



## **MUMBAI PORT AUTHORITY**

Advertisement No. CE.Con-01/2025

Dated : 25-02-2025

Mumbai Port Authority invites applications from **retired Class III employees from Mumbai Port Authority for engagement of Junior Associate (6 nos.) in Civil Engineering Department purely on contract basis.**

1. **Educational/Professional Qualification/Experience:**

Graduate from any discipline/ 5 Years billing/ administrative experience as Class III employee in Mumbai Port Authority. Preference will be given to ex-employees from Civil Engineering Department.

2. **Age Limit:**

The maximum age limit for the above position is 65 years. Relaxable in deserving cases.

**Note :**

- (i) The crucial date for determining eligibility criteria viz., educational qualification, experience, age etc. shall be as on 01-01-2025.
- (ii) The experience of the candidates after acquiring the essential qualifications shall only be reckoned.
- (iii) Only eligible applicants who fulfill the criteria of essential qualification, experience, age, etc. shall apply.
- (iv) The candidates should clearly indicate the percentage of marks in the application form. If CGPA grading is mentioned in the mark sheet, the candidate shall convert the said grading into accurate percentage as per the criteria adopted by the respective University/Institution.
- (v) Qualifications mentioned above should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes or recognized International Universities.

3. **Roles and responsibilities for the above position:**

To carry out the following works under the supervision of concerned Officers-

- (i) Processing of contract bills
- (ii) Refund of EMD for Successful and Unsuccessful Bidder
- (iii) Refund of Security Deposit
- (iv) Processing of e-MB

- (v) Processing of contract bills through EBS system
- (vi) Processing of Purchase Order in EBS
- (vii) Dealing of disputed bills
- (viii) Processing of Bank Guarantees
- (ix) Monitoring of Security Deposits of various contracts
- (x) Annual and Quarterly Returns of RLC, ESIC, EPF
- (xi) Reply to RAO queries
- (xii) Reply to Vigilance queries
- (xiii) Raising invoices for leased assets
- (xiv) Preparation of Abstracts for various tender items for processing bills
- (xv) Compliances for Ministry and other Government agencies
- (xvi) Processing of salary,
- (xvii) Updation of service sheets of scheduled and non-scheduled staff,
- (xviii) Maintenance of roster,
- (xix) Processing of TA/ DA bills of Officers and Consultants
- (xx) Any other work requiring immediate action.

**The above list is not exhaustive and the contractual employee shall carry out any other work assigned to him from time to time as per the instructions of superiors.**

**4. Consolidated Remuneration:**

Considering the job profile and nature of expertise prescribed, a consolidated remuneration will be Rs.45000/- or Last Pay drawn - Basic Pension whichever is less and Transport Allowance will be Rs.10000 per month. Applicable/Statutory taxes will be deductible.

**5. Period of contractual engagement:**

The Jr.Associate will be engaged **purely on contractual basis** for a period of one year extendable at the discretion of Mumbai Port Authority. This is only a contractual assignment and MbPA will not provide for regularization or permanency etc.

**6. The other terms and conditions of the contract are given at Annexure – (A).**

**7. General instructions:**

- (i) Mumbai Port Authority (MbPA) does not assume any responsibility for the candidates not being able to submit their applications within the last date whatsoever.
- (ii) Self- attested copies of documents/ certificates relating to Age/ Qualification etc. will have to be submitted along with the application and candidates shall produce the original certificates(s) for verification at the time of interview.
- (iii) Engagement of selected candidates is subject to their being found medically fit as per the requirements of the Mumbai Port Authority. Such engagement will also be subject to the service and contract rules of the Mumbai Port Authority.
- (iv) Decisions of the Mumbai Port Authority in all matters regarding eligibility, shortlisting and engagement shall be final and binding on all candidates. No representation or correspondence will be entertained by the Mumbai Port Authority in this regard.

