



F.No.A-27017/2/2002/TAMP[313-A] Vol-VIII /7224

भारत सरकार Government of India
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय Ministry of Ports, Shipping and Waterways
महापत्तन प्रशुल्क प्राधिकरण Tariff Authority for Major Ports
चतुर्थ तल, भंडार भवन, मुजावर पाखाडी रोड, 4th Floor, Bhandar Bhavan, M.P. Road,
माझगांव, मुंबई-400010. Mazgaon, Mumbai-400010.

Tel: 022-23792008, Fax: 022-23757879, E-mail: tariff@tariffauthority.gov.in Website: <http://tariffauthority.gov.in>

Date: 19.10.2022

OFFICE MEMORANDUM

Subject: Engagement of 'Intern' on short-term contract purely on a temporary basis on consolidated remuneration in Tariff Authority for Major Ports, Mumbai.

Tariff Authority for Major Ports is an Autonomous Body under the aegis of Ministry of Ports, Shipping and Waterways, Government of India, situated at Mazgaon, Mumbai.

2. This Authority is desirous to engage 'Intern' on contract basis, initially for a period of one year which is extendable based on performance and requirement, for assisting the Authority/ Officers of TAMP in discharging the duties relating to Accounts Section. The remuneration and educational/ desirable qualification in brief expected for engagement of 'Intern' is as below:-

- Essential/ Desirable Educational qualification, experience and remuneration for Intern (on contract basis) :-

Qualification	Essential Educational qualification :-
	(i) A Pass in the Intermediate examination of the Institute of Chartered Accountant of India ; or
	(ii) A pass in the Intermediate examination of the Institute of Cost Accountants of India ; or
	(iii) MBA (Finance) ; or
	(iv) Master's Degree in Statistics; or
	(v) Graduate in Commerce with minimum two years' experience in Ports and Logistics.
	Desirable qualification :-
	(a) Two years' experience in costing/ finance field.
	(b) Computer literacy with ability to work in MS-Office like Word, Excel, etc.

Remuneration	Consolidated Remuneration :-
	₹ 22,500/- pm on initial appointment who are Inter CMA / CA, etc. and ₹30,000/- pm who are CA / CMA.

3. The general terms and conditions of engagement of Intern are as below:-
- (i) The Intern will be engaged on contractual basis initially for a period of one year which is extendable based on performance and requirement.
 - (ii) The Intern will assist the Officers in the discharge of their functions.
 - (iii) The Intern will be allowed to avail 8 days Casual Leave in a calendar year. Apart from that the Intern will also be allowed to avail closed holidays, Saturdays and Sundays. No other benefits will be admissible.
 - (iv) The Intern should not have a conflict of interest and any breach thereof shall be viewed seriously.
 - (v) The Intern during the currency of the assignment or after conclusion of the work shall not disclose or make use in any manner any information / data, drawings, or any other material, whether written or oral collected in connection with the assignment without the prior written consent of the Authority. Furthermore, such material shall be the property of TAMP.
 - (vi) The Intern on having accepted the offer of engagement will be asked to enter into a contract with TAMP which shall also have a confidentiality clause detailing the terms and conditions of engagement, before being assigned any work.
 - (vii) Without prejudice and in addition to the legal remedies available to the Authority, the breach of contract executed by the Intern may be considered a sufficient ground for termination of the engagement made under contract and may further debar such Intern from future engagement by the Authority.
4. **Age limit:** Maximum 35 years as on date of publishing of Advertisement.
5. The interested candidates may submit an application along with copies of educational qualifications and experience certificates in a closed envelope in the format attached and addressed it to the "**Administrative Officer, Tariff Authority for Major Ports, 4th floor, Bhandar Bhavan, M.P. Road, Mazagaon, Mumbai - 400 010**" within 30 days from the date of publication.
6. This issues with the approval of the Competent Authority.
7. Hindi version will follows.


(Randhir Kumar)
Administrative Officer

Copy to:-

- 1) Assistant Director (IT) , Tariff Authority for Major Ports - for publishing/posting on website of Tariff Authority for Major Ports.
- 2) The Chairman, Western India Regional Council, The Institute of Cost Accountants of India, Rohit Chambers, 4th Floor, Janmabhoomi Marg, Fort, MUMBAI - 400 001.
- 3) The Chairman, Western India Regional Council, The Institute of Chartered Accountants of India, ICAI Tower, C-40, G-Block, Bandra Kurla Complex, Bandra(E), MUMBAI - 400 051.
- 4) The President, The Institute of Chartered Accountants of Indian Bhawan, Indraprastha Marg, Post Box No.7100, NEW DELHI - 110 002.
- 5) The President, The Institute of Cost Accountants of India, 12, Sudder Street, KOLKATA - 700 016.
- 6) Junior Hindi Translator for Hindi Version
- 7) P.A. to Member (Finance) for information.
- 8) Notice Board.
- 9) Guard File.

FORMAT

**APPLICATION FOR ENGAGEMENT AS INTERN (ON CONTRACT) IN
TARIFF AUTHORITY FOR MAJOR PORTS.**

Paste a self-
attested pass
post size
photograph

1.	Name	:				
2.	Postal Address for correspondence	:				
3.	Telephone/ Mobile/Fax (if any) No.	:				
4.	Email ID	:				
5.	Date of Birth:	:				
6.	Age as on last date for receipt of the Application	:				
7.	Whether qualifications, experience and job requirements for the post are satisfied (kindly furnish qualification and experience certificates)	:				
	Qualification/ experienced required	:	Qualification/experience possessed			
	Essential :	:				
		:				
	Desirable :	:				
		:				
8.	Please state clearly whether in the light of entries made by you above, you meet requirements for engagement	:				
9.	Brief service particulars in chronological order :	:				
	Name of the organization	Position held (whether on Deputation/ contract/ regular basis)	Pay Band/ Scale	Period of post held with dates	Brief description of duties	Details of experience in the relevant field
10.	Nature of present employment	:				
11.	PAN (along with self-attested photocopy of the PAN card)	:				
12.	Additional information, if any, which you would like to mention Enclose a separate sheet, if the space is insufficient.	:				

Signature of the Applicant