



MUMBAI PORT AUTHORITY

Advertisement No. CE.Con.02/2026

Dated : 03.09.2026

Mumbai Port Authority invites applications for engagement of Junior Professional Intern (Administrative Assistance) **purely on contract basis in CE's Department.**

1. The total number of Junior Professional Intern (Administrative Assistance) to be hired will be 25.

2. **Eligibility Criteria:**

- (i) **Essential –**

- (a) **Educational Qualifications:**

Professionals with graduation in any discipline or equivalent degree of any recognized University/ Institution within India.

- (ii) **Age Limit:** Candidate should be less than 35 years of age as on the date of advertisement and should be in good health.

- (iii) **Desirable – 1) Working knowledge of Marathi / Hindi.**

2) Experience - Minimum 3 years' experience in Administration / Accounting / correspondence work.

- (iv) **Soft Skills:**

- i. Eager to learn and work with various departments
 - ii. Excellent verbal and written communication skills
 - iii. Proficiency in Microsoft Office
 - iv. Ability to multitask
 - v. Cope up well under pressure
 - vi Strong Data Modelling, Research, and Analytical skills

- (v) **Crucial date:** The crucial date for determining eligibility criteria viz., educational qualification, experience, age etc. shall be as on **31.08.2026.**

- (vi) **Roles and Responsibilities –** These will be assigned by the Administrative Officer of the Department as per the functioning and requirements of the Department.

3. Period of Engagement:

- a. The initial period of engagement shall be 2 years which can be extended to additional 2 years with 2 days break on the basis of performance with no further extension. There shall be a performance review after every 6 months of engagement of the Junior Professional Intern (Administrative Assistance).
- b. The appointment of Junior Professional Intern (Administrative Assistance) will be on full time basis and they would not be permitted to take up any other assignment during the period of appointment as Junior Professional Intern (Administrative Assistance) with MbPA.
- c. Experience Certificate: A certificate regarding successful completion of engagement shall be issued in the enclosed format (Annexure I). Jr. Professional Intern (Administrative Assistance) not completing a period of 1 (one) year will not be issued any experience certificate.

4. Remuneration:

- (i) Consolidated amount of Rs.40,000/- per month for Jr. Professional Intern (Administrative Assistance). Payment of remuneration will be processed based on certification by the Chief Engineer under whom Junior Professional Intern (Administrative Assistance) are posted.
- (ii) There shall be annual increment of 5% on last drawn remuneration based on satisfactory performance.
- (iii) Allowances: Junior Professional Intern (Administrative Assistance) on contractual basis engaged shall not be entitled to any kind of allowance e.g. Dearness Allowance, House Rent Allowance, Transport Allowance, Transport Facility, Personal Staff, CGHS, and Medical Reimbursement etc.
- (iv) TA/DA : Junior Professional Intern (Administrative Assistance) shall not be entitled to TA/DA for joining the assignment or on its completion. For any travel if required, compensation will be as per norms laid down by MbPA at the time of travel.
- (v) Tax Deduction at Source (TDS): TDS as admissible shall be deducted from the monthly remuneration of Junior Professional Intern (Administrative Assistance). A TDS certificate shall be issued by the concerned department on demand.

5. Place of Posting: The place of posting will be in Civil Engineering Department / Division of Mumbai Port Authority.

6. **Leave:** Junior Professional Intern (Administrative Assistance) shall be eligible for Casual Leave of 20 Days in a calendar year on pro- rata basis. His/her absence beyond 20 days in a year (On pro-rata basis) shall lead to deductions in remuneration. Any un-availed leave cannot be carried over to next calendar year. MbPA would be free to terminate the services of Jr. Professional Intern (Administrative Assistance) in case of absence of more than 15 days beyond the entitled leave. No carry forward of the unconsumed leave as also no encashment of leave would be allowed.
7. **Accommodation:** As regards accommodation facility, accommodation at MbPA quarters can be provided, subject to availability of accommodation in the category of Class III B quarters and on the personnel engaged. The rent payable for accommodation will be @10% of consolidated remuneration. In addition, electricity & water charges would be recovered on actual consumption basis.
8. **Medical:** As regards, Medical facility, since MbPA has its own Hospital, OPD as well as IPD facility will be provided to contractual personnel at MbPA hospital/ dispensary along with medicines. However, the contractual personnel will not be referred outside for treatment. No medical facilities would be available to family/ dependent of the contractual personnel.

