

Phone: 91-22-6656 5656  
Email: fa@mumbaiport.gov.in  
Website: www.mumbaiport.gov.in



मुंबई पोर्ट प्राधिकरण  
Mumbai Port Authority



वित्त विभाग

पोर्ट भवन, शूरजी वल्लभदास मार्ग, बेलार्ड इस्टेट  
मुंबई - 400 001.

Finance Department,  
Port House, Gr. floor,  
S.V. Marg, Ballard Estate,  
MUMBAI - 400 001.

No. FA/E/PS-I/F.1020/ 1101

DT: 30/04/2024

To,

1. The Secretary,  
Western India Regional Council Institute of  
Chartered Accountants of India,  
ICAI Tower, Plot no C-40, Block, Opp. MCA Academy,  
Besides Standard Chartered Bank,  
Bandra Kurla Complex, Bandra (East),  
Mumbai-400 051

✓ 2. The Secretary,  
Western India Regional Council Institute of  
Cost Accountants of India,  
Rohit Chambers, 4th floor,  
Janmabhoomi Marg, Fort,  
Mumbai-400 001.

Sub : Appointment of Chartered Accountants/Cost Accountants as  
Accounts Officer in Mumbai Port Authority on Contract Basis.

Sir/s,

The Mumbai Port Authority is in the process of appointment of Chartered Accountants/Cost Accountants to the post of Accounts Officer (4 posts) on contractual basis for a period of 1 year extendable for another 1 year. The details of educational qualification, remuneration, age and general terms and conditions of engagement are attached herewith.

You are requested to give wide publicity in the Notice Board of the Institute for information of eligible candidates. The duly filled in applications along with proof of educational qualification, age, experience and address proof may reach the following address on or before 05.05.2024 by speed post/email. The applications of the candidates may please be endorsed by WIRC/Chapter Office of ICAI.

Financial Adviser & Chief Accounts Officer,  
Mumbai Port Authority,  
Port Bhavan, Gr. Floor,  
S. V. Marg, Ballard Estate,  
Mumbai - 400001.  
Email : [fa@mumbaiport.gov.in](mailto:fa@mumbaiport.gov.in)

Yours faithfully

(Smt. M. A. Varade)  
Financial Adviser and  
Chief Accounts Officer

D.A.: As above

## ANNEXURE

Terms and conditions for engagement of Chartered Accountant/ Cost Accountant on contract basis are as under:

1. Name of Post: Accounts Officer on contract basis.
2. Number of Posts: 4 (Four)
3. Educational Qualification: Qualified Chartered Accountant (CA)/ Qualified Cost & Management Accountant (CMA).
4. Remuneration: Rs.60000/- p.m. as consolidated remuneration.
5. Age limit: The maximum age limit for the post is 30 years.
6. Roles and Responsibility: Will be assigned by Finance department on engagement.
7. Method of selection: Through written examination/ interview of the eligible candidates. Interview before panel comprising of 2 officers from Finance department and 1 officer from GAD.
8. Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Mumbai Port Authority. Such appointment will also be subject to the service and contract rules of the **Mumbai Port Authority**.
9. Period of contract: The contract will be for a period of 1 year subject to performance review every year. The contract period is extendable by another 1 years at a time at the discretion of the port with the approval of the Competent Authority.
10. Medical facility: Emergency medical treatment will be provided at MbPA hospital/ dispensary in case of accident while on duty. No other medical facilities would be available to the contractual employee and his family.
11. Leave entitlement: 12 days Casual Leave in a year and Public Holidays. No other leave will be admissible and for any absence beyond the said leave, pro-rata deduction will be made from the consolidated remuneration.
12. Duty hours: Duty hours are from 10.00 A.M. to 6.00 P.M. or as decided by the Administration. In case of requirement, you may have to work beyond the normal duty hours for which there will not be any other compensation, monetary or otherwise. The incumbents will be required to work full time i.e. 10.00 a.m. to 6.00 p.m. for 5 days in a week (which may be extended depending on work requirement). If situation warrants, the weekly day of rest may be changed with prior intimation. For work on any weekly day off/ declared public holiday in exigencies of work, a compensatory day of rest conveniently in lieu thereof will be granted and for which no other compensation, monetary or otherwise will be considered. Failure to report for duty will entail deduction of wages on pro-rata basis.
13. Accommodation: Accommodation at MbPA quarters may be provided, subject to availability. If availed, rent will be deducted in terms of wages



prevailing from time to time. In addition, electricity & water charges are to be paid on consumption basis.

14. The contract can be terminated by giving one month's notice in writing from either side.

15. If the contractual employee leaves without notice or acceptance of notice of termination, the amount due, i.e., consolidated pay payable to the extent of notice period, will be forfeited.

16. The contractual employee shall not claim any right/ title/ interest at par with the regular employees of the Port on similar post doing similar work.

17. The contractual employee will not have any claim/ right whatsoever for regular appointment/absorption at Mumbai Port Authority.

18. Appointment of the contractual employee is subject to verification of antecedents by the Police. If any adverse report is received from the Police, his services are liable to be terminated forthwith.

19. Any other terms and conditions of contractual engagement at MbPA will be applicable.

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