



No.GAD/P/RECT-HOD/1362

7<sup>th</sup> March 2020

By Speed-Post

**Recruitment Notice**

The Chairman  
All Major Port Trusts  
(except Ennore Port Ltd.)

Sir/Madam,

Sub: Filling up the post of Financial Adviser &  
Chief Accounts Officer by absorption through  
composite method in Mumbai Port Trust.

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The post of Financial Adviser & Chief Accounts Officer in Mumbai Port Trust has fallen vacant w.e.f. 7.2.2020. The post is to be filled up by Absorption through Composite Method, from the officers of Major Port Trust, fulfilling the eligibility criteria, as per the **Annexure - I**.

2. As directed by the Ministry vide letter dated 19.11.2019, the incumbent will be initially appointed to the HoD post in the scale of pay of Rs. 43,200-66000 (pre-revised) and after completion of three years' regular service in the post, he/she will be elevated to the scale of pay of Rs. 51,300-73,000, subject to fulfilling the relevant conditions as per the Ministry's guidelines vide letter No. A-12023/15/2018-PE-I dated 19.11.2019. It may be noted that any changes as directed by the Ministry from time to time, will be made applicable.

3. The selection is by merit for which overall grading in the APARs should not be below "Very Good".

4.1 Applications are invited from suitable and willing officers, who satisfy the eligibility criteria for the post of Financial Adviser & Chief Accounts Officer, as per Annexure-I. The application may be submitted through "Online Application Portal (OAP)" of the Ministry of Shipping website <http://onlinevacancy.shipmin.nic.in> from 9.3.2020 to 30.3.2020. No application other than OAP shall be accepted.

4.2 In case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate will not be considered by the Ministry if his application is not received through proper channel by the Port within 15 days of the last date of receipt of applications, i.e. on or before 15.4.2020.

4.3 The candidate will have to submit the printout of application form already uploaded in OAP to his administrative Port for onward forwarding. The administrative Ports are required to forward the applications of the candidates along with the following documents before **15.4.2020** superscribing **“Application for the post of Financial Adviser & Chief Accounts Officer in Mumbai Port Trust”**:

- (i) Certified copies of APARs for the last 5 years (1.4.2014 to 31.3.2019) attested by officer not below the rank of Dy. HoD on each page.
- (ii) a statement showing year-wise availability of APARs and grading duly signed by the Dy. Chairman/Chairman as per the Ministry's letter dated 1.2.2007. If APAR for a particular year during the last 5 years is not available, "No Report Certificate" may be furnished alongwith APARs of the preceding years;
- (iii) attested photocopies of all certificates and proof of educational qualification, present and past work experience in the respective post and pay scale.
- (iv) No objection certificate from the respective Port.
- (v) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by Services Selection Committee; and
- (vi) Vigilance and administrative clearance of the concerned Port, as per enclosed pro forma (**Annexure - II**).
- (vii) Two passport size photographs.

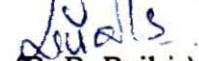
5. The crucial date for determining eligibility of the applicants will be the last date of closing of applications, i.e. **30.3.2020**.

6. If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application. Vigilance report is to be furnished in the format prescribed, vide Ministry of Shipping's letter No. A-12022/10/2005-PE.I dated 27.8.2010, copy of which is attached as **Annexure - III**.

7. As per the Ministry's guideline dated 26.09.2019 regarding filling up the HoD level posts in Major Port Trusts, Port Official, who withdraws his candidature for the post after his selection by the Service Selection Committee, will be liable for debarment from future selection to HoD level posts in all Major Port Trusts for a period of two years.

8. Incomplete applications or applications not made following the stated procedure or received after due date will not be considered.

Yours faithfully,

  
(R. P. Paibir)  
SECRETARY

DA: As above