

MORMUGAO PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
HEADLAND SADA.

APPOINTMENT

Applications are invited from eligible candidates for filling up the following posts on regular basis in the scale of pay indicated against each posts by direct recruitment in the Mormugao Port Trust, Headland Sada, Goa:-

Sr. No.	Name of the post	No. of Post	Scale of pay Rs.
1.	Sr. Accounts Officer	02 posts (Unreserved)	20600-46500 (revised) (pre-revised Rs.10750-16750)
2.	Accounts Officer	01 post (reserved for OBC)	20600-46500 (revised) (pre-revised Rs.9100-15100)

The last date for receipt of applications, complete in all respect, from the eligible candidates shall be **06th July, 2018.**

For other details visit our website www.mptgoa.com/careers/index.html.

Sd/-
(S. P. Mohan Kumar)
SECRETARY (i/c)

MORMUGAO PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
HEADLAND SADA

Applications are invited from eligible candidates for the below mentioned posts in the Mormugao Port Trust, Headland, Sada, Goa

Sr. No. I

1.	Name of the post	:	SR. ACCOUNTS OFFICER
2.	No. of post	:	02 (TWO) (Unreserved)
3.	Scale of pay	:	Rs.20600-46500 (Revised) Rs.10750-16750 (Pre-revised)
4.	Age Limit	:	35 years
5.	Educational Qualification	:	Essential :- (i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India (ii) Five years experience in Executive Cadre in the field of Finance, Accounting in an Industrial/Commercial/Govt. Undertaking.

Sr. No. II

1.	Name of the post	:	ACCOUNTS OFFICER GR.I
2.	No. of post	:	01 (ONE) (reserved for OBC)
3.	Scale of pay	:	Rs.20600-46500 (Revised) Rs.9100-15100 (Pre-revised)
4.	Age limit	:	30 years. The age limit is relaxable by 3 yrs. for candidates belonging to OBC category, as per Govt. Directives.
5.	Educational Qualification	:	Essential :- (i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India (ii) Two years experience in Executive Cadre in the field of Finance, Accounting in an Industrial/Commercial/Govt. Undertaking.

General:-

The crucial date for determining the educational qualification, experience and age shall be the first day of the month in which the post is notified/advertised.

Candidates fulfilling the above mentioned eligibility criteria may send in their application giving complete details in the following sequence: 1) Full Name 2) Mailing address with contact phone/mobile nos. 3) Date of Birth 4) Educational & Professional qualification 5) Category(SC/ST/OBC/Gen etc.) 6) Nationality & State of Domicile 7) Proof of emoluments drawn from the present employer, along with attested copies of all relevant Certificates with a recent passport size photograph pasted on the top right corner of the application, and by superscribing the post applied for on the envelope as well as on the application **TO THE SECRETARY, MORMUGAO PORT TRUST, HEADLAND, SADA, GOA - 403804** on or before **06th July, 2018** (Format enclosed). Candidates already in Government service or in Public Sector Undertakings must apply through proper channel.

Based on the response to the advertisement, if felt necessary by the organization, the applications received will be shortlisted for calling interview on the basis of their merit in academic qualifications and / or in suitability test for the post as may be conducted.

Late and incomplete applications will be summarily rejected. Applications not supported with any of the requisite certificate shall be liable for rejection.

Sd/-
(S. P. Mohan Kumar)
SECRETARY (i/c)

FORMAT OF APPLICATION

POST APPLIED FOR : _____

BIO-DATA

1. Full Name : _____
2. Mailing address : _____

3. Contact Numbers: : Landline: _____ Mobile : _____
: email: _____
4. Date of Birth : _____
5. Category (Gen/SC/ST/OBC): _____

6. ACADEMIC & PROFESSIONAL QUALIFICATIONS:

Sr. No.	Qualifications	University / Institution	Month & Year of passing	Grade/Class of passing

7. WORKING EXPERIENCE (IN EXECUTIVE CADRE ONLY):

Sr. No.	Name of the Organisation	Post Held	Total emoluments drawn p.m or Scale of pay	Period of service		No. of Years of service	
				From	To	Yrs.	Mths.

Signature of Candidate

Note: * Additional information, if any, may be provided in the additional sheets.

*Self attested copies of all the testimonials/documents should be enclosed to the application.