9.1 Procedure and Conditions for Applicants:

- (a) Interested applicants may apply offline in the format given on the website of MbPA.
- (b) A candidate can apply for engagement only once during a financial year. The applicants who do not fulfil the eligibility conditions, their applications shall be rejected.
- (c) Applicants must clearly indicate their area(s) of interest.
- (d) The applications received shall be scrutinized and shortlisted. Candidates will be shortlisted in the light of their qualification, experience and other details provided in the application form. Mere fulfilment of qualification or shortlisting shall not confer any right to be engaged as Junior Professional Intern (Administrative Assistance). Shortlisted candidates may be called for test/ interview etc. before selection.
- (e) The selected applicant has to produce original mark sheets along with character certificate and self declaration certificate at the time of joining, failing which his/her candidature shall be cancelled. Self declaration certificate format is enclosed at Annexure II.

9.2 Working hours and Attendance:

Working hours shall normally be from 10 AM to 6.00 PM during the working days. However, in case of exigencies they may be required to sit late or attend office on holidays for which there will not be any other compensation due, monetary or otherwise. The duty hours may be extended depending on work requirement. If situation warrants, the weekly day of rest may be changed with prior intimation. For work on any weekly day off/ declared public holiday in exigencies of work, a compensatory day of rest in lieu thereof will be granted. No other compensation, monetary or otherwise will be admissible.

In case of less than satisfactory attendance and adherence to timings, engagement may be terminated and no experience certificate will be issued. The attendance record and the details of work supervision shall be maintained by the Heads of the Departments / Divisions.

In exceptional cases, like need for professional development, training etc, the conditions may be relaxed with the approval of Secretary, MbPA, subject to official exigencies.

10. Other conditions:

- (i) Only eligible applicants who fulfil the criteria of essential qualification, experience, age, etc. shall apply. Separate application shall be submitted for each position in case the candidate wishes to apply for more than one position.
- (ii) 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.
- (iii) Logistics & Support: Jr. Professional Intern (Administrative Assistance) will be required to have their own laptops. MbPA shall provide them working space, internet facility and other necessities as deemed fit by the concerned heads.
- (iv) Capacity Building: The Jr. Professional Intern (Administrative Assistance) shall be provided 1-2 weeks orientation training for acquiring job related skills.
- (v) Performance Appraisal: The screening committee shall periodically appraise the performance of Jr. Professional Intern (Administrative Assistance). Jr. Professional Intern (Administrative Assistance) shall be required to submit a brief report/paper at scheduled intervals to the Heads of the concerned Departments / Divisions.

- (vi) Conflict of Interest: The Jr. Professional Intern (Administrative Assistance) shall be expected to conduct themselves in accordance with the rules and regulations of 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. Professional Intern (Administrative Assistance) are not found satisfactory or found in conflict with the interest of MbPA, his/her services can be terminated forthwith.
- (vii) Integrity Pact: The Jr. Professional Intern (Administrative Assistance) shall sign an Integrity Pact (Annexure III) with MbPA containing a clause on ethics and integrity.
- (viii) Travel, Medical Clearance and Service Incurred Death, Injury or illness: In the event of the death, injury or illness of the individual Jr. Professional Intern (Administrative Assistance) which is attributable to the performance of services on behalf of MbPA under the terms of the contract, and/or while traveling for official duty or is performing any services under the contract in any offices or premises of MbPA, the individual Jr. Professional Intern (Administrative Assistance) or the individual Jr. Professional Intern (Administrative Assistance) dependents, as appropriate shall not be entitled to any compensation or any claim whatsoever.
- (ix) Confidential Nature of documents and information: Jr. Professional Intern (Administrative Assistance) will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose any information/data acquired by them during their engagement to any unauthorized person(s) in the Department/Division. Jr. Professional Intern (Administrative Assistance) shall not, except with the previous sanction of MbPA, or in the bonafide 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 pertaining to official business of MbPA.
- (x) Verification of Criminal Antecedents: The engagement of Jr. Professional Intern (Administrative Assistance) is subject to verification of antecedents by the Police. If any adverse report is received from the Police his/her services are liable to be terminated forthwith.

11. Use of Name, Emblem or Official Seal of the MbPA:

Individual Jr. Professional Intern (Administrative Assistance) shall not represent themselves or otherwise make public with the intent to make a

commercial advantage of the engagement with MbPA. The Jr. Professional Intern (Administrative Assistance) shall not, in any manner whatsoever, use the name, emblem or official seal of MbPA or any abbreviation of the name of MbPA in connection with its business or otherwise without the prior written permission of MbPA.

12. **Relaxation:** There will be no relaxation in any of qualifications or experience.

