

MUMBAI PORT TRUST

Applications are invited for the two posts of **Sr. Dy. Chief Accounts Officer** by Direct Recruitment. Candidates fulfilling the prescribed qualifications and experience given below may apply:

| Post Payscale | No. of posts | Educational Qualifications | Age as on 1.9.2016 |
|--|--------------------|--|-----------------------|
| Sr. Dy. Chief Accounts Officer Rs.32900-58000 (pre-revised Rs.16000-20800) | 2 | <u>Essential:-</u> (i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India (ii) Twelve years' experience in executive cadre in the field of Finance, Accounting in an industrial/commercial/ Government Undertaking. | Not over 42 years |

Note : As per Regulation 9 of the Mumbai Port Trust Employees (Recruitment, Seniority and Promotion) Regulations, 2010, there is no age limit in case of existing Mumbai Port Trust Employees.

GENERAL CONDITIONS:

1. While there is no reservation, SC/ST/OBC candidates may apply, but will not be eligible for any relaxation. However, SC/ST candidates called for written test/interview are eligible for Travelling Allowance as admissible on production of original bus/train ticket.
2. Crucial date for determining eligibility is **1.9.2016**.
3. Candidates should possess the prescribed educational qualification as on **1.9.2016**.
4. Candidates fulfilling the prescribed qualification and experience will have to appear for a viva-voce at Mumbai.
5. Selected candidate will have to undergo medical examination at the MbPT hospital for fitness.
6. Mere fulfilling the minimum prescribed qualifications will not vest any right upon the candidate for being called for interview. Similarly, mere submission of application does not confer any right on the candidate for being called for interview. No correspondence will be entertained in this respect and interim enquiry will not be attended to.
7. Depending upon the response, the administration reserves the right to restrict the number of candidates to be called for the interview.

8. Wrong declarations/submission of false information or any other action contrary to the law shall lead to cancellation of the candidature at any stage.
9. Only selected candidates would be informed of their selection in due course after the selection process.
10. Any request for change of address/e-mail ID will not be entertained till completion of the selection process.
11. Applicants, if selected, will not be permitted to withdraw candidature at a later date.

Remuneration:

1. Benefits admissible include DA on IDA pattern (2001 series) on the basic pay and other allowances totaling to 162 % of Basic Pay. Gross remuneration at the minimum is about Rs.86198/- plus HRA at 30% of Basic Pay in case not residing in Port's accommodation. Other benefits include leave, leave encashment once a year, medical aid for self and family, etc. as per the Port Trust regulations.
2. Selected candidates will be governed by the New Contributory Pension Scheme.

HOW TO APPLY:

1. Applications may be submitted in the PRESCRIBED FORMAT given below as Annexure 'A'.
2. Applications complete in all respects along with documents specified may be forwarded in envelope superscribed "Application for the post of Sr. Dy. Chief Accounts Officer" and addressed to Shri. P.K. Gopi, Sr. Asstt. Secretary, Human Resources Section, General Administration Department, Mumbai Port Trust, Port House, 2nd floor, Shoorji Vallabhdas Marg, Ballard Estate, Mumbai- 400001, who can also be contacted on telephone No. 022-66564099 for any details/clarifications. Applications should reach not later than **15.10.2016** .
3. The application should be accompanied by the following:
 - (a) Self-attested copies of certificates in support of age, educational qualifications and experience.
 - (b) Self-attested copy of Caste Certificate (in case of SC/ST/OBC candidates).
4. Persons in service of Government/Semi-Government Organisations/Public Sector Undertaking/Autonomous Bodies must apply through proper channel along with vigilance clearance and certificate that no disciplinary case is pending or contemplated against them and No Objection Certificate for release in case of selection.
5. Applications unsigned or incomplete in any respect or applications without photograph will not be entertained.

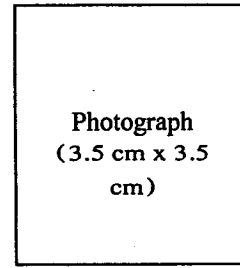
6. Applications received after the last date will be invalid. The Port Trust will not be responsible for late/non-receipt of applications/call letter for interview due to postal delay.

7. The last date for receipt of application is **15.10.2016**.

8. **Canvassing in any form will be a disqualification.**

APPLICATION FORM

**Form of application for Direct Recruitment
to the post of Sr. Dy. Chief Accounts Officer .**



1. Full Name (in block letters) :
2. (a) Address for communication :
(b) Telephone No./Mobile No. :
(c) E-mail address :
3. Permanent Address (Native Place) :
4. (a) Date of birth :
(b) Age (as on 1.9.2016) : ____ years ____ months ____ days
5. Nationality :
6. (a) Category (Caste certificate to be enclosed in case of SC/ST/OBC) : SC ST OBC GEN
(b) Religion :
7. Marital status (Married/Unmarried) :
8. Name of Father/spouse :
9. Languages Known :
(Read, write and speak)
10. Educational qualifications :
(in chronological order from S.S.C.
(Class – X onwards)
(Copies of certificates to be enclosed)

| Examination | Board/ University | Year of passing | Class and percentage obtained | No. of attempts |
|-------------|----------------------|--------------------|-------------------------------------|-----------------|
| | | | | |

11. Additional Qualifications (if any) :

12. Details of employment/
experience in chronological order
(Copies of documents in support of the same to be enclosed)

| Name of the organization | Posts held | Remuneration | From | To | Nature of duties |
|--------------------------|------------|--------------|------|----|------------------|
| | | | | | |

13. Details of any other employment/
Experience. :

14. Any other information that the
candidate desires to furnish in
support of his candidature. :

Declaration

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, my candidature/appointment may be cancelled/terminated without any notice.

(Signature of the Applicant)

Place:

Date: