



MUMBAI PORT AUTHORITY

Advertisement No. CE.CON.03/2026

Dated : 11.09.2026

- I. Mumbai Port Authority invites applications from eligible Indian Nationals for following engagements in Planning Division, **purely on contract basis**:**

Sr. No.	Post	No. of posts	Remuneration per month(Rs.)	Conveyance Allowance (Rs.)	Consolidated remuneration per month (Rs.)
1	Advisor (Planning)	1	1,80,000	35,000	2,15,000
2	Chief Manager (Planning) -I	1	1,50,000	30,000	1,80,000
3	Chief Manager (Planning) -II	1	1,50,000	30,000	1,80,000
4	Manager (Planning)	1	1,00,000	25,000	1,25,000
5	Associate Planner	1	80,000	20,000	1,00,000
6	Urban Designer	2	80,000	20,000	1,00,000
7	Deputy Planner	2	60,000	15,000	75,000
8	Junior Planner	2	50,000	N.A	50,000
9	Document Controller	1	40,000	N.A	40,000
10	Clerk	1	40,000	N.A	40,000

(The remuneration shall be increased by 5% every year on satisfactory performance.)

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

- III. Eligibility criteria:**

(i) Educational qualifications:

(ii) Experience:

} Please refer **Annexure-I**.

- (iii) Age Limit: - Please refer Annexure I.
- (iv) The crucial date for determining eligibility criteria viz., educational qualification, experience, age etc. shall be as on **01.09.2026.**
- (v) The experience of the candidates after acquiring the essential qualifications shall only be reckoned.
- (vi) Only eligible applicants who fulfill 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 post.
- (vii) 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.
- (viii) 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.

IV. Period of contractual engagement:

- (i) The above engagement will be purely on contractual basis for period of 3 years, extendable for another 1 year at the discretion of MbPA.
- (ii) The appointment of qualified professionals will be on full time basis and they would not be permitted to take up any other assignment during the period of appointment as qualified professionals with MbPA.
- (iii) Experience Certificate: A certificate regarding successful completion of engagement shall be issued by the concerned Department/ Division. Professionals not completing a period of 1 (one) year will not be issued any experience certificate.

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

VI. General instructions:

- (i) Delayed/Incomplete applications shall not be accepted.
- (ii) Copies of documents/ certificates relating to Age/ Qualification/ Experience etc. will have to be submitted along with the application and candidates shall produce the original certificates(s) for verification at any subsequent stage of recruitment process.

- (iii) Candidates who are selected are required to submit unconditional 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.
- (iv) Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Mumbai Port Authority. Such appointment will also be subject to the service and contract rules of the Mumbai Port Authority.
- (v) Decisions of the Mumbai Port Authority 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 Authority in this regard.
- (vi) 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.
- (vii) **No TA/DA** will be paid for appearing for written test/interview.
- (viii) 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.
- (ix) Changes if any in the recruitment process will be hoisted on this Port's website and no separate communication will be made to the individual applicant.
- (x) Canvassing in any form will disqualify the candidate and no correspondence shall be entertained in this regard.
- (xi) The MbPA 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.
- (xii) In case of any discrepancies, the detailed advertisement published in the People & Career/Jobs/Advertisements Section of our website www.mumbaiport.gov.in shall be final. Candidates are advised to visit the People & Career Section of our website for detailed advertisement.
- (xiii) The candidates need to quote 2 reference persons related to their field with their contact details.
- (xiv) Integrity Pact: The qualified professionals shall sign an Integrity Pack with MbPA containing a clause on ethics and integrity.

VII. How to apply:

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

- (i) Downloading the application format (ANNEXURE-II) from website www.mumbaiport.gov.in (People & Career/ Jobs/ Advertisements/ Contractual/ Other Engagements) menu.
- (ii) Filling the application format with the required details and declaration.
- (iii) The filled in application form along with required self-attested documents for determining eligibility is to be sent to the below mentioned address before the last date of application i.e 12.10.2026.

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

by superscribing on the envelope as **“Application for the post of _____ on contract basis”**.

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

The last date for receipt of applications will be 12.10.2026.

