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मुंबई पोर्टन प्राधिकरण
Mumbai Port Authority

वित्त विभाग

पोर्ट भवन, शंकरजी वल्लभदास मार्ग, बेलाई 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/ 416

3 MAR 2025

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 Comlex, Bandra (East),
Mumbai 400051

2. The Secretary
Western India Regional Council Institute of
Chartered Accountants of India,
Rohit Chambers, 4th floor,
Janmbhumi Marg, Fort,
Mumbai 400001


Sub. – Appointment of Chartered Accountants/ Cost Accountants as
Financial Analyst on Contract Basis.

Ref. – This office letter NO. FA/E/PS I/F.1020/206
dated 28.01.2025

With reference to above, earlier date of submission of application was 15.02.2025.
Now date of submission of application form is extended upto 17.03.2025. Other terms
and conditions remains unchanged.

You are requested to give wide publicity in the Notice Board of the Institute for
information of eligible candidates. Terms and conditions as well as application for is
attached for reference.

D.A. – As above


(Smt. P.M. Dabholkar)
Sr. Dy. Chief Accounts Officer
Finance Department

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: 1 (One)
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 available, rent will be deducted in terms of rules 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.

Mumbai Port Authority

Application Form

Application for the post of Accounts Officer on Contract basis.

Affix pass-
port size
Photograph

1. Name (In block letters) :
2. Gender :
3. Address for communication :
4. Permanent address :
5. Telephone/Mobile / E mail Id :
6. Date of Birth (self-attested proof to be enclosed) :
7. Nationality :
8. Whether belongs to SC/ST/OBC :
9. Marital status (Married/Unmarried) :
10. Name of Father/Spouse :
11. Educational/Professional and other qualifications. (Attested certificates to be enclosed) :

Sl. No.	Qualification	Name of Board/ University/ Institution	Duration of course	Year of passing	Percentage of marks obtained

(Self -Attested copies of certificates to be enclosed)

12. (a) Details of present and past employments and experience.

Sl. No.	Name of the organisation	Post held	Annual pay	Period		Field/ sector in which experience gathered	Details of relevant experience
				From	To		

(Self-Attested copies of certificates to be enclosed)

(b) Details of any other :
relevant proficiencies/
skills, if any

13. Please mention details :
of outstanding
achievement, if any,
which was recognized
by higher authority
(enclose necessary
documents)

14. Any other
information desired
to be submitted by
the applicant

15. Contact details of :
Two references (email
& mobile number)

Declaration

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, my candidature/appointment may be cancelled/terminated without any notice.

Date :
Place :

(Signature of the Applicant)

CERTIFICATE

(To be given by the Head of Department/Competent Authority)
(In case of applicants employed in Govt/Semi-Govt.
organizations/ PSUs/ Autonomous Bodies/MbPT)

This is to certify that Shri _____ Designation _____, is working in _____ since _____. The particulars furnished by him/her in the above application are verified and found to be correct.

There is no Disciplinary case pending or contemplated against the Applicant. No major/minor penalties have been imposed on the Applicant during his service with our organisation/department.

His/Her integrity is certified and he/she is clear from vigilance angle.

Date :
Place :

HEAD OF DEPARTMENT/
Competent Authority