

**MUMBAI PORT AUTHORITY
FINANCE DEPARTMENT**

Notice for inviting applications for engagement of five (5) retired Audit Inspectors and one (1) Retired Assistant Office Superintendent /Office Superintendent on contract basis.

Terms and Conditions of appointments of retired Audit Inspectors and retired Asst. Superintendent/Office Superintendent on contract basis are as under:

i) **Scope of work:-** For Audit Inspectors-Pension related work including verification of Service Sheets of employees/officers, Audit of pay fixation statements on promotions / increments / MACPs / stepping up of pay etc. and processing of pension/family pension cases.

For Asst. Office Superintendent/Office Superintendent:-Reconciliation of PF /pension balances and bank accounts and allied work.

ii) **Period of engagement** :- The engagement will be initially for one year and extendable by one year , if needed by MbPA.

iii) **Remuneration** :-

(a) The total monthly remuneration and the Pension drawn by the contractual appointees shall not be more than the Last Pay Drawn by him/her.

(b) A fixed monthly amount shall be admissible arrived at by deducting the basic pension from the last basic pay drawn at the time of retirement. The amount of remuneration fixed shall remain unchanged for the term of the contract.

(c) There will be no annual increment/percentage increase during the contract period.

(d)The commutation portion of pension also be included in the portion of pension to be deducted.

Allowances:- Any kind of allowance or accommodation facility eg. Dearness Allowance, House Rent Allowance, Residential accommodation, personal staff, CGHS and Medical Reimbursement etc. will not be admissible. However, Transport Reimbursement shall be paid @ Rs.3000/- per month. TA/DA will not be admissible for joining the engagement.

iv) **Drawing of pension** :- A person appointed will continue to draw pension and dearness relief on pension during the period of his engagement. His/her engagement will not be considered as a case of re-employment.

v) **Leave** :- On appointment the person shall be eligible for leave at the rate of one(1) day for each completed month of contract. There will be no remuneration for the period of absence in excess of the admissible leave.

vi) **Tax deducted at source (TDS):-** TDS as admissible shall be deducted from the monthly remuneration of the person appointed. A TDS certificate shall be issued on demand.

vii) **Working hours :-** A person appointed will follow the normal eight working hours duty ie. 10.00 am to 6.00 pm. However, as per the exigency, one has to sit late to complete the time bound work. Flexible timing between 9.00am to 6.00pm can be availed.

viii) **Qualification and Experience:-** A person should be a retired employee from Finance department having considerable experience in the field of work as specified in the scope of work above.

ix) **Age :-** The maximum age limit for appointment / engagement will be 65 years.

x) The last date for submission of application forms from the eligible persons will be 21 days from the date of issue of the notice.

xi) **Termination of engagement:-** The Administration reserves full rights and powers to terminate the engagement in following conditions :-

i)The person appointed is unable to address the assigned work.

ii) Quality of the work is not to the satisfaction of administration.

iii) The person is found lacking in honesty and integrity and is not punctual in his/her work .The administration reserves the right to terminate the engagement any time without assigning any reason by serving fifteen (15) days' notice. However, in case appointee wishes to resign, he/she will have to give fifteen days (15) advance notice or remuneration in lieu thereof before resigning from the contract. Termination will be effected on the day right after the completion of fifteen (15th) day of delivery of such notice.

xii)The Administration has the right to cancel the notice/advertisement at any stage. It may accept or reject any or all applications without giving any reason therefor, whatsoever.

Selection method:- Working experience and assessment done during the service period will be considered for selection. Kindly note that the decision of MbPA Authority i.e. FA&CAO on selection will be final and no representation/review request on the same will be entertained.

Review Guidelines:- Administration reserves the right to change /amend all or any of the above terms and conditions if circumstances warrant.

Procedure for application : Application in prescribed format (.pdf file) may be sent by email on email address : fa@mumbaiport.gov.in with subject "Application for engagement of Retired Audit Inspector or Asstt. Office Superintendent /Office Superintendent on contract basis"

OR

Application in physical format may be placed in a sealed envelope with label "Application for engagement of retired audit inspector or Asstt. Office Superintendent /Office Superintendent on contract basis" and drop the same in a sealed box kept at Pension Office, MbPA, Ground floor, Imperial Chambers.

Last Date of application : The last date for receipt of application as above will be **30.10.2024 , till 14.00 hrs.**

By Order

FA&CAO

Application for the engagement of Audit Inspector/Assistant Office Superintendent/Office Superintendent

1. Full name (in Block letters):
2. Father's/Husband Name:
3. Date of Birth:
4. Contact Details:
5. Mobile No.:
6. Email ID:
7. Address for Communication:
8. Date of joining of Port services:
9. Experience :
10. Last pay Drawn:
11. PPO No. (please enclose copy):
12. Age on date of Application.
13. Date of Retirement :
14. Designation at the time of retirement:

I hereby declare that the particular furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete, my engagement is liable to be rejected and I shall be bound by the decision of the administrator MBPA. I have read the notice and ready to accept all the terms and conditions for engagement of Audit Inspectors and Assistant Office Superintendent/Office Superintendent.

Place:-

Signature.

Date:-