**Chief Engineer
Mumbai Port Authority**

ANNEXURE – I

1. ADVISOR (PLANNING)

Roles & Responsibilities:

- (i) Understand and advise on the Port's broad concept of Land & Township Development Projects and its components.
- (ii) Lead the Port Land & Township Development department and prepare all the policies and regulations related with the Urban Planning of the area. Identify the projects for implementation; present the proposals to higher authorities, co-ordinate with other sections, organisations to achieve the target.
- (iii) Policy formulation for:
 - a. Development models,
 - b. Phased development,
 - c. Planning standards and allocation of land for various social facilities.
- (iv) Preparation of Master Plan including urban economic rejuvenation and waterfront development.
- (v) Development Plan
 - a. Preparation of Existing land use, proposed land use, Development Control Regulation, Development Plan report, under MR & TP Act 1996 for the area designated as SPA of MbPA
 - i. Identify the future requirement of various social, cultural, educational, Health and other facilities to be developed in near phases and suggest suitable land parcels for the same.
 - ii. Process the modification through MR&TP Act 1966 of Maharashtra.
 - iii. Process the suggestions and objections received on Development Plan, help in conducting meetings of hearing committee of suggestions, objections, prepare Committee Report, etc.
- (vi) Coordinate with the Consultants in implementation for the various Port Land & Township Development projects and advice the Port in all the related matters.
- (vii) Advise the Port in preparation of a road map for the proposed projects and assist to review existing plans.
- (viii) Advise on systemization of the related project cost, financial assessment, etc.
- (ix) Any other task that may be assigned by the Port administration related to the above.

Educational Qualification:

- (i) A degree in Architecture/ Civil Engineering from recognised University with a Post Graduate degree in Town/Urban/City Planning.
- (ii) Membership of Indian Institute of Town Planners (ITPI)

Minimum Experience: 25 years' experience in Town/ Urban/ City Design & Planning especially in the large Govt. Organisations/ Public Sector Undertaking/ Public Authorities.

Age Limit: Up to 65 years at the time of recruitment. Relaxable in deserving candidates.

2. CHIEF MANAGER (PLANNING)-I**Roles & Responsibilities**

- (i) Assist the Advisor (Planning) in preparation, implementation and monitoring of the Master Plan, Development Plan, Local Area Plans, redevelopment proposals and other statutory and non-statutory planning proposals of the Port.
- (ii) Undertake detailed planning studies relating to land use, development potential, development phasing, planning standards, development controls and optimum utilisation of Port land.
- (iii) Prepare, review and process Existing Land Use Plans, Proposed Land Use Plans, Development Plans, Development Control Regulations, planning proposals, layout plans and area development schemes.
- (iv) Process and scrutinize Development Permission / Building Permission applications and related proposals, including examination of plans, development potential, permissible FSI, land use, setbacks, access, parking, infrastructure provisions and compliance with applicable Development Control Regulations and other statutory requirements.
- (v) The candidate shall have mandatory experience in processing and scrutiny of Building Permission / Development Permission cases. Experience in processing building proposals before Government / local planning authorities / Special Planning Authorities shall be considered essential.
- (vi) Scrutinize building proposals, layout plans and development proposals submitted by consultants, developers, Government organisations and other agencies and provide planning recommendations for approval.
- (vii) Process applications relating to Commencement Certificates, Occupancy Certificates and other planning-related permissions and approvals, as applicable.

- (viii) Coordinate with statutory authorities, Government departments, consultants and other stakeholders in connection with Development Plan, planning proposals, development permissions, building permissions and other statutory approvals.
- (ix) Assist in formulation, interpretation and implementation of Development Control Regulations, planning guidelines, policies, procedures and checklists relating to development of Port land.
- (x) Examine proposals for allotment / development of land from the planning and development control perspective and assess their conformity with the approved Master Plan, Development Plan and applicable regulations.
- (xi) Undertake site inspections and planning assessments for proposed developments and provide recommendations regarding land use, development potential, access, building configuration and planning feasibility.
- (xii) Coordinate with Urban Design, GIS, Infrastructure and other technical teams to ensure that development proposals are integrated with the overall planning framework.
- (xiii) Assist in preparation of Board Notes, technical reports, planning reports, presentations, proposals and submissions relating to planning and development matters.
- (xiv) Coordinate with consultants engaged for preparation and implementation of planning projects and scrutinize their technical and planning submissions.
- (xv) Maintain proper records and documentation of planning proposals, Development Permission / Building Permission cases, approvals and related correspondence.
- (xvi) Preference shall be given to candidates having prior experience of working in Government Departments, Government organisations, Public Sector Undertakings, Public Authorities or candidates retired from Government service, particularly in matters relating to town planning, development control and processing of building permissions.
- (xvii) Assist the Advisor (Planning) in any other planning-related matter and undertake any other responsibility assigned by the Port Administration.

