



## **MUMBAI PORT AUTHORITY**

Advertisement No.03/2022

Date: 16.03.2022

Mumbai Port Authority invites applications from eligible Indian Nationals for following post to work on contract basis as Accounts Officer.

Sr. No.	Post	No. of posts	Consolidated remuneration per month (Rs.)
1.	Accounts Officer on contract basis	4	Rs. 60000/- per month

**1. Role and responsibilities for the above position:**

Will be assigned by Finance Department on engagement.

**2. Eligibility criteria:**

- (i) Educational qualifications: Qualified Chartered Accountant (CA)/ Qualified Cost and Management Accountant (CMA)
- (ii) The crucial date for determining eligibility criteria viz., educational qualification, age etc. shall be as on 01.03.2022.
- (iii) Only eligible applicants who fulfill the criteria of essential qualification, age, etc. prescribed for respective position shall apply.

**3. Period of contractual engagement:**

The contract will be for a period of 1-year. The contract period is extendable by another 1 year at a time at the discretion of the port with the approval of the Competent Authority, subject to performance review.

**4. Age limit :**

Maximum Age Limit: The maximum age limit for the said post is 30 years.

**5. Method of selection:**

- (i) Through written examination/ interview of eligible candidates.
- (ii) Depending upon the response, the administration reserves the right to restrict the number of candidates to be called for written test/interview.

**6. The other terms and conditions of the contract are given at **Annexure I.****

## **7. General instructions :**

- (i) Mumbai Port Authority (MbPA) does not assume any responsibility for the candidates not being able to submit their applications within the last date whatsoever.
- (ii) Self- attested copies of documents/ certificates relating to Age/ Qualification etc. will have to be submitted alongwith the application by email and candidates shall produce the original certificates(s) for verification at the time of interview.
- (iii) Candidates serving in Government/ Semi Government, Public Sector Undertakings/ Autonomous Bodies will be required to submit “No Objection Certificate” from their employer at the time of application, failing which their candidature may not be considered.
- (iv) Candidates who are selected are required to submit unconditional discharge letter/ relieving letter from their employer (Govt/ Semi Government Public Sector/ Autonomous Bodies/ Private Sector) at the time of joining Mumbai Port Authority, without which they will not be allowed to join.
- (v) Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Mumbai Port Authority. Such appointment will also be subject to the service and contract rules of the Mumbai Port Authority.
- (vi) Decisions of the Mumbai Port Authority in all matters regarding eligibility, shortlisting and selection shall be final and binding on all candidates. No representation or correspondence will be entertained by the Mumbai Port Authority in this regard.
- (vii) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai. Courts/ Tribunals/ Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.
- (viii) The Mumbai Port Authority reserves the right to cancel the above recruitment exercise at any stage of the process without assigning any reason thereof.
- (ix) **No TA/DA** will be paid for appearing in interview, if called.
- (x) Any update, corrigendum etc. of this advertisement will be displayed in the Port’s website only. Hence, candidates are requested to keep regular watch on Port’s website, i.e., [www.mumbaiport.gov.in](http://www.mumbaiport.gov.in) under Media/ Vacancy menu. No separate communication will be made to the individual applicant.
- (xi) Canvassing in any form will disqualify the candidate and no correspondence shall be entertained in this regard.

- (xii) The Management reserves the rights to cancel or make any changes in the number of vacancies, alteration/additions/deletions of any clause in the Terms and Conditions for any of the position(s) in the recruitment process, if need arises, without further notice and without assigning any reasons thereof.
- (xii) Application received in incomplete format or without relevant documents in support of eligibility or mere submission of CV/ Resume for the said post would not be considered for further recruitment process. Also, application received after the due date will be liable to be rejected.
- (xiv) In case of any discrepancies, the detailed advertisement published in the Media/Vacancy Section of our website [www.mumbaiport.gov.in](http://www.mumbaiport.gov.in) shall be final. Candidates are advised to visit the Media/ Vacancy Section of our website for detailed advertisement.

### **8. How to apply:**

Interested candidates may submit their application(s) in the prescribed format (**Application form**) by:

- (i) Downloading the application format from website [www.mumbaiport.gov.in](http://www.mumbaiport.gov.in) ('Media/Vacancy' menu).
- (ii) Filling the application format with the required details and declaration.
- (iii) The filled in application form along with required documents for determining eligibility is to be sent to the below mentioned address by courier/ post before the last date of application i.e. 06.04.2022 by superscribing on the envelope as **“Application for the post of Accounts Officer on contract basis”**.

The Secretary, Mumbai Port Authority,  
General Administration Department,  
Port House, 2nd Floor,  
Shoorji Vallabhdas Marg, Ballard Estate,  
Mumbai – 400001.

- (iv) Mumbai Port Authority (MbPA) does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason like postal delays etc. whatsoever.

Candidates are advised that merely submitting resume/ CVs and incomplete application will be liable to be rejected.

The last date for receipt of applications will be 06.04.2022.

**Secretary**  
**Mumbai Port Authority**

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