

टेलीफोन: 022-22 66 20 44/22 61 69 25
टेलीफोन 022-22 62 04 02 (आयुक्त)
ई-मेल: spfo-commr@spfo.gov.in
वेब: www.spfo.gov.in
फैक्स: 022-22 61 62 02



Tel: 022-22 66 20 44/22 61 69 25
Tel: 022-22 62 04 02 (Commissioner)
E-mail: spfo-commr@spfo.gov.in
Web: www.spfo.gov.in
Fax: 022-22 61 62 02

आयुक्त नाविक भविष्य निधि कार्यालय, मुंबई
(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय)

OFFICE OF THE SEAMENS PROVIDENT FUND COMMISSIONER
(UNDER MINISTRY OF PORTS, SHIPPING AND WATERWAYS)

कृपया सभी पत्र व्यवहार आयुक्त के
पते पर करें
All Replies should be
Addressed to the Commissioner

कृपानिधि, 3रा माला, / KRUPANIDHI, 3rd floor,
9, बालचंद हीराचंद मार्ग/ Walchand Hirachand Marg,
बैलार्ड इस्टेट, / Ballard Estate,
मुंबई-400 001/ Mumbai-400 001

Ref. No.948II/ 363 /2022-23

Date :- 07 SEP 2022

To,
The Director
Employment News,
Ministry of Information & Broadcasting,
7th floor, Soochna bhavan,
C.G.O. Complex, Lodhi road,
New Delhi – 110003.

**Sub:- Advertisement in respect of vacancy for the post of
Group 'A' Administrative cum Account Officer**

Sir,

This Organization is recruiting one Group 'A' Non- gazetted post of 'Administrative cum Account Officer'. In this connection, please find enclosed herewith a format prescribed in Annex along with particulars of qualification and other details required for recruitment to the post of Administrative cum Account Officer. The content along with soft copy is also submitted for advertisement in "Employment News".

2. Kindly forward the pre-receipted bill for this advertisement specifying in whose favour the cross cheque/bank demand draft be drawn.

(Surendra Kumar)
Commissioner

Encl :- as above.

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टेलीफोन 022-22 62 04 02 (आयुक्त)

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बैलार्ड इस्टेट, / Ballard Estate,

मुंबई-400 001/ Mumbai-400 001

Ref. No. 948 II / /2022

Date:

Application on plain paper as per format prescribed in Annex are invited for the post of Administrative-cum-Account Officer (A.A.O.) on direct recruitment basis in the Office of the Commissioner, Seamen's Provident Fund Organization, (Under Ministry of Ports, Shipping and Waterways) "KRUPANIDHI" 3rd Floor, 9, Walchand Hirachand Marg, Ballard Estate, Mumbai – 400001. The details of the post are given below:

Qualification and other details required for the post.

1. **Name of the post:** Administrative-cum-Account Officer
2. **Number of post:** One
3. **Classification:** Group "A" Non-Gazetted, Non-Ministerial.
4. **Scale of pay:** Pay Matrix level -10, Rs. 56100 -177500/-
5. **Place of duty:** Mumbai
6. **Age limit:** Minimum –25 Maximum– 35
7. **Minimum educational and other qualifications:** Graduate having ten years experience in Government, Administration / Accounts. Working Knowledge of Computer is essential.
8. **Desirable:** (i) Pass in the SAS or equivalent examination conducted by anyone of the organized Accounts department or the Central or State Government.
(ii) Successful completion of training in the Cash and Accounts work in the institute of Secretarial Training and Management or equivalent and three year experience in Cash, Accounts up to Balance sheet and Budget work.
(iii) Computer literate with experience in on line system in matters of Accounts, Establishment, Government administration.

07/09/22

Bio-Data Proforma

- 1. Name and Address in Block Letters:-----
- 2. Date of Birth (In Christian Era):-----
- 3. Education Qualifications: -----

Recent
Passport
size
photograph

4. Whether educational and other Qualification required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

Qualifications / Experience required	Qualifications / Experience Possessed by the Applicant

5. Minimum educational and other qualifications: Graduate having ten years experience in Government, Administration / Accounts. Working Knowledge of Computer is essential.

Desirable:

- a) Pass in the SAS or equivalent examination conducted by anyone of the organized Accounts department or the Central or State Governments.
- b) Successful completion of training in the Cash and Accounts work in the institute of Secretarial Training and Management or equivalent and three year Experience in Cash, Accounts up to Balance sheet and Budget work.
- c) Computer literate with experience in on line system in matters of Accounts, Establishment, Government administration.

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

7. Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Institution Organization	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties

8. Nature of present employment i.e. ad hoc or temporary or quasi-permanent or permanent.

9. In case the present employment is held on deputation / contract basis please state:
 - (a) The date of initial appointment.
 - (b) Period of appointment on contract
10. Total emoluments per month drawn:
11. Additional information, if any which you would like to mention in support of your suitability for the post. Enclose separate sheet duly authenticated by your signature.
12. Whether SC/ST/OBC/EWS
13. Remarks:

(Signature of the Candidate)

Address:

NOTE:- While forwarding the application, it may be verified and certified by the employer that the particulars furnished by the officer are correct, no disciplinary /vigilance cases is pending or contemplated against the officer and no major / minor penalty has been imposed on him during the last 10 years.

Terms & Condition: A panel of committee of Board of Trustees, Seamen's Provident Fund will screen the applications and short list the candidates. Such shortlist candidates will be called for interview will have to make their own arrangement for interview. No claim whatsoever for reimbursement will be entertained. On selection of a candidate, the candidate shall be prepared to take up assignment from the date as may be informed. The candidate in addition to pay is entitled such allowances as admissible to the corresponding categories in Central Government amended from time to time. Initially the appointment shall be on probation for a period of two years from the date of appointment and shall be considered for retention on completion of satisfactory performance as may be decided by the selection committee. Duly filled in application on the above format super-scribing on the envelop "For the Post of Administrative-cum- Account Officer" may be addressed to the Commissioner, Seamen's Provident Fund at the above Address so as to reach in **30 days** from the date of publication of advertisement in employment News.