

MORMUGAO PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
HEADLAND SADA.

APPOINTMENT

Applications are invited from eligible candidates for filling up the post of Sr. Asst. Secretary (I/R)(Unreserved), by direct recruitment, on regular basis, in the scale of pay of Rs.20600-46500 (revised) (Pre-revised Rs.10750-16750) in the Mormugao Port Trust, Headland Sada, Goa.

The last date for receipt of applications, complete in all respect, from the eligible candidates shall be **12th February, 2018.**

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

Sd/-
(J. B. Dhawale)
सचिव
SECRETARY

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. ASST. SECRETARY (I/R)
2.	No. of post	:	01 (ONE) (Unreserved)
3.	Scale of pay	:	Rs.20600-46500 (REVISED) RS.10750-16750 (PRE-REVISED)
4.	Age Limit	:	35 years
5.	Educational Qualification	:	<u>Essential:</u> (i) A Degree from a recognised University (ii) Five years experience in executive cadre in the field of General Administration, Personnel, LegalMatters, Industrial Relations, Estate Management, etc. in an Industrial/Commercial/Govt. Undertaking. <u>Desirable:</u> Post graduate Degree/Diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare or allied subjects or Degree in Law from a recognised University.

General:-

The crucial date for determining the 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 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 on the envelope as well on the application **TO THE SECRETARY, MORMUGAO PORT TRUST, HEADLAND, SADA, GOA -403804** on or before **12thFebruary, 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/-
(J. B. Dhawale)
SECRETARY

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	Year of passing	% Marks & Grade

7. WORKING EXPERIENCE:

Sr. No.	Name of the Organisation	Post Held	Period of service		Years in 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.