

CHENNAI PORT AUTHORITY

FINANCE DEPARTMENT

Walk-in-Interview for “MANAGER (IT)” (on a contract basis) on

20th June 2025

ELIGIBILITY CRITERIA	
Qualification	First Class Graduate in B.E./B.Tech in Computer Science & Engineering / Information Technology/specialization in the relevant IT field from a recognized university/ institution. Desirable: Post Graduate degree in Computer Science & Engineering, / Information Technology from a recognized University/ Institution.
Experience	5 years' experience in Executive cadre in Programming, / Electronic Data Processing/ Network/system design & Analysis / relevant fields of Information Technology in any industrial/ Commercial organization / Traffic & Marine Operations Software / knowledge & working experience SAP - S4 Hana Desirable: 1. Experience in Port/Shipping Sector. 2. Knowledge & Working Experience in Traffic & Marine Operations Software / Knowledge & Working experience in SAP - S4 Hana
Age limit	Maximum Age Limit: 40 years.
No. of vacancies	TWO

Interview procedure:

- (a) The time limit for receiving the application is limited on the day of walk-in-interview as 1000 hrs to 1100 hrs.
- (b) The applications of the candidates who have registered with the Port within the scheduled time only will be scrutinized.
- (c) The Certificates and other details will be scrutinized and the candidates will be shortlisted by 1 PM.
- (d) All the candidates thus shortlisted will be interviewed from 2 PM onwards

TERMS AND CONDITIONS OF ENGAGEMENT

1. **Period of engagement:** Contractual engagement of full time is for a period of Three [03] years from the date of reporting to duty and further extendable subject to review of performance and requirement. The contract period of Three [03] years will automatically come to an end on expiry of the contract period and no notice will be issued.

2. **Consolidated remuneration:** Consolidated remuneration of Rs.1,20,000/- per month will be paid, and no other service benefits will be paid. TDS as applicable will be deducted from the consolidated remuneration 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, a proportionate amount will be deducted from monthly remuneration.

3. **Place of Posting:** The place of posting would be in Finance Department - EDP division functioning under the Finance Department, Chennai Port Authority or as may be decided by the Competent Authority, but during the tenure, you shall be liable to be posted/transferred anywhere to serve any of the projects. You shall report to the Finance Advisor and Chief Accounts Officer (FA&CAO), Chennai Port Authority.

4. **Hours of Work:** You shall be required to work during normal working hours as per the place of posting of the Port and such extended hours as necessary for the proper discharge of your duties. The selected candidate is also expected to work for additional hours depending on the necessity and urgency of work, for which no additional remuneration will be paid. The selected candidate is required to attend work on weekly off days/holidays due to the exigencies of work, for which no additional remuneration will be paid.

5. **Leave/ Holidays:**

- a) The selected candidates are not entitled to avail of any other kind of leave, except for one day paid leave in a month in addition to weekly off and Port holidays.
- b) No claim will be entertained for encashment of un-availed portion of leave for any reason whatsoever. The said Leave cannot be carried forward over the next Calendar year.
- c) 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
- d) Not entitled to any paid sick leave.
- e) The selected candidate has to furnish a Security Bond/ Fixed Deposit for a sum of Rs. 3,60,000 (Rupees Three Lakhs Sixty Thousand Only) in India Non Judicial Rs. 100/- (One Hundred Rupees) stamp paper in favour of Chairman, Chennai Port Authority.

6. **Job Role & Responsibility:**

He / She shall report to the FA & CAO or any person authorized by him.

Duties and Responsibilities:

The Manager (IT) will be responsible for:

1. Architect and implement enterprise-level IT systems while developing strategic technology roadmaps aligned with business goals.
2. Supporting digital transformation projects
3. Maintain network stability and security, and provide deep technical expertise for complex troubleshooting.
4. Evaluate departmental technical requirements and submit report.
5. Execute IT projects as per directives.
6. Manage SAP and iPortman implementation, and end-to-end EBS Project
7. Ensures timely and accurate generation of SAP-HCM reports as required by user departments.
8. Manage MIS systems, including Business Intelligence and Business Objects
9. Protect data by developing data security and restoration controls.
10. Managing cybersecurity to protect against attacks
11. Securing IT infrastructure (servers, cloud environments, internal networks) to prevent potential breaches.
12. Implement cybersecurity frameworks (ISO 27001, NIST) while conducting regular vulnerability assessments
13. Integrate legacy and modern systems through API-driven architecture for seamless operations
14. Automate routine operations and optimize system resource utilization for maximum efficiency
15. Coordinate with IT teams to prepare project plans.
16. Create reports and presentations to update on project status.
17. Ensure project timelines, deliverables.
18. Work with user departments to gather requirements and provide updates.
19. Report project progress to the Head of the Department and carryout works assigned by FA&CAO.

These duties encompass both strategic IT leadership and essential security management to maintain and enhance the technological capabilities of the ChPA.

7. Accommodation and Transportation: Based on availability, residential quarters in the Port Colony may be provided upon request, subject to payment of applicable rent/license fees. Electricity and water charges, as applicable, will be recovered from the remuneration. The Port will not provide any transportation facilities.

8. Medical Facilities: You will be provided medical facilities for yourself, your spouse, and up to two dependent children (below 21 years) under the inpatient facility at the Port Hospital.

