



GAD/PC-A/67/2017/2928

11.12.2017

To,
The Chairmen,
(All Major Ports Trusts)

Sir,

**Sub :-Filling up of the posts of Sr. Accounts Officer in
Mormugao Port Trust on deputation basis – Reg.**

It is proposed to fill up two posts of Sr. Accounts Officer in the scale of pay of ` 10750-16750 (Pre-Revised) (Revised ` 20600-46500) in the Finance Department, Mormugao Port Trust on deputation basis as per the Mormugao Port Trust Employees (Recruitment, Seniority and Promotion) Regulations, 2010.

The Recruitment Rules for the post is as follows:

“Officers holding analogous posts or posts of Accounts Officer Gr. I in the scale of pay of Rs. 9100-15100 (pre-revised) with 5 years regular service in the grade in a Major Port Trust.”

Applications are accordingly invited from the eligible and willing Officers of all Major Port Trusts as per the prescribed proforma at Annexure – II which should be submitted through proper channel, along with attested copies of all required documents.

Applications may be forwarded by the concerned Port Trust to the undersigned along with the following:

- (i) Certificate on the last page of the application form duly completed.
- (ii) Certified copies of ACRs for the last 5 years (1.4.2012 to 31.3.2017) (duly attested by an Officer not below the rank of Dy. HOD on each of the page).
- (iii) Attested photocopies of Educational and professional certificates.
- (iv) NOC of respective Port / Organisation.
- (v) Departmental and Vigilance Clearance

..2/-

The selected candidate shall be appointed on deputation basis initially for a period of 03 years which can be extended upto 05 years maximum in case of necessity. The Port Trust would provide unfurnished residential accommodation and other facilities as applicable to Class-I Officer of the Port Trust.

The receipt of advance copy cannot be considered as an application received. Only duly filled in application form through proper channel received before due date will be considered. The crucial date to determine the eligibility as per RRs will be 01.12.2017.

The last date for receipt of applications duly completed, by the Port Trust is 25.01.2018. Circular along with annexures is also available on our website www.mptgoa.com

Yours faithfully,

Sd/-
(J. B. Dhawale)
SECRETARY

Encl. : 1) Copy of the Recruitment Rules (Annexure – I)
2) Prescribed Proforma (Annexure – II)

c.c. to: The Secretary, Govt. of India, Ministry of Shipping, Transport Bhavan, Parliament Street, New Delhi -110 001....for information
(Kind Attention :- Shri Rajiv Kumar Nigam,
Under Secretary ... for information)

c.c. to: FA&CAO/MPT .. for circulation among the Officers and to forward applications of willing and eligible Officers of his department.

c.c. to: Asst. Director (EDP)/Finance Dept ... with a request to upload the vacancy circular on the MPT website.

PROFORMA



APPLICATION FOR THE POST OF SENIOR ACCOUNTS OFFICER ON DEPUTATION BASIS IN MORMUGAO PORT TRUST

1. Full Name (in block letters) :
2. (a) Address for communication :
(b) Telephone No./ Mobile No.
(c) Fax/E-mail address
3. Date of Birth :
4. Age as on (01.12.2017) :
5. Due Date of retirement & balance left over service
6. Category (caste certificate to be enclosed in case of SC/ST/OBC) : SC ST OBC GEN
7. Present post with scale of pay :
8. Date of continuous appointment in the present post :
9. Date of first appointment in Class I Cadre of the Organisation :
10. Educational and other qualifications :

Examination	University	Year of Passing	Class and percentage obtained	Special subjects

11. Details of present and past employment/experience in chronological order:

Name of the organisation & Department	Post held	From	To	Total Period	Scale of pay and Basic Pay	Nature of basic duties
1.						
2.						

12. Any outstanding achievement in the posts so far :
13. Languages known :
(Read, Write and Speak)
14. Any other information :

In the event of selection to the above post, I will not withdraw and undertake to accept the post.

Signature of applicant

Place:

Date:

Certificate to be given by Head of Office of Shri/Smt./ Kum.

_____ **Designation:** _____

1. It is certified that the particulars furnished by the Officer are correct.
2. It is certified that no Disciplinary/Vigilance case is pending or contemplated against the applicant and he/she clear from the vigilance angle.
3. His/Her integrity is certified.
4. It is certified that no major/minor penalties have been imposed on the officer during the last 10 years.
5. Attested copies of the ACRs for the last five years (2012-13 to 2016-17) are enclosed.
6. The veracity of the University certificates relating to his/her educational qualification may be ensured and certified.

**Signature of the Head
of the Office
alongwith official seal**

RECRUITMENT RULES FOR THE POST OF SR. ACCOUNTS OFFICER

Sr. No.	Name of the Post	No. of posts	Classification	Scale of pay (Rs.)	Whether selection or Non Selection	Upper Age limit for direct recruitment (in years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) Age (b) Educational Qualification (c) Experience for direct recruits will apply in the case of promotion/ absorption/ deputation	Period of probation (in years)	Method of recruitment (Whether by direct recruitment or by promotion/ absorption/ deputation	In case of promotion/Absorption/ deputation, grades from which it should be made
1	2	3	4	5	6	7	8	9	10	11	12
1	Sr. Accounts Officer	4	Class-I	10750-300-16750	Selection	35	<p>Essential:</p> <p>(i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.</p> <p>(ii) Five years experience in Executive Cadre in the field of Finance, Accounting in an Industrial/Commercial/Govt. Undertaking.</p>	<p>(a) No</p> <p>(b) No, however a degree from a recognized University is essential.</p> <p>(c) No</p>	2	By promotion failing which by absorption/ deputation, failing both by direct recruitment	<p>Promotion from Accounts Officer Gr. I in the scale of pay of Rs. 9100-15100 (Pre-revised) (Revised Rs.20600-46500) with five (5) years regular service in the grade failing which Accounts Officer Gr. I in the scale of pay of Rs. 9100-15100 (Pre-revised) (Revised Rs.20600-46500) with two (2) years regular service in the grade and a combined regular service of eight (8) years in the scales of pay of Rs. 9100-15100 (Pre-revised) (Revised Rs.20600-46500) and Rs. 8600-14600 (Pre-revised) (Revised Rs.16400-40500) in respective discipline of Finance Dept.</p> <p>Absorption/Deputation will be of Officers holding analogous posts or posts of Accounts Officer Gr. I in the scale of pay of Rs.9100-15100 (pre-revised) (Revised Rs.20600-46500) with 5 years regular service in the grade in a Major Port Trust.</p>