



GUJARAT PORT CITY PROJECT LIMITED
CIN : U52220GJ2026SGC176365
Gujarat Maritime Board, Sagar Bhawan,
Sec - 10 A, Chh. Road, Gandhinagar - 382010

APPLICATIONS ARE INVITED FOR CONTRACTUAL POSITIONS

Gujarat Port City Project Limited (GPCPL) is a Special Purpose Vehicle promoted by the Government of Gujarat and Gujarat Maritime Board for the planning, development and implementation of Port City Project and allied port-led infrastructure initiatives in State of Gujarat.

We invite application from experienced professionals for the following positions on contractual basis.

- General Manager (Project & Technical)
- Company Secretary
- Manager (Finance & Accounts)
- Executive Assistant to Chairman

Interested candidates are encouraged to apply by visiting the "Career Section" of <https://gmbports.org/careers> wherein the detailed advertisement can be accessed. Alternatively, you may send your application along with requisite documents by post as per the detailed advertisement.

Application shall be submitted on or before



Recruitment of various positions for Gujarat Port City Project Limited (GPCPL)

Gujarat Port City Project Limited (GPCPL) is a Special Purpose Vehicle with Government of Gujarat and Gujarat Maritime Board as its primary stakeholders. The SPV has been formed for development and implementation of Port City Projects in Gujarat. GPCPL has been envisaged as a dedicated project company to support integrated planning, development and implementation of port-city infrastructure and allied development initiatives, with a focus on coordinated development of port-led activities. The Company will work in coordination with the Gujarat Maritime Board, Government authorities, consultants, project stakeholders and other relevant agencies for planning and execution of the Port City Projects.

Gujarat Port City Project Limited (GPCPL) invites applications from qualified and experienced professionals for the following positions.

The vacancies shall be filled through Interview only. The appointment shall be subject to the terms and conditions of appointment.

Application must be submitted on or before _____

POSITIONS AVAILABLE

Sr. No.	Name of the Post	Proposed Monthly Salary	No. of Posts	Nature of Appointment
1	General Manager (Project & Technical)	₹1,80,000 - ₹2,50,000 per month	01	On yearly contract basis
2	Company Secretary (Secretarial & Legal)	₹80,000 - ₹1,20,000 per month	01	On yearly contract basis
3	Manager (Finance & Accounts)	₹1,00,000 - ₹1,50,000 per month	01	On yearly contract basis
4	Executive Assistant to Chairman	₹ 50,000 - ₹ 80,000 per month	01	On yearly contract basis

Selection Mode: Through personal interview preferably.

Following are the detailed Roles and Responsibilities along with Minimum Eligibility Criteria for each post:

SN	Post	Minimum Eligibility Criteria	Broad Job Description
1	General Manager (Project & Technical)	Qualification: Graduate in Engineering – Civil/Mechanical. Retired / Government Experience acceptable with Class 1 Grade Work Experience: Candidate should have minimum 12 years of relevant equivalent experience in Infrastructure Projects.	➤ Lead and oversee planning, implementation and technical execution of major infrastructure/project activities of GPCPL. ➤ Provide technical leadership for project planning, design, engineering, construction, commissioning and related implementation activities. ➤ Coordinate with consultants, contractors, Government authorities, statutory agencies and other project stakeholders. ➤ Review project schedules, milestones, deliverables, quality requirements, risks and implementation progress. ➤ Review technical proposals, drawings, specifications, estimates, project reports and engineering deliverables. ➤ Monitor project performance and recommend corrective actions to achieve approved scope, cost, quality and timelines. ➤ Support procurement, contracts and project-related decision making from the technical perspective. ➤ Prepare and present project progress, key issues and recommendations to senior management/competent authority. ➤ Coordinate with other departments for effective execution of GPCPL objectives. ➤ Perform other duties as assigned by the Management/competent authority.
2	Company Secretary (Secretarial & Legal)	Qualification: Must be a member of the Institute of Company Secretaries of India (ICSI) & LLB Preferable Work Experience: Minimum 5 years, 2 years with a Government company or with a CS firm working for Government companies.	➤ Provide professional services for secretarial and corporate governance matters of GPCPL. ➤ Coordinate meetings of the Board of Directors and committees, including preparation of notices, agenda, minutes and statutory records. ➤ Maintain statutory registers, records, filings and other corporate/secretarial documentation as applicable. ➤ Ensure timely compliance with applicable corporate and statutory requirements relevant to the company. ➤ Coordinate with Directors, senior management, Government authorities, legal professionals and other stakeholders.

