



MUMBAI PORT TRUST

Invites applications for engagement of professional functionaries & Executives on contract basis. Applications are invited from eligible Indian Nationals for the following posts:

Sl. No.	Name of the post	Number of posts	Consolidated pay per month
1.	Sr. Manager (Town Planning & Design)	01	Rs. 80,000/-
2.	Manager (Town Planning)	01	Rs. 50,000/-
3.	Manager (Urban Design)	01	Rs. 50,000/-
4.	Chief Legal Associate- Corporate Legal	01	Rs. 1,04,000/-
5.	Bid Manager	01	Rs. 80,000/-
6.	Asstt. Manager- ISPS	01	Rs. 70,000/-
7.	Asstt. Manager- Project Management	01	Rs. 70,000/-
8.	Executive- Legal	01	Rs. 40,000/-
9.	Executive Legal (Estate)	01	Rs. 40,000/-
10.	Executive- Web Based/Mobile Application development	01	Rs. 70,000/-
11.	Executive- Business Analytics	01	Rs. 40,000/-
12.	Executive-Transportation Planning	01	Rs. 50,000/-
13.	Executive- Social Media	01	Rs. 40,000/-
14.	Manager- Training	01	Rs. 40,000/-
15.	Executive- Operations	01	Rs. 40,000/-
16.	Executive- Finance	01	Rs. 50,000/-

1. Role and responsibilities for each of the above positions: Please refer to **Annexure-I**.

2. Eligibility criteria:

- (i) Educational qualifications: Please refer to **Annexure-I**.
- (ii) Experience: Please refer to **Annexure-I**.
- (iii) The crucial date for determining eligibility criteria viz., educational qualification, experience, age etc. shall be as on 1.4.2017.

- (iv) The experience of the candidates after acquiring the essential qualifications shall be reckoned as prescribed experience for eligibility to the respective Posts.
- (v) Eligible applicants who fulfill the criteria of essential qualification, experience, age etc. prescribed for respective position shall only apply. Separate application shall be submitted for each position in case the candidate wish to apply for two or more categories of post.
- (vi) 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.

3. Period of contractual engagement:

The contract for professional functionaries shall be for a period of 2 years extendable by another 2 years at the discretion of the port.

- 4. (i) In case eligible internal Officers of the Port desire to offer themselves for aforesaid positions, their engagement shall also be on contractual basis on their selection subject to their resignation from Port service.

- (ii) No deputationists will be eligible to apply.

5. Age limit:

The maximum age limit in the post of Chief Legal Associate- Corporate Legal and Asstt. Manager- ISPS is 62 years. The maximum age in other fields is 55 years.

6. Method of selection:

- (i) 90% weightage will be given to qualification and experience of candidates and 10% weightage on performance in interview.
- (ii) Depending upon the response, the administration reserves the right to restrict the number of candidates to be called for interview. A ratio of 1:3 may be followed with regard to vacancies and candidates called for interview.

7. The other terms and conditions of the contract are given at **Annexure II**.

8. General instructions:

- (i) Mumbai Port Trust (MbPT) does not assume any responsibility for the candidates not being able to submit

their applications within the last date on account of any reason like postal delays etc. whatsoever.

- (ii) Copies of documents/certificates relating to Age/ Qualification/ Experience etc. will have to be submitted alongwith the application and candidates shall produce the original certificates(s) for verification at any subsequent stage of recruitment process.
- (iii) Candidates serving in Government/ Semi Government, Public Sector Undertakings/ Autonomous Bodies will be required to submit "No Objection Certificate" from their employer at the time of application, failing which their candidature may not be considered.
- (iv) Candidates who are selected are required to submit discharge letter/ relieving letter from their employer (Govt./ Semi Government Public Sector/ Autonomous Bodies/ Private Sector) at the time of joining Mumbai Port Trust, without which they will not be allowed to join.
- (v) Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Mumbai Port Trust. Such appointment will also be subject to the service and contract rules of the Mumbai Port Trust.
- (vi) Decisions of the Mumbai Port Trust in all matters regarding eligibility, shortlisting and selection shall be final and binding on all candidates. No representation or correspondence will be entertained by the Mumbai Port Trust in this regard.
- (vii) 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.
- (viii) The Mumbai Port Trust reserves the right to cancel the above recruitment exercise at any stage of the process without assigning any reason thereof.
- (ix) **No TA/DA** will be paid for appearing in interview, if called.
- (x) Any update, corrigendum etc. of this advertisement will be hoisted 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.

- (xi) Changes if any in the recruitment process will be hoisted in this Port's website and no separate communication will be made to the individual applicant.
- (xii) Canvassing in any form will disqualify the candidate and no correspondence shall be entertained in this regard.
- (xiii) 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.
- (xiv) Application received without relevant documents as mentioned in this advertisement and application received after the due date will be liable to be rejected.
- (xv) In case of any discrepancies, the detailed advertisement published in the Media/Vacancy Section of our website <http://www.mumbaiport.gov.in> shall be final. Candidates are advised to visit the Media/ Vacancy Section of our website for detailed advertisement.
- (xvi) The candidates need to quote 2 reference persons related to their field with their contact details.

9. How to apply:

Interested candidates may submit their application(s) in the prescribed format (**Application form**) by downloading the same from our website <http://www.mumbaiport.gov.in> ('Media/Vacancy' menu) and enclosing therewith attested copies of necessary testimonials/ documents. Application for each post should be separately sent to Secretary, General Administration Department, Port House, 2nd Floor, Shoorji Vallabhdas Marg, Mumbai - 400001 superscribing on the envelope as "**Application for the post of _____ on contract basis**".

The last date for receipt of applications will be **25.4.2017**.

Secretary