- (v) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai. Courts/ Tribunals/ Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.
- (vi) **No TA/DA** will be paid for appearing interview, if called.
- (vii) Any update, corrigendum etc. of this advertisement will be displayed in the Port's website only. Hence, candidates are requested to keep in regular watch on Port's website, i.e., [www.mumbaiport.gov.in](http://www.mumbaiport.gov.in) under 'People & Career/ Jobs/ Advertisements' menu.
- (viii) Changes if any in the recruitment process will be displayed in this Port's website and no separate communication will be made to the individual applicant.
- (ix) Canvassing in any form will disqualify the candidate and no correspondence shall be entertained in this regard.
- (x) The Management reserves the rights to cancel or make any changes in the number of vacancies, alteration/additions/ deletions of any clause in the Terms and Conditions for any of the position(s) in the recruitment process, if need arises, without further notice and without assigning any reasons thereof. The Mumbai Port Authority also reserves the right to cancel the above recruitment exercise at any stage of the process without assigning any reason thereof.
- (xi) Application received in incomplete format or without relevant documents in support of eligibility or mere submission of CV/ Resume for the said position would not be considered for further recruitment process. Also, application received after the due date will be liable to be rejected.
- (xii) Conflict of interest:  
On selection, the Jr.Associate shall be expected to conduct themselves in accordance with the rules and regulations of the MbPA. He / She will be expected to demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his/her duties. In case the services of the Jr.Associate are not found satisfactory or found in conflict with the interest of the MbPA, his/her services can be terminated forthwith.

The Jr.Associate engaged by MbPA shall in no case take up any other assignment during the period of engagement. Further, the Jr.Associate in no case represent or give opinion or advice to others in any matter which is adverse to the interest of MbPA nor will he indulge in any activity outside the terms of the contractual assignment.

- (xiii) Confidential nature of documents and information:  
On selection, Jr.Associate will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose any information/data acquired by him during their engagement to any unauthorised persons(s) in the Department. Jr.Associate, shall not except with the previous sanction of MbPA, or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter to any newspaper(s) or periodical either in his own name or anonymously or pseudonymously in the name of any other

person if such book, article, broadcast or letter relates to subject matter pertains to official business of MbPA.

The Jr.Associate shall be bound to hand-over the entire set of records of assignment to MbPA before the expiry of the contract and before the final payment is released by the MbPA.

(xiv) Termination of contractual engagement:

- (a) The engagement of service can be terminated by the MbPA, without assigning any reason, by giving him/her not less than one month's prior notice in writing. In such case, no compensation or payment for remaining period of contract will be paid by the MbPA.
- (b) He/ She may terminate the engagement of service with the Port, without any cause, by giving not less than one month's prior notice during the subsistence of the contractual period.
- (c) If at any time, the declaration given or information furnished by the candidate is proved to be false or if the candidate is found to have willfully suppressed any material information for securing the job, he/she will be terminated forthwith without notice, apart from any other action, as may be deemed fit by the MbPA.
- (d) MbPA reserves the right to terminate his/her engagement summarily without any notice period, if it has reasonable ground to believe him/her guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss/damage to the Port.
- (e) The engagement of service can be terminated by the MbPA, if the Jr.Associate is unable to address the assigned work, quality of the work is not to the satisfaction of the department/division, fails in timely achievement of the assigned work, found lacking in honesty and integrity and if any adverse report is received from the Police while verification of antecedents.
- (f) On the termination of his/her contractual service for reason, whatsoever, he/she shall return to MbPA, all property, documents and papers, both original and copies thereof, including soft copies, any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data, etc, and Confidential Information etc., in his/her possession.

(xv) The candidates need to quote 2 reference persons related to their field with their contact details.

**8. How to apply:**

Interested candidates may submit their application(s) in the prescribed format (**Application form**) by:

- (i) Downloading the application format (**Annexure – B**) from website [www.mumbaiport.gov.in](http://www.mumbaiport.gov.in) '(People & Career/ Jobs/ Advertisements)' menu).

- (ii) Filling the application format with the required details and declaration.
- (iii) The filled in application form along with required documents for determining eligibility is to be sent to the below mentioned address before the last date of application i.e. **18.03.2025** by superscribing on the envelope as **“Application for engagement of Jr.Associate on contract basis”**.

