

ANNEXURE 'B'

MORMUGAO PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT
HEADLAND SADA

Applications are invited from eligible candidates for recruitment on regular basis to the below mentioned post in the Mormugao Port Authority, Headland, Sada, Goa.

1.	Name of the Post	:	SENIOR ACCOUNTS OFFICER
2.	No. of post	:	01 (One) (Unserved)
3.	Scale of pay	:	Rs. 50000-160000
4.	Age Limit	:	35 years
5.	Educational Qualification	:	Essential:- Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. Desirable: Five years experience in Executive Cadre in the field of Finance, Accounting in an Industrial/ Commercial/Govt. Undertaking.

General:

The crucial date of determining the qualification, experience and age shall be the first day of the month in which the post is notified/advertised, **i.e. 01.05.2024.**

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 (Gen/SC/ST) 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 AUTHORITY, GENERAL ADMINISTRATION DEPARTMENT, ADMINISTRATIVE OFFICE BLDG., HEADLAND, SADA, GOA – **403804** on or before **20.06.2024** (Format enclosed). Candidates already in Government service or in Public Sector Undertakings must apply through proper channel.

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

APPLICATION FORMAT

Affix recent

Passport size

Photograph

1	Name of the Candidate				
2	Name of Father/Husband				
3	Date of birth/age (Enclose attested copy of proof)				
4	Nationality & State of Domicile:				
5	Gender:		Male / Female		
6	Category: GEN/SC/ST				
7	Qualification (Enclose attested copies of Certificates)				
Sl. No	Qualification (with Discipline / Branch	Name of College	Year of Passing	Marks Secured	%
i)					
ii)					
iii)					
iv)					
Note : in case of CGPA etc. system of grading, the candidates shall convert the CGPA etc. grading into equivalent percentage of marks and indicate in the above prescribed column accurately. Indicating wrong percentage will disqualify the candidature					

Contd...

8	Experience in earlier posts held in the chronological order as in below table (Enclose copies of proof)					
Sl. No.	Name of the Organization	Post Held	Scale of Pay	From	To	Nature of duties performed
(i)						
(ii)						
(iii)						
9	Permanent Address					
10	Address for communication with email address and Telephone Number					
11	Any other points, applicant wishes to submit					

Declaration

I, Shri/Smt. (Name of the applicant) hereby declare that, the information furnished above are true and correct. In case, any information is found incorrect /false, I myself render liable for disqualification for the post applied for, apart from the necessary action as deemed fit.

Signature of the Applicant

Place :

Date :