

**MORMUGAO PORT AUTHORITY**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**HEADLAND SADA**

Applications are invited from eligible candidates for recruitment on regular basis to the below mentioned posts in the Mormugao Port Authority, Headland, Sada, Goa. The recruitment is subject to final formal approval from the Ministry of Ports, Shipping & Waterways.

**Sr. No. I**

1.	Name of the post	:	<b>TRAINEE PILOT</b> (on authorization of Central Government to Pilot vessels, the designation of Pilot shall be awarded)
2.	No. of posts & reservations	:	05 (Five) (1- ST, 3- OBC & 1-UR)
3.	Scale of pay	:	Rs. 70000-200000
4.	Age Limit	:	40 years ( Age Relaxation – 5 years for ST 3 years for OBC)
5.	Educational Qualification & other criteria	:	<b>Essential:-</b> Must hold a Certificate of Competency as Master of foreign going ship issued by the Ministry of Ports, Shipping & Waterways, Govt. of India or an equivalent qualification recognized by the Ministry of Ports, Shipping & Waterways, Govt. of India. <b>Experience:</b> One year post qualification experience as Master/Chief Officer of Foreign going ship.

**Note:** Indian citizens with foreign Certificate of Competency and recognized by India, must acquire relevant endorsement from the DG Shipping.

**Sr. No. II**

1.	Name of the post	:	<b>DY. SECRETARY</b>
2.	No. of posts & reservations	:	01 (One) - UR
3.	Scale of pay	:	Rs. 60000-180000
4.	Age Limit	:	40 years
5.	Educational Qualification & other criteria	:	<b>Essential:-</b> (I) A degree from a recognized University. (ii) Nine years experience in executive cadre in the field of General Administration, personnel, Industrial Relations etc. in an Industrial/ Commercial/Govt. Undertaking.  <b>Desirable:</b> Post Graduate degree/diploma in Personnel Management/Industrial Relations/ Social Work /Labour Welfare or allied subjects or degree in Law from a recognised University/Institution.

**Sr. No. III**

1.	Name of the post	:	<b>ACCOUNTS OFFICER GR. I</b>
2.	No. of posts & reservations	:	02 (Two) - UR
3.	Scale of pay	:	Rs. 50000-160000
4.	Age Limit	:	30 years
5.	Educational Qualification & other criteria		<p><b><u>Essential:</u></b> Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.</p> <p><b><u>Desirable:</u></b> Two years experience in Executive cadre in the field of Finance, Accounting in an Industrial / Commercial / Govt. Undertaking.</p>

**Sr. No. IV**

1.	Name of the post	:	<b>ASST. EXECUTIVE ENGINEER (ELECT)</b>
2.	No. of posts & reservations	:	01 (One) – reserved for SC
3.	Scale of pay	:	Rs. 50000-160000
4.	Age Limit	:	30 years ( Age Relaxation – 5 years for SC)
5.	Educational Qualification & other criteria		<p><b><u>Essential:</u></b> Degree or equivalent in Electrical/ Electronics &amp; Communications Engineering from a recognised university/ institution.</p> <p><b><u>Desirable:</u></b> Two years experience in relevant discipline in executive cadre in an Industrial/ commercial/Govt. Undertaking</p>

**Sr. No. V**

1.	Name of the post	:	<b>ASST. MATERIALS MANAGER GR. I</b>
2.	No. of posts & reservations	:	01 (One) - UR.
3.	Scale of pay	:	Rs. 50000-160000
4.	Age Limit	:	30 years
5.	Educational Qualification & other criteria		<p><b><u>Essential:</u></b> Degree or equivalent in Mechanical/ Electrical Engineering from a recognised University/ Institution.</p> <p><b><u>Desirable:</u></b> (i) Post Graduate Degree/ Diploma in Materials Management from a recognised University/Institution (ii) Two years post qualification experience in Materials Management in an Industrial/ Commercial/ Govt. Undertaking</p>

**Sr. No. VI**

1.	Name of the post	:	<b>LAW OFFICER GR. II</b>
2.	No. of posts & reservations	:	01 (One) reserved for SC
3.	Scale of pay	:	Rs. 40000-140000
4.	Age Limit	:	40 years ( Age Relaxation – 5 years for SC)
5.	Educational Qualification & other criteria		<p><b>Essential:</b></p> <p>1) Degree in Law 2) Not less than 5 years experience in Department of State / Central Govt. / or a Major Port / Public Sector Undertakings or experience at Bar Council.</p> <p><b>Desirable:</b></p> <p>1) Post Graduate in Law 2) Experience in dealing with Industrial &amp; labour cases.</p>

**Sr. No. VII**

1.	Name of the post	:	<b>ASST. COST ACCOUNTS OFFICER</b>
2.	No. of posts & reservations	:	01 (One) – UR
3.	Scale of pay	:	Rs. 40000-140000
4.	Age Limit	:	30 years
5.	Educational Qualification & other criteria		<p><b>Essential:</b></p> <p>1) Degree of recognized University 2) Pass in Final Examination of Chartered Accountants of India/Institute of Cost Accountant of India.</p>

**Sr. No. VIII**

1.	Name of the post	:	<b>ASST. ENGINEER (ELECT)</b>
2.	No. of posts & reservations	:	01 (One) – reserved for SC
3.	Scale of pay	:	Rs. 40000-140000
4.	Age Limit	:	40 years( Age Relaxation – 5 years for SC)
5.	Educational Qualification & other criteria		<p><b>Essential:</b></p> <p>1) Degree in Electrical / Electronics &amp; Communications / Electronics &amp; Telecommunications Engineering from a recognized University/Institution or equivalent.</p> <p>(b) Not less than 3 years experience in electrical Engineering Works</p> <p style="text-align: center;"><b>OR</b></p> <p>(a) Diploma in Electrical/Electronics &amp; Communications / Electronics &amp; Telecommunications Engineering (3 yrs. Course) from a recognized Institution or equivalent.</p> <p>(b) Not less than 6 yrs. Experience in Electrical Engineering works.</p>

**General:-**

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

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(SC/ST/OBC/Gen etc) 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, HEADLAND, SADA, GOA -403804** on or before **22.08.2024** (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.

**(Anant Chodnekar)**  
**FA&CAO and**  
**Statutory Authority**  
**For GAD**

**APPLICATION FORMAT**

Affix recent  
Passport size  
Photograph

POST APPLIED FOR : \_\_\_\_\_

**BIO-DATA**

1. Full Name : \_\_\_\_\_
2. Mailing address : \_\_\_\_\_  
\_\_\_\_\_
3. Contact Numbers: : Landline:\_\_\_\_\_ Mobile : \_\_\_\_\_  
:email:\_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Category (Gen/SC/ST/OBC/PwBDS-category): \_\_\_\_\_

**6. ACADEMIC & PROFESSIONAL QUALIFICATIONS:**

Sr. No.	Qualifications	University / Institution	Year of passing

**7. WORKING EXPERIENCE:**

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

**Signature of Candidate**

Note: \* Additional information, if any, may be provided in the additional sheets.

\*Self attested copies of all the testimonials/documents should be enclosed to the application.