SN	Post	Minimum Eligibility Criteria	Broad Job Description
			➤ Assist in preparation/review of corporate resolutions, agreements, notices, reports and other secretarial documents. ➤ Provide support on legal and regulatory matters in coordination with appointed legal counsel/consultants. ➤ Track statutory and regulatory compliances and maintain an appropriate compliance calendar. ➤ Support due diligence, corporate documentation and other legal/secretarial requirements. ➤ Perform other duties as assigned by the Management/competent authority.
3	Manager (Finance & Accounts)	Qualification: Chartered Accountant. Work Experience: Minimum 5 years of relevant professional experience.	➤ Manage and coordinate day-to-day finance and accounting functions of GPCPL. ➤ Prepare, review and monitor budgets, financial statements, management reports and financial projections. ➤ Ensure proper accounting, reconciliation, documentation and maintenance of financial records. ➤ Support financial planning, expenditure monitoring and financial control for projects and operations. ➤ Coordinate with auditors, consultants, banks, Government authorities and other financial stakeholders. ➤ Monitor statutory financial compliances and tax-related matters in coordination with relevant professionals. ➤ Review financial implications of contracts, procurement proposals, project activities and major decisions. ➤ Assist management in financial analysis, cost control, cash-flow planning and financial decision making. ➤ Establish and maintain appropriate internal financial controls and reporting systems. ➤ Perform other duties as assigned by the Management/competent authority.
4	Executive Assistant to Chairman	Qualification: Must be a Graduate Work Experience: Atleast 10 years of Experience working as Executive Assistant or equivalent role.	➤ Provide executive and administrative support to the Chairman. ➤ Manage the Chairman's calendar, appointments, meetings and official engagements.

SN	Post	Minimum Eligibility Criteria	Broad Job Description
			➤ Prepare meeting agendas, briefing notes, presentations and other relevant documents. ➤ Draft and review official correspondence, letters, notes and reports. ➤ Coordinate with internal departments, government authorities, consultants and other stakeholders. ➤ Track decisions and action points from meetings and ensure timely follow-up. ➤ Assist in monitoring key projects and strategic initiatives and prepare status updates. ➤ Organize and coordinate Board Meetings, review meetings and other management meetings. ➤ Maintain proper records and handle confidential information with utmost discretion. ➤ Support the Chairman in day-to-day management, coordination and decision-making activities.

Selection Process:

The vacancies shall be filled preferably through Interview. Eligible candidates may be shortlisted on the basis of the prescribed qualification and relevant experience, and shortlisted candidates shall be called for a Personal Interview. Final selection shall be based on overall suitability for the job and performance in the interview, as decided by the competent authority.

Contract Period & Salary

- All the posts mentioned will be on yearly contract basis.

Important Notes:

- The applicant must ensure that he/she fulfills all prescribed eligibility criteria regarding educational qualification, professional qualification, experience and other requirements before applying.
- Only eligible candidates fulfilling the prescribed criteria shall be considered for shortlisting and Personal Interview.
- Shortlisting for interview shall be at the discretion of GPCPL/competent authority and no correspondence in this regard shall be entertained.
- Candidates working in Government, Semi-Government, Government Companies, PSUs, Autonomous Bodies or other organizations shall produce NOC from the present employer, wherever applicable.
- Original certificates/documents supporting qualification, professional qualification and experience shall be produced at the time of interview/document verification.
- Any false, incorrect or misleading information, or suppression of material facts, may result in cancellation of candidature/appointment at any stage.
- Canvassing in any form, directly or indirectly, for securing selection shall lead to disqualification.
- No TA/DA shall be paid for attending the Personal Interview or document verification.
- Incomplete applications, applications without required documents, or applications received after the prescribed last date shall be liable to rejection.
- GPCPL shall not be responsible for postal delay, loss or non-delivery of applications sent through post.
- The name of the post applied for should be clearly mentioned on the application and envelope as prescribed.
- The number of vacancies may be increased, decreased, modified or withdrawn, and GPCPL reserves the right not to fill any or all advertised vacancies.
- GPCPL reserves the right to amend, modify, add, delete or withdraw any provision of the advertisement before the last date of application.
- The decision of GPCPL/competent authority regarding eligibility, shortlisting, interview and selection shall be final and binding.

APPLY & Submission

Interested and eligible candidates shall submit their application in the prescribed format along with self-attested copies of certificates/documents relating to educational qualification, professional qualification and work experience, through Speed Post/ RPAD only addressed to **The Managing Director, Gujarat Port City Project Limited, Gujarat Maritime Board, SECTOR 10-A, CHH ROAD GANDHINAGAR, GUJARAT, 382010**. Alternatively, the interested candidates can apply by visiting the "Career Section" of <https://gmbports.org/careers>. The applications should be received before the last date.

Documents to be enclosed:

- Curriculum Vitae (CV)
- Educational and professional qualification certificates.
- ICSI membership certificate for the Company Secretary post.
- NOC from present employer, wherever required.
- Any other document.