. **Period of engagement**: Contractual engagement of full time is for a period of 02 years from the date of reporting to duty and further extendable subject to review of performance and requirement. The contract period of 02 years will automatically come to an end on expiry of the contract period and no notice will be issued.

3. **Place of Posting**: The place of posting would be in Finance Department at Chennai Port Authority or as may be decided by the Competent Authority, but during the course of the tenure, you shall be liable to ·be posted / transferred anywhere to serve any of the projects. You shall report to the Financial Advisor and Chief Accounts Officer, (FA&CAO), Chennai Port Authority.
4. **Hours of Work**: . Chennai Port reserves the right to fix up his / her working hours in any manner in the best interest of the organization You shall be required to work during normal working hours as per the place of posting of the Port .You are also expected to work for additional hours depending on the necessity and urgency of work, for which no additional remuneration will be paid. You may be required to attend work on weekly off days/holidays due to ·exigency of work for which no additional remuneration will be paid.

5. **Leave/ Holidays**: (i) You are not entitled to avail any other kind of leave, except for one day paid leave in a month in addition to weekly off and Port holidays. (ii) No claim will be entertained for encashment of un-availed portion of leave for the reason whatsoever. The said Leave cannot be carried forward over the next Calendar year. (iii) In case of absence for a continuous period of 10 days without the prior approval of the Head of Department, the contractual engagement shall automatically cease to exist without any notice or intimation. (iv) Not entitled to any paid sick leave.

6. **Job Role & Responsibility** : The job roles will be assigned by FA&CAO, based on requirements from time to time. You shall perform to the best of your ability in respect of all the duties as assigned from time to time.

7. **Accommodation and Transportation**: Based on the availability, the residential quarters in the Port Colony may be provided on requirement basis on payment of Rent / Licence fees as per the Rues applicable from time to time. The electricity and Water charges as applicable from time to time wil be recovered from the Consoldidated pay. The Port will not provide any transportation facilities.

8. **Medical Facilities**: Medical facility at ChPA Hospital shall mean and include Out-patient and In-patient treatment, Testings, all medical examinations, etc. that are available with the facilities of ChPA Hospital. But this may not include any investigation or treatment through referral empaneled lab or hospitals. This medical facility may be extended to the person engaged along with the spouse, dependent parents and upto two dependent children.

   Age limit for dependent children for availing medical facilities, shall be as follows:

   (i) Sons – Till he starts earning or attains the age of 25 years, whichever is earlier.
   (ii) Daughters – Till she starts earning or gets married or attains the age of 25 years, irrespective of age limit, whichever is earlier.
   (iii) However, there is no age limit for sons / daughters suffering from permanent disability of any kind (Physical or mental – to be certified by the ChPA Medical Officer).

   In this regard, the selected candidate has to file an annual declaration on the Dependency status for continuing the medical facility.

9. **Pre-Closure or Extension** : The Port management reserves the right for pre-closure or extension of the period of contractual engagement. In case of pre-closure, no notice pay or retrenchment compensation will be paid to you by the Port.

10. **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, failing which legal action will be taken. However, the engagement is terminable with 24 hrs. notice for unsatisfactory performance and for any act considered to be derogatory/detrimental to the interest of Chennai Port Authority without any compensation.

11. The entitlements/privileges/benefits available to the regular employees of the Port is not applicable to the employees working on contract basis.

12. You may be allowed TA / DA on official tour, if any, as applicable to equivalent grade in the Port.

13. **Maintenance of Confidentiality**:

(a) 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.

(b) 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 policies, personnel, and information about the Port's business development/strategy, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

(c) At no point of time, he/she will remove / share any Confidential Information from the office without prior permission.

(d) His/ Her duty to safeguard and non-disclosure of Confidential Information will survive even after the expiration or termination of this engagement with the Port.

(e) Breach of the conditions of this engagement will render him/her liable for summarily dismissal of his/her service from the Port under clauses above in addition to any other remedy as may be deemed fit against him/her as per law.

FA&CAO
CHENNAI PORT AUTHORITY

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Annexure-I

Application for the post Junior Executive(Finance)

Affix Recent Passport size colour Photograph here

1. Name: ……..
2. Father's Name: ……..
3. Date of birth: ……
4. Age (As on 01/07/2026): ……..
5. Gender: ……

6. Permanent Address: ……

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7. Address for Communication: ……..

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8. Telephone: Landline: ……

Mobile : ……..

9. E-mail Address: ……..
10. Nationality: ……..
11. Religion:……Category (SC/ST/OBC/UR) : ……
12. Aadhaar No: ……(copy to be attached)
13. PAN No: ……..
14. Qualification: (Self Certified copies of Mark sheets / Certificates to be enclosed)

Qualification	**Year of Passing**	**Name of the Institution**	**Percentage with Division / Class**
Class - X			
Class - XII			

Graduation / Post Graduate degree if any			

CA / CMA (Inter) Register No. Mark sheet / Intermediate Examination passed certificate Articleship /Internship completion certificate / M.COM degree certificate (self-attested copy to be attached)			
Additional (if any)			

15. Experience: (self-attested Experience certificates with HR contact no. and email id to be enclosed

Sl.no.	Name of the Organization/ Company	Post	Period from to	Job profile	Emoluments	Duration	HR contact No. email id

Note : if required, additional sheets may be added

Additional Information (if any)

Declaration:

I do hereby declare that all the information furnished by me in this application are true and correct to the best of my knowledge and belief, and no information has been suppressed.

Full Signature of Applicant with Date)