

**MORMUGAO PORT AUTHORITY**  
**GENERAL ADMINISTRATION DEPARTMENT**

**NOTICE FOR CONTRACTUAL ENGAGEMENT**

Applications, complete in all respects, are invited from eligible candidates for engaging Head Cook (Female) on contract basis in the Mormugao Port Authority, Headland Sada, Goa. The other details are given hereunder:-

**HEAD COOK (FEMALE) (ON CONTRACT)**

1.	No. of Engagement	:	01 (ONE)
2.	Consolidated Monthly Remuneration	:	Rs. 25,000/-
3.	Age Limit	:	40 years
4	Experience	:	1. Three years' experience in a catering establishment or in any Govt., or Commercial Undertakings/ Guest House/Canteens etc.

**Experience Condition will be relaxed in case of deserving Candidates.**

**General Conditions:**

**General Conditions:**

Candidates fulfilling the above mentioned eligibility criteria may send their application giving complete details in the prescribed format along with self attested copies of all relevant Certificates with 02 recent color passport size photographs pasted on the top right corner of the application, and by superscribing "Application for contractual engagement as **Head Cook (Female) (on contract)**" on the envelope as well on the application so as to reach to this office on the below mentioned address **on or before 17/02/2026**. Candidates applying for multiple contractual engagement must submit separate application for each engagement.

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

The crucial date for determining eligibility criteria shall be as on the first day of the month in which the engagements is notified/advertised, i.e. 01.01.2026.

Mere fulfillment of eligibility criteria will not confer any right upon the candidate for selection. Management reserves the right to cancel the selection process without any reference to the candidate. Late or incomplete applications will be summarily rejected. Applications not supported with any of the requisite certificates shall be liable for rejection. Selected candidates will not have any claim for regular appointment.

The other terms and conditions are also attached herewith

**(M. SANKAR BABU)**  
**SECRETARY**

Enclosures:

- 1) Prescribed Format
- 2) Terms & conditions for contract engagements

## APPLICATION FORMAT

Affix recent colour  
Passport size  
Photograph

POST APPLIED FOR: **HEAD COOK (FEMALE) (ON CONTRACT)**

### BIO-DATA

1. Full Name : \_\_\_\_\_

2. Mailing address : \_\_\_\_\_

\_\_\_\_\_ Pin \_\_\_\_\_

3. Contact Numbers : Landline: \_\_\_\_\_ Mobile : \_\_\_\_\_  
: email: \_\_\_\_\_

4. Date of Birth : \_\_\_\_\_

5. Gender : \_\_\_\_\_

6. Religion : \_\_\_\_\_ 7. Nationality: \_\_\_\_\_

8. Category (Gen/SC/ST/OBC/PwBDS-category): \_\_\_\_\_

### **9. ACADEMIC & PROFESSIONAL QUALIFICATIONS:**

Sr. No.	Qualifications	University / Institution	Year of passing

### **10. WORKING EXPERIENCE:**

Sr. No.	Name of the Organisation	Post Held	Period of service		Years of service		Nature of duties performed
			From	To	Yrs	Mths	

**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 Candidate**

**Place:**

**Date:**

- Note: 1. Additional information, if any, may be provided in the additional sheets.  
2. Self attested copies of all the testimonials/documents should be enclosed to the application.

**MORMUGAO PORT AUTHORITY**  
**GENERAL ADMINISTRATION DEPARTMENT**

**TERMS & CONDITIONS**  
**FOR ENGEEMENT OF HEAD COOK(FEMALE) ON CONTRACT BASIS**  
**IN THE MORMUGAO PORT AUTHORITY**

1. **SCOPE OF WORK:** The scope of work includes cooking of Veg/Non-Veg items preferably of North Indian, South Indian etc. She has to take care of clearing of cooking vessels, utensils, kitchen platform, stove etc.
2. **TENURE OF TEMPORARY ENGAGEMENT:**  
The tenure of the contract shall be initially for a period of eleven months. The contract is renewable, at the discretion of the Secretary.
3. **WORKING HOURS:**
  - a. She shall work in this Port Authority in accordance with the instructions/directives of the Competent Authority and shall follow the prescribed working timings of the Port Administration as may be decided by Competent Authority. She will have to work on shifts, if required by the Administration, and her duty hours shall be, as may be fixed from time to time, by Competent Authority. The working hours will be decided by the Competent Authority.
  - b. She shall be liable to be posted and shifted wherever the administration considers necessary.
  - c. She shall be under the administrative control of the Secretary.
4. **CONSOLIDATED REMUNERATION:**  
She shall be paid a consolidated remuneration of Rs. 25,000/- per month from the date he/she takes over charge of the said assignment.
5. **LEAVE EACILITIES:**  
She will be permitted to avail Casual Leave on pro-rata basis @ of 1.25 day for each completed calendar month of temporary engagement. CL will be sanctioned by the Sectional Head. No other kind of leave shall be admissible.
6. **REMUNERATION FOR EXTRA WORKING HOURS:**  
She will be compensated for extra working hours at the rates proportionally applicable to her contractual assigned post as under:
  - i. Night Weightage (for working in night shift: Rs. 125/- per night.
  - ii. For extra working hours: Rs.120/- per hour.

7. **MEDICAL FACILITIES:**

She shall be entitled to free medical treatment in the Mormugao Port Authority Hospital during her temporary engagement period to the extent the facilities are available in house for self only.

8. **PORT ACCOMMODATION:**

She shall be provided unfurnished Port accommodation/dormitory/Type 'A Qtrs (on request) upon recovery of necessary licence fees as applicable from time to time and she should immediately vacate the port quarter on expiry of the contract, without any notice. In the event of overstay in Port quarter she will be liable to pay double the standard rent/penal rent.

9. **TRANSPORT CHARGES :**

She should make her own conveyance to visit place of posting. She shall not be provided with any transport nor transport charges for attending the assignment either on her visiting days or beyond visiting hours.

10. **TERMINATION OF THE TEMPORARY ENGAGEMENT:**

Either side can terminate the temporary engagement by giving one month notice or payment in lieu thereof during the subsistence of the temporary engagement.

11. **CLAIM FOR REGULARISATION OF TEMPORARY ENGAGEMENT:**

The temporary engagement shall not confer on her any right or claim for regularization in the Port services against any vacant post whatsoever.

12. **OTHER SERVICE BENEFITS:**

She shall not be entitled to any other service benefits as applicable to other regular employees of the Port other than those mentioned above.

13. **SETTLEMENT OF DISPUTES:**

In the event of any disputes, arising out of this temporary engagement, the interpretation and decision of the Dy. Chairperson of the Mormugao Port Authority, will be final and binding.

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