

MORMUGAO PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT
Headland Sada

INVITING APPLICATIONS FOR ENGAGING EXECUTIVE-FINANCE
(ON CONTRACT BASIS)

1.	Designation	:	EXECUTIVE-FINANCE (on Contract Basis)
2.	Requirement	:	03 (THREE)
3.	Age	:	30 Years
4.	Monthly consolidated remuneration	:	Rs. 70,000/- per month
5.	Educational Qualification & Experience	:	(i) Member of Institute of Chartered Accountants of India OR Institute of Cost & Management Accountant of India. (ii) 06 months post qualification experience in Corporate Accounts/Audit.

Candidates fulfilling the above eligibility criteria may submit their applications duly filled in prescribed format alongwith self-certified copies of Education Qualification (All year/semester Mark sheets & Certificates, from 10th Standard onwards), Experience Certificate, Proof of identity and age (PAN/Aadhar Card/Birth Certificate), 2 recent passport size photos etc. to reach us on the below mentioned address **on or before 04.11.2022.**

**Office of the Secretary,
General Administration Department,
Mormugao Port Authority,
3rd Floor, Administrative Office Building,
Headland Sada, Goa – 403 804.**

Eligible candidates will be called for an interview through e-mail or by post as may be decided by Management. The date, time and venue of interview will be informed accordingly. The original documents should be submitted at the time of interview for verification. The crucial date for determining eligibility criteria viz. educational qualification, experience, age etc. shall be as on first day for the month in which applications were invited.

Selected candidates will not have any claim for regular appointment. This requirement is purely on temporary basis for two years.

No TA/DA will be paid to the applicants attending the interview.

(S.P. MOHAN KUMAR)
SECRETARY (I/C)

Terms and Conditions for engaging Executive-Finance on contract basis

1. The engagement is purely on contractual basis for a period of two years, extendable on mutual consent.
2. He shall be paid a consolidated salary of Rs. 70,000/- per month from the date he takes over charge of the post.
3. MPA reserves the right to fix the minimum standard/qualifying marks for section of all the positions.
4. Any update, corrigendum etc. of this advertisement and changes in the recruitment process will be hoisted in the Port's website only. Hence, candidates are requested to keep in regular watch to this Port's website and no separate communication will be made to the individual applicant.
5. Canvassing in any form will disqualify the candidate and no correspondence shall be entertained.
6. Leave facilities: The candidates selected will be permitted to avail Casual Leave at the rate of 1.25 days for each completed calendar month of contract service. No provision exists either for encashment of the non-availed portion of the Casual Leave or for carrying forward the said leave to the next calendar year or future contract assignment if any.
7. Medical Facility: The selected candidates shall be entitled to free medical treatment in MPA hospital for self to the extent the facilities available in the Port Hospital.
8. Accommodation: Port accommodation will be provided subject to availability at prevailing rent and other charges, which will be deducted from the consolidated pay. In addition, allied charges such as water charges & Electricity charges shall have to be borne by occupant.
9. Increment: An annual increment @ 3% of consolidated pay will be considered on satisfactory performance after completion of one year.
10. Working Hours: The duration of working hours will be as per office hours with weekly offs. In exigencies, he/she may require to work beyond officer hours/holiday for which no extra remuneration will be paid.
11. Claim of permanent absorption: The contract engagement shall not confer on him/her any right to lay claim to permanent absorption in the Port service against any post whatsoever.
12. The Contract engagement can be terminated by either side by giving one months' notice during the currency of the Contract.
13. Settlement of Dispute: Any dispute arising out of this contract, the interpretation and decision of Chairman, MPA will be final.
14. The candidate shall have good health condition.
15. Income tax deductions will be made as per the Income tax provisions.
16. He /she shall report to FA&CAO or any person authorized by him.

The Duties and Responsibilities :

- a. Scrutiny of General Ledger, Vendor Accounts, Reconciliation of all kinds of Deposits and Advances pertaining to Works and Contingent bills, preparation of Monthly Accounts.
- b. Billing for Services, GST, Income Tax, Trust Accounts, Co-ordinating with Tax/Advisors.
- c. Preparation of bills and issue of receipts, Monitoring bank Reconciliation Statements.
- d. Recovery of various advances / Reconciliation of Employees advances.
- e. Preparation of Final Accounts, Budget, Cost Statements.
- f. Tariff Computation, Reply to Audit Queries, periodical reports to Ministry and other Authorities.
- g. Any other tasks assigned by FA&CAO or any person authorized by him.

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				
5	Gender		Male / Female		
6	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...

7	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)						
8	Permanent Address					
9	Address for communication with email address and Telephone Number					
10	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 :