9. Pre-Closure or Termination: The contractual engagement may be terminated by either party with three months' notice. However, the engagement is liable to be terminated with 24 hours' notice in the event of unsatisfactory performance or for any act deemed derogatory or detrimental to the interests of Chennai Port Authority.

10. The entitlements, privileges, and benefits available to regular employees of the Port are not applicable to individuals engaged on a contractual basis.

11. You may be eligible for TA/DA on official tours, if any, as applicable to an equivalent grade in the Port.

12. Maintenance of Confidentiality:

(a) During the tenure of your service with the Port, you shall devote your full time, attention, and skill to your duties to the best of your ability. You shall not, directly or indirectly, engage or associate yourself with any other business, activity, position, or part-time work, nor pursue any course of study, without prior permission from the Port.

(b) You must maintain the highest degree of confidentiality and safeguard all records, documents, and confidential information related to the Port's business that may come to your knowledge or possession by any means. You shall use such records and information only in a duly authorized manner in the interest of the Port.

For this clause, 'Confidential Information' includes, but is not limited to, details about the Port's business planning, employee services, customer information, engagement policies, development strategies, operational processes, concepts, projections, technology, manuals, designs, and any records or documents containing such information that are not in the public domain.

(c) At no point shall you remove or share any Confidential Information from the office without prior authorization.

(d) Your obligation to maintain the confidentiality of such information will survive the termination or expiration of your engagement with the Port.

(e) Any breach of the above conditions may result in summary dismissal from service and may also invite further legal action or any other remedies deemed fit by the Port as per applicable laws.

FA&CAO
CHENNAI PORT AUTHORITY

SECURITY BOND

[India Non Judicial Rs. 100/- (One Hundred Rupees) stamp paper]

Whereas

I, _____

_____ at present engaged as Manager (IT) on contract basis in the Finance Department of Chennai Port Authority for a period of three years vide letter No. _____ dated _____ w.e.f. _____ (date joining) do hereby undertake.

1. I agree to serve in the Finance Department – EDP Division of Chennai Port Authority for a minimum period of three years from the date of commencement as a Manager (IT).
2. I agree to and accept the Terms and Conditions stipulated in my letter of appointment.
3. I shall furnish the fixed deposit receipt for a sum of **Rs. 3,60,000** (Rupees Three Lakhs Sixty Thousand Only) in a Nationalized bank in favour of Chairman, Chennai Port Authority.
4. In the event of terminating the contract prior to the minimum serving period of three years, the Chennai Port Authority be at liberty to encash the fixed deposit amount of Rs. 3,60,000 (Rupees Three Lakhs Sixty Thousand Only) without any reference.

Signed and delivered by _____, on this ____ day ____ of year 2025 at Chennai Port Authority, Chennai-600 001.

IN THE PRESENCE OF A WITNESS:

1.

SIGNATURE

2.

Annexure-I

Application for the post Manager (IT)

1. Name:
2. Father's Name:
3. Date of birth:
(Self-Certified copy of proof to be enclosed)
4. Age (As on 14/05/2025):
5. Gender:
6. Permanent Address:
.....
7. Address for Communication:
.....
8. Telephone: Landline:
Mobile :
9. E-mail Address:
10. Nationality:
11. Religion: Category (SC/ST/OBC/UR) :
.....
12. Aadhar No:.....
13. PAN No:.....
14. Qualification: (Self Certified copies of Mark sheets / Certificates to be enclosed)

Affix Recent
Passport size
Photo here

Qualification	Year of Passing	Name of the Institution	Percentage with Division / Class
Class - X			
Class - XII			
B.E./B.Tech in Computer Science & Engineering / Information Technology			
Post Graduate degree in Computer Science & Engineering, / Information Technology			
Additional (if any)			

15. Experience: (Self-Certified copies of Certificates to be enclosed)

Organization	Emoluments	Post	Period _____ (_____ to _____)	Duration

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)

Newspaper Advertisement

CHENNAI PORT AUTHORITY

**FINANCE DEPARTMENT**

Walk-in-Interview on

20.06.2025

(Contract for Three [3] years)

Position:

Manager (IT) Upper Age Limit: 40 Years

No. of Posts: 2 (TWO)

Consolidated Remuneration of
Rs.1,20,000/- per month

Qualification and Experience:

First Class Graduate in B.E./B.Tech in Computer Science & Engineering /Information Technology/ specialization in the relevant IT field from a recognized university / institution. 5 years' experience in Executive cadre in Programming, / Electronic Data Processing/ Network/ system design & Analysis/ relevant fields of Information Technology in any industrial/ commercial organization.

Desirable: Working Experience in Traffic & Marine Operations Software, Knowledge & Working experience in SAP - S4 Hana. Experience in the Port/Shipping Sector.

Note: The time limit for receiving the application is limited on the day of walk-in-interview 1000 hrs to 1100 hrs. The applications of the candidates who have registered with the Port within the scheduled time only will be scrutinized. For further details, visit www.chennaiport.gov.in

Venue: New Conference Hall,
Centenary Building, No.1, Rajaji Salai,
Chennai - 600 001. Phone: 044-2531 2964

F.A&C.A.O

1. *The Hindu (English, Tamil Nadu Edition) – Published on 09.06.2025 &*
2. *Daily Thanthi (Tamil, Tamil Nadu Edition) – Published on 09.06.2025*