13. **Termination:**

13.1 Engagement contract of Jr. Professional Intern (Administrative Assistance) may be terminated at any time by MbPA without assigning any reason thereof, by giving a notice of one month or proportionate remuneration in lieu of the notice. Jr. Professional Intern (Administrative Assistance) shall disengage themselves from MbPA, only after giving a notice of one month to MbPA.

13.2 MbPA may terminate the engagement forthwith **without** prior notice of one month in following conditions:

- (i) The Jr. Professional Intern (Administrative Assistance) is unable to address the assigned work;
- (ii) Quality of the work is not to the satisfaction of Department / Division
- (iii) The Jr. Professional Intern (Administrative Assistance) fails in timely achievement of the milestones as finally decided by MbPA.
- (iv) The Jr. Professional Intern (Administrative Assistance) is found lacking in honesty and integrity and is not punctual in his work.
- (v) If any adverse report is received from the Police while verification of antecedents.
- (vi) Incorrect/ False credentials:

Any candidate who is found to have knowingly furnished any particulars which are false or to have suppressed material information of a character, which if known would ordinarily have debarred him from getting contractual engagement as Jr. Professional Intern (Administrative Assistance), is liable to be disqualified, and, if engaged, to be terminated from contractual engagement.

14. **RIGHTS OF THE MbPA:**

MbPA has the right to cancel the advertisement, and not go for engagement of Consultant, at any stage. It may accept or reject any or all applications, without giving any reasons therefor, whatsoever.

15. **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. Documents not self attested by the candidate will be liable for rejection of the candidature.
- (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 Authority, without which they will not be allowed to join.
- (v) 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.
- (vi) 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.
- (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) **No TA/DA** will be paid for appearing in written examination/ interview, if called.
- (ix) 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 under 'People & Career > Jobs' menu.

- (x) 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.
- (xi) Canvassing in any form will disqualify the candidate and no correspondence shall be entertained in this regard.
- (xii) 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.
- (xiii) The Consultant/ Advisor 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.

16. **How to apply:**

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

- (i) Downloading the application format **(Annexure –IV-B)** from website www.mumbaiport.gov.in ('People & Career/Jobs' 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. **06.10.2026**. by super scribing on the envelope as **“Application for engagement of Jr. Professional Intern (Administrative Assistance) on contract basis”** to the address as 3rd Floor, CE's Department, S.V. Marg, Ballard Estate, Mumbai – 400 001.
- (iv) Merely submitting Resume/ CVs and incomplete application will liable to be rejected. Applications submitted any other mode will not be considered and will be rejected.

The last date for receipt of applications will be **06.10.2026**.

(CHIEF ENGINEER)
MUMBAI PORT AUTHORITY

EXPERIENCE CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. /Ms. _____ has successfully completed

<his/her> contract with Mumbai Port Authority < > to < >. During the period of contract <he/she> worked in the following areas.

(i)

(ii)

<He/She> has shown special flair and <his/her> performance in preparation of the report has been rated as < >

During the period of <his/her> contract <he/she> was punctual and hardworking.

I wish <him/her> every success in <his/her> life and career.

**Signature
(Head of Division)**

**FORMAT FOR SELF DECLARATION
CERTIFICATE**

**Subject: Self declaration certificate for
MbPA Jr. Professional Intern
(Administrative Assistance)**

Date :

I, <Mr./MS.> aged < > years, son/daughter of <Name of parent>, a resident of <Address> certify that the information provided herein above and the documents appended herewith is true and correct to the best of my knowledge and belief and nothing has been falsely stated or concealed therein. I understand that if the said information submitted is found to be false, appropriate action as deemed by MbPA will be taken. I also declare that I shall not be working in any other organisation or register for any course requiring attendance in the class during the period of engagement.

(Signature)

This Integrity Pact ("the Pact") is entered into between Mumbai Port Authority, hereinafter referred to as the "MbPA,"

And

**[Jr. Professional Intern (Administrative Assistance)
Name], hereinafter referred to as the "Jr. Professional
Intern (Administrative Assistance)"**

Preamble:

The purpose of this Pact is to engage / grant renewal to Shri/Smt. _____ as _____ for a period of ____year/s with effect from _____ (with one working day break on _____ in case of renewal) and ensure integrity, honesty, and ethical conduct in all dealings between the parties.

1. Commitment to Integrity:

Both parties pledge to uphold the highest standards of integrity in all their actions and interactions during the term of the contract.