Educational Qualification:

- (i) Bachelor's Degree in Architecture/ Planning/ Civil Engineering with Post- Graduation in Urban Planning / City Planning /Town and Country Planning/ Urban and Regional Planning.
- (ii) Membership of Institute of Town Planners, India.

Minimum Experience: Minimum 10 years of professional experience in Town Planning / Urban Planning / Development Control, with substantial and demonstrable experience in processing and scrutiny of Development

Permission / Building Permission cases, including scrutiny of building plans, layout plans, FSI, setbacks, land use, parking, access and compliance with applicable Development Control Regulations and statutory planning requirements.

Experience of working with Government Departments, Government organisations, Public Sector Undertakings, Public Authorities or Special Planning Authorities shall be preferred. Preference shall also be given to candidates who have retired from Government service and possess relevant experience in Town Planning, Development Control and Building Permission matters.

Age Limit: Up to 65 years at the time of recruitment. Relaxable in deserving candidates.

3. CHIEF MANAGER (PLANNING)-II

Roles & Responsibilities

- (i) Assist the Advisor (Planning) in conceptualisation, planning, development and implementation of projects arising from the Master Plan and other Port Land & Township Development initiatives.
- (ii) Lead and coordinate the planning and implementation of infrastructure and engineering projects, including roads, drainage, water supply, sewerage, storm-water management, utilities, common utility infrastructure, transport infrastructure and other Port-allied infrastructure.
- (iii) Prepare project concepts, feasibility assessments, scope of work, technical requirements, project phasing and implementation strategies for infrastructure and development projects.
- (iv) Coordinate preparation of Detailed Project Reports (DPRs), estimates, technical specifications, drawings, tender documents and other project-related documents through consultants / technical agencies.
- (v) Coordinate and process tendering of infrastructure and engineering works, including preparation / scrutiny of RFPs, tenders, EOIs and other procurement documents, examination of technical proposals, pre-bid queries, technical evaluation and recommendations up to award of work.
- (vi) Coordinate with Engineering, Finance, Procurement and other concerned divisions for timely processing and award of infrastructure and project packages.
- (vii) Review and scrutinize engineering drawings, infrastructure designs, technical specifications, estimates, BOQs and project proposals submitted by consultants and agencies.

- (viii) Coordinate implementation of infrastructure and engineering works and monitor progress with respect to scope, quality, cost and timelines.
- (ix) Undertake site inspections, technical due diligence and feasibility assessments for proposed projects and infrastructure works.
- (x) Coordinate with Government departments, statutory authorities, utility agencies and other stakeholders for obtaining necessary approvals, NOCs, clearances and technical inputs for projects.
- (xi) Coordinate and facilitate Building Permission / Development Permission and other statutory approvals required for implementation of projects and infrastructure works.
- (xii) Scrutinize building and development proposals from the infrastructure and engineering perspective, particularly with regard to access, road connectivity, water supply, sewerage, drainage, utilities, fire safety and other infrastructure requirements.
- (xiii) Review the infrastructure requirements of proposed building and development projects and coordinate with the concerned agencies for provision and augmentation of infrastructure.
- (xiv) Assist in preparation and review of project cost estimates, financial assessments, implementation schedules and phasing of infrastructure and development projects.
- (xv) Coordinate with project management consultants, engineering consultants, contractors and other agencies engaged for implementation of projects.
- (xvi) Monitor ongoing works and prepare periodic reports on physical and financial progress, quality, cost and time performance of projects.
- (xvii) Assist in preparation of policