

14 JAN 2021

SEAMEN'S PROVIDENT FUND ORGANISATION, MUMBAI

(AN AUTONOMOUS BODY UNDER MINISTRY OF PORTS, SHIPPING AND WATERWAYS, GOVERNEMENT OF INDIA)

"KRUPANIDHI" 3RD FLOOR, 9, WALCHAND HIRACHAND MARG,
BALLARD ESTATE, MUMBAI-400 001.

Website : www.spfo.gov.in

The Seamen's Provident Fund Organisation (SPFO) is an Autonomous Body under the control of Ministry of Ports, Shipping and Waterways, Govt. of India.

2. Applications are invited for filling up 4 posts of Junior Assistant (EWS, UR and ST category) by the Direct Recruitment. The details for the said posts and eligibility criteria are as under:-

Name of Post	No. of Posts	Pay Scale	Age criteria	Educational Qualifications and Experience	Medical Fitness
Junior Assistant	04 (EWS-01, UR-02 and ST-01)	Rs. 5200 – 20200 (As per 6 th CPC) and revised in 7 th CPC to Rs. 25500/- Pay Matrix level 4.	18 to 25 years. (The Age relaxation, as applicable, shall be as per the Central Government Orders.)	Graduate with atleast 2 years' experience in Government office or Private firms with some knowledge and experience of accounts.	Vision 6/6 both eyes, no color blindness and not suffering from any inadmissible diseases. Selected candidates will be subjected to medical examination from the prescribed authorities.

3. **Desirable Qualifications for above posts:-** Computer knowledge of MS Office, Tally, etc. Preference will be given to candidates possessing higher educational qualifications & experience in the relevant field i.e. preparation of Balance Sheet, Income & Expenditure, Annual Accounts/ Report and Trial Balance etc.

4. Self attested documents shall be annexed with the application i.e. all the certificates pertaining to the age, category, educational, desirable qualifications and work experience.

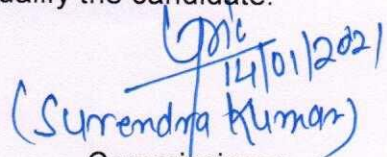
Note :

- (1) The number of vacancy may decrease or increase at the time of final selection and the panel of selected candidates will be valid for one year from the date of its

approval.

(2) Pay Scales are as per 7th CPC recommendations.

5. The age limit will be counted with reference to the last date for receipt of the application.
6. Application form must be submitted within **30 days** from the date of publication of this advertisement in the Employment News.
7. The Application form duly filled in all respects with recent passport size photograph pasted on it with requisite information and relevant documents to be submitted within the prescribed period to **"The Commissioner, Seamen's Provident Fund Organisation, Krupanidhi", 3rd floor, 9, Walchand Hirachand Marg, Ballard Estate, Mumbai-400 001"**.
8. **Instructions to the Candidates:**
 - (I) The Candidates should superscribe on envelop as "Application for the Post of Junior Assistant" in bold letters on the top of the Envelop. **(Annexure-I)**
 - (II) Candidates serving in Government/ University/ Public Sector Undertakings/ Autonomous Bodies must apply **"Through Proper Channel"** before the last date of submission of application. The serving candidates will be required to produce a **"No Objection Certificate"** in case of their selection, from their parent Organisation. **(Annexure-II)**
 - (III) The Candidates are advised to retain a photocopy of the completed application form for future reference.
 - (IV) This Organisation reserves the right to cancel/withdraw this advertisement and recruitment, if circumstances so warrant, without assigning any reasons.
 - (V) Application received after the last date or with incomplete information will be summarily rejected.
 - (VI) Knowledge of Computer Applications and Accounts is necessary for the posts.
 - (VII) The number of vacancies is subject to change and the Organisation reserves the right to fill up any additional vacancy from the panel of selected candidates during the validity period of one year.
 - (VIII) Canvassing in any format any stage of recruitment shall disqualify the candidate.


Commissioner
Seamen's Provident Fund Organisation
Mumbai

Annexure-I

SEAMEN'S PROVIDENT FUND ORGANISATION, MUMBAI
FORMAT FOR APPLICATION FOR THE POST OF JUNIOR ASSISTANT

Affix recent
Passport size
Photo duly
signed

1. Name of the post applied for : _____

2. Name in Full (in block letters): _____

3. (a) Date of Birth (in figures):

<u>DD</u>	<u>MM</u>	<u>YYYY</u>

(b) Date of Birth (in words):
(Enclose a self attested copy
of documentary evidence)

4. Age as on last date of application: _____

5. Sex (Tick Appropriate box):

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Transgender	<input type="checkbox"/>
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6. Father's/Husband's Name : _____

7. Address for communication
(in block letters with Pin Code):

City:

Pin code:

Phone/Mobile No.:

Email ID :

8. Whether belongs to EWS/OBC/SC/ST/UR
(Tick in appropriate box):-

EWS	OBC	SC	ST	UR

(Enclose a self attested copy of
documentary evidence issued by the
competent authority for EWS,OBC,
SC, ST candidate only)

9. Educational qualification:

Examination passed	University/ Board	Year of Passing	% of marks	Subjects

10. Desirable qualification:

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(Enclose self-attested copy of documentary evidence)

- 11.(a) Do you possess relevant
experience for the post (Write '1'
for Yes, '2' for No and '3' for
Not Applicable)

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(b) If yes, indicate the length of experience as on the last date for submission of this application.

DD	MM	YYYY

(c) Details of previous employment:

Sl. No	Name of Employer	Designation	Length Service	Reasons for leaving

(Enclose copy of documentary evidence)

DECLARATION

I _____ son/wife/widow of _____ do hereby declare that the statements made in the application are true, complete 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 or incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority of Seamen's Provident Fund Organisation, Mumbai.

Place: _____

Date : _____

Candidate's Signature

**Certification by the Employer Cadre
Controlling Authority**

It is to certify that the information details provided in the above application by Shri/Smt.are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he will be relieved immediately.

2. It is also certified that-

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ her CR Dossier in original is enclosed/ photocopies of the ACR's/APAR's for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)
- v) Further it is certified that the particulars furnished by the candidate have been verified and found correct as per service records.

Countersigned

(Employer/Cadre Controlling Authority with seal)