INDIAN MARITIME UNIVERSITY
(A Central University, Ministry of Ports, Shipping & Waterways, Government of India)
Mumbai Port Campus (LBS CAMSAR & MERI)
Hay Bunder Road, Sewri, Mumbai 400 033.

No IMU/MPC/Recruit/2022   Date: 11.08.2022

APPLICATIONS ARE INVITED FROM ELIGIBLE CANDIDATES FOR THE FOLLOWING POST ON OUTSOURCING BASIS:

ASSISTANT (TAXATION)

Essential Qualifications.	A Bachelor's Degree from a recognized University with a minimum aggregate of 50% marks or its equivalent grade in Commerce
Desirable:	CMA (Inter), CA (Inter) & Working knowledge of Accounting Software (Tally).
Responsibilities.	Finalization of Accounts, Taxation (TDS, GST etc.), Day to day tally entries, Budgeting etc.
Age.	Not more than 35 Years

Instructions:

(a) Interested candidates meeting eligibility criteria for the above mentioned post, may fill their details in **below appended Bio-data Format (Annexure – 1)** & send it to below mentioned email id along with scanned copies of all relevant certificates & documents.

    E-mail id : recruitment.mumbaiport@imu.ac.in

(b) Candidates should clearly mention the subject of the email as "Application for the post of Assistant (Taxation). **Duly filled-in & signed Bio-data Format as per Annexure – 1 must be sent through email.**

(c) **Last Date**: The CVs are to be sent by 1500 hrs on 01.09.2022.

(d) **Mode of Selection**: Interview.

(e) **NO TA/DA** will be admissible for the interview.

(f) **Date of Interview:** Shortlisted candidates will be intimated by e-mail.

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Application for the post of: **Assistant (Taxation)**

PERSONAL DETAILS

1. **NAME in Full**: _____
    (**in Block letters**)

2. **Date of Birth**: _____(dd/mm/yyyy) **Age:** _____ (as on 01.09.2022)

3. **Present Address:** _____
    _____
    _____

4. **E-mail Id:** _____

5. **Contact Nos:** _____

6. **Permanent Address:** _____
    _____

7. **(a) Current Position/ Last Position held (as applicable):** _____

    (b) Position held since: _____

    (c) Current Salary / Last Salary: _____

    (d) Work Address: _____
    _____

7. **Notice Required to Join:**

8. **Furnish Details in below Check List:**

Ser.	Name of Qualification/Experience	YES/NO	Remarks, If any
Essential Qualification:			
1	A Bachelor's Degree from a recognized University with a minimum aggregate of 50% marks or its equivalent grade in Commerce		
Desirable:			
(a)	CMA (Inter), CA (Inter).		
(b)	Working knowledge of Accounting Software (Tally).		

9. **Furnish details of Experience:**

Ser	Name of Department/Organization / Company	Designation /Post	Grade Pay/ Pay Level /Consolidated Salary	From – To (Duration)	Nature of Duties

10. **Academic Qualifications:**

Qualification	Year	Board / University/ Institute	% Marks	Subjects / Branch
X				
XII				
Graduation / Degree Name of Degree …………………………..				
Post Graduation (If any) Name of PG Degree ………………………….				
Other Qualifications like CMA, CA				

11. **Any other information:**

Declaration to be signed by the Candidate:

I hereby declare that the entries in this form are correct and true to the best of my knowledge and belief. If at any time, I am found to have concealed/suppressed any material/information or given any false details, my candidature shall be liable to be summarily terminated without notice or compensation.

Signature of the Candidate

Date:
Place:
Name of the candidate