The Chief Engineer, Mumbai Port Authority,  
Civil Engineering Department,  
Port House, 3rd Floor, Shoorji Vallabhdas Marg,  
Ballard Estate, Mumbai – 400001.

- (iv) Merely submitting Resume/ CVs and incomplete application will liable to be rejected.

The last date for receipt of applications will be **18.03.2025**.

**(CHIEF ENGINEER)**  
**MUMBAI PORT AUTHORITY**

## **Annexure – (A)**

### **Other Terms and conditions of contractual engagement:**

1. **Period of contract:**

The contract for engagement will be for a period of 1 year, extendable at the discretion of Mumbai Port Authority.

2. **Medical facility:**

Medical facility will be provided at MbPA hospital/ dispensary along with medicines as per the existing provisions applicable to retired employees of Mumbai Port Authority.

3. **Leave entitlement:**

20 days Casual Leave in a year and Public Holidays. No other leave will be admissible and for any absence beyond the said leave, pro-rata deduction will be made from the consolidated remuneration. No carry forward of the unconsumed leave as also no encashment of leave would be allowed.

4. **Duty hours:**

Duty hours are from 10.00 A.M. to 6.00 P.M. or as decided by the Administration. In case of requirement, contract employee may have to work beyond the normal duty hours for which there will not be any other compensation, monetary or otherwise.

Normally contract employee will be entitled to a weekly off (Sunday). If situation warrants, the weekly day of rest may be changed with prior intimation. For work on any weekly day off/ declared national holiday in exigencies of work, a compensatory day of rest conveniently in lieu thereof will be granted and for which no other compensation, monetary or otherwise will be considered. Failure to report for duty will entail deduction of wages on pro-rata basis.

5. **Accommodation:**

Accommodation at MbPA quarters can be provided, subject to availability of accommodation in the category equivalent to corresponding category in the Port in terms of consolidated remuneration and on the requests. The rent payable for accommodation will be @10% of consolidated remuneration plus licence fees. In addition, electricity & water charges would be recovered on actual consumption basis.

6. The contract can be terminated by giving one month's notice in writing from either side.

7. If the contractual personnel leaves without notice or acceptance of notice of termination, the amount due, i.e., consolidated pay payable will be forfeited, to the extent of notice period.

8. The contractual personnel shall not claim any right/ title/ interest at par with the regular employees of the Port.

9. Engagement of the contractual personnel is subject to verification of antecedents by the Police. If any adverse report is received from the Police, his engagement is liable to be terminated forthwith.

10. Any other terms and conditions of contractual engagement at MbPA will be applicable.

**Annexure – (B)**

**MUMBAI PORT AUTHORITY**

**Application Form**

Application for the position of **Jr.Associate purely on Contract basis.**

Affix pass-port  
size Photograph

1. Name (In block letters) :
2. Address for communication :
3. Permanent address :
4. Landline No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
E-mail id : \_\_\_\_\_
5. Date of Birth & Age : 


 (dd/mm/yy)  
(self-attested proof to be enclosed) (in years)
6. Nationality :
7. Whether belongs to SC/ST/OBC :
8. Marital status (Married/Unmarried) :
9. Name of Father/Spouse :
10. Educational/Professional and other qualifications. (Attested certificates to be enclosed) :

Sl. No.	Qualification	Name of Board/ University/ Institution	Duration of course	Year of passing	Percentage of marks obtained
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11. (a) Details of present and past employments and experience.

Sl. No.	Name of the organisation	Position held	Annual pay	Period		Field/ sector in which experience gathered	Details of relevant experience
				From	To		

(b) Details of any other relevant proficiencies/ skills, if any :

12. Please mention details of outstanding achievement, if any, which was recognized by higher authority (enclose necessary documents) :

13. Any other information desired to be submitted by the applicant :

14. Contact details of Two references (email & mobile number) :

15. Enclosures :



Declaration

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, my candidature/engagement may be cancelled/terminated without any notice.

Date :

Place :

(Signature of the Applicant)