2. Confidentiality and Data Protection:

- (a) The **Jr. Professional Intern (Administrative Assistance)** agrees to maintain strict confidentiality regarding any proprietary information, trade secrets, customer data, employee data or other sensitive information disclosed by the MbPA. The above commitments extend beyond the termination of the contract.
- (b) The **Jr. Professional Intern (Administrative Assistance)** will not misuse the System of MbPA and will follow all guidelines pertaining to Cyber Security.
- (c) The **Jr. Professional Intern (Administrative Assistance)** shall protect the Login and password credentials allotted to him/her and shall be solely responsible for any breach/misuse of the same. He/She shall promptly surrender the same to competent Authority on Termination of the contract.

3. Conflict of Interest:

The **Jr. Professional Intern (Administrative Assistance)** shall promptly disclose any potential or actual conflicts of interest that may arise during the term of the contract. The parties shall work together to address and resolve such conflicts in an open and transparent manner.

4. **Anti-Corruption:**

Both parties agree not to offer, promise, request, or accept any form of bribe, kickback, or improper payment to or from any individual or entity in connection with the contract or any other business dealings.

5. **Committing of Offence by or Criminal Charges against Contract Employee:**

- (a) The **Jr. Professional Intern (Administrative Assistance)** will not commit any offence, under the relevant Acts. Further he/she will not use improperly, for purposes of competition, or personal gain, or pass on to others, any information or document provided by the MbPA, as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- (b) The **Jr. Professional Intern (Administrative Assistance)** will not instigate third persons to commit offences outlined above.
- (c) If the MbPA obtains knowledge of conduct of **Jr. Professional Intern (Administrative Assistance)**, which constitutes corruption, or if the MbPA has substantive suspicion, in this regard, the MbPA will inform the same to the Chief Vigilance Officer and initiate immediate action for termination of the Jr. Professional Intern (Administrative Assistance).
- (d) The **Jr. Professional Intern (Administrative Assistance)** shall immediately inform the MbPA within 24 hours if he/she is booked under any offence or any charges.

6. **Dealing with third parties, Banks and Financial Institutions:**

The **Jr. Professional Intern (Administrative Assistance)** shall not engage in any dealings whatsoever with third parties or Banks or any Financial Institutions on behalf of MbPA directly without prior approval of competent Authority of MbPA.

7. **Security Deposit:**

In case accommodation at MbPA Quarters is availed, a Security Deposit of amount equivalent to two times of rent payable per month, will have to be paid as a security against Rent, electricity, water charges and damages, if any. The deposit will be refunded after receiving No Dues Certificate from competent Authorities of concerned Departments.

8. **Nature of Engagement:**

The engagement/renewal is purely on contract basis. Claim/request for permanent employment by the **Jr. Professional Intern (Administrative Assistance)** will not be entertained.

9. **Duration of the Pact:**

- (a) The Pact begins when both parties have signed it. It expires with the end of Contract period or Termination of Contract from either side, whichever is earlier.
- (b) If any claim is made/lodged during this time, the same shall be binding and continue to be valid, despite the lapse of this Pact as well as the lapse of Contract period, as specified above, unless it is discharged/determined by Chairperson, MbPA.

10. **Termination of Contract:**

- (a) Termination notice can be from either side subject to Clause in the Terms and Conditions. However, it must be in writing.
- (b) If the **Jr. Professional Intern (Administrative Assistance)** terminates the contract as per the Terms and Conditions, the MbPA shall be entitled to demand and recover from the Jr. Professional Intern (Administrative Assistance) dues as per the Clause. If unpaid before termination, legal action will be taken as per relevant laws of the land.
- (c) Any breach of this Integrity Pact may also result in termination of contract and recovery of dues from the **Jr. Professional Intern (Administrative Assistance)** as per the Terms and Conditions of initial engagement. Non-payment may lead to legal consequences as per applicable Laws.

11. This Pact is subject to Indian Law and place of Jurisdiction is Mumbai, Maharashtra.

Signature_____

Signature_____

(For and on behalf of MbPA)

Name of Contract Employee

Office Seal

Place: Mumbai

Place: Mumbai

Date: _____

Date: _____

Witness: (For MbPA)

Witness: (For Contract

Employee) Signature_____

Signature_____

Name: _____

Address: _____

Name: _____

Address: _____

ANNEXURE – IV (B)

MUMBAI PORT AUTHORITY

Application Form

Application for the position of **Jr. Professional Intern (Administrative Assistance) purely on Contract basis.**

Affix pass-port
size Photograph

1. Name (In block letters) :
2. Address for communication :
3. Permanent address :
4. Landline No. : _____
5. Mobile No. _____
E-mail id _____
6. Date of Birth & Age : (dd/mm/yy)

 (self-attested proof to be (in years) enclosed)
7. Nationality :

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

11.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)

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)