

**SEAMEN'S PROVIDENT FUND ORGANISATION, MUMBAI  
UNDER MINISTRY OF PORTS, SHIPPING AND WATERWAYS**

**VACANCY NOTICE**

Ref. No. 948/III/68 /2025

Date: **-5 JUN 2025**

**Subject: Release of advertisement in the Employment News / Rojgar Samachar for filling the post of Administrative cum Accounts Officer (A.A.O) on deputation**

It is proposed to fill up the post of Administrative cum Accounts Officer (A.A.O) in the pay scale (as per 7<sup>th</sup> CPC) Rs. 56100 – 177500/- Level-10 in Group 'A' through deputation in the SPFO. The essential qualification, experience etc. required for the post is given in the Annexure – I. The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment, in the same Organisation department, shall not ordinarily exceed 03 years.

2. Application in the enclosed proforma Annexure-II (page 1&2) along with the complete and up-to-date 'APAR' dossiers (or photocopies of APAR's for the last 05 years, duly attested by a Group-A Gazetted Officer) of the officer, who can be spared on the event of his / her selection may be sent to the Commissioner Seamen's Provident Fund Organisation, Mumbai within **45 days** from the date of publication of this advertisement in the Employment News / Rozgar Samachar. Application received after the last date or without the ACRS / APAR's (or attested photocopies of the APAR's) of otherwise found incomplete will not be considered. While forwarding the application, it may be certified that no disciplinary proceedings are being contemplated or pending against the officer. The following particulars shall also be furnished:

- (i) Complete particulars in the proforma Annexure – II
- (ii) Vigilance Clearance
- (iii) Integrity Certificate
- (iv) Statement of Major / Minor Penalty, imposed, if any during the last 10 years

3. Application received through proper channel only will be entertained. If any candidate fails to join the post or withdraw the nomination on finalization of his name either on personal grounds or the refusal of the cadre to relive him will be debarred for 05 years for further deputation to this office.

4. The detailed advertisement along with all the proforma mentioned above can be downloaded from this office website [www.spfo.gov.in](http://www.spfo.gov.in) and Directorate General of Shipping website [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

  
(Surendra Kumar)  
Commissioner  
Seamen's Provident Fund Organisation,  
Mumbai

**Qualification, experience and other details required for the post of Administrative cum Account Officer in the Seamen's Provident Fund Organisation, Mumbai**

|    |   |  |
|----|---|--|
| 1. | Name of Post                            | Administrative -cum-Accounts Officer   |
| 2. | No. of Post                             | 01   |
| 3. | Classification                          | Group 'A'  |
| 4. | Scale of Pay                            | Level – 10 (Rs. 56100-177500/-)  |
| 5. | Period of Deputation                    | 03 Years   |
| 6. | Duties and Responsibilities             | Preparation of Financial Accounts i.e. Balance Sheet, Income & Expenditure Account and Receipt & Payment Account. Assist to Commissioner SPFO in the Administrative Matters.   |
| 7. | Experience and Eligibility for the Post | Officers from other organisation holding analogous posts in the similar grade or with five years' experience in the next lower grade of Rs. 8000-13500 (as per 5 <sup>th</sup> CPC) and holding a degree of recognized university.   |
|    |   | Desirable:<br>(i) Pass in SAS or equivalent examination conducted by anyone of the organized accounts department or the Central or State Governments.<br>(ii) Successful completion of training in the Cash and Accounts work in the Institute of Secretariat Training and Management or equivalent and Three years' experience in Cash, Accounts and Budget work. |
|    |   | <b>Note 1:</b> Age Limit: - Shall not exceed 56 years as on the closing date of receipt of the application.<br><b>Note 2:</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on  |

|   |               |   |
|---|---------------|---|
|   |               | <p>deputation. Similarly, deputationists shall not be eligible for consideration for absorption.</p> <p><b>Note 3:</b> The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the proposed appointment shall ordinarily not exceed three years.</p> <p><b>Note 4:</b> A panel of committee of Board of Trustees, Seamen's Provident Fund will screen the applications and short list the candidates.</p> |
| 8 | Place of Duty | Seamen's Provident Fund Organisation, Mumbai  |

**Application for the Post of Administrative-cum-Account Officer in the Seamen's  
Provident Fund Organisation, Mumbai**

**BIO-DATA PROFORMA:**

|    |  |  |   |    |   |                  |
|----|--|--|---|----|---|------------------|
| 1  | Name and address in block letters  |  |   |    |   |                  |
| 2  | Date of birth (in Christian era)   |  |   |    |   |                  |
| 3  | Date of retirement under Central/State Government rules  |  |   |    |   |                  |
| 4  | Educational qualifications:  |  |   |    |   |                  |
| 5  | Whether educational and other qualifications required for the post are satisfied:<br>(If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.) |  |   |    |   |                  |
|    | Qualification/Experience required  |  | Qualification/Experience possessed by the officer |    |   |                  |
|    | Essential: (i)   |  |   |    |   |                  |
|    | (ii)   |  |   |    |   |                  |
|    | (iii)  |  |   |    |   |                  |
|    | Desirable: (i)   |  |   |    |   |                  |
|    | (ii)   |  |   |    |   |                  |
| 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/<br>Organisation  | Post held  | Period  |    | Scale of Pay and grade<br>pay [ * ] therein | Nature of duties |
|    |  |  | From  | To |   |                  |
|    |  |  |   |    |   |                  |
|    |  |  |   |    |   |                  |
|    |  |  |   |    |   |                  |
|    | *Basic pay in the post being held on regular basis.  |  |   |    |   |                  |
| 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 deputation/<br>Contract               |   |    |   |                  |
|    | (c)  | Name of the parent office/organization to which you<br>belong: |   |    |   |                  |
| 10 | Additional details about present employment. Please state whether working under:   |  |   |    |   |                  |
|    | (a)  | Central Government:  |   |    |   |                  |
|    | (b)  | State Government:  |   |    |   |                  |
|    | (c)  | Autonomous Organizations:                                      |   |    |   |                  |
|    | (d)  | Government Undertakings:                                       |   |    |   |                  |
|    | (e)  | Universities:  |   |    |   |                  |

|    |   |  |
|----|---|--|
| 11 | Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale:                              |  |
| 12 | Total emoluments per month now drawn:   |  |
| 13 | Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient |  |
| 14 | Whether belong to SC/ST:  |  |
| 15 | Remarks:  |  |

Date:

Name & Signature of the candidate

Address:

***CERTIFICATE TO BE GIVEN BY HEAD OF DEPARTMENT/OFFICE OF THE APPLICANT:***

1. It is certified that the particulars furnished by the official are correct.
2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from the Vigilance angle.
3. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
4. It is certified that no major/minor penalty imposed on the Officer during last ten years.
5. All requisite documents including ACR/APAR dossiers are enclosed.

OFFICIAL SEAL

Date:

Place:

Countersigned  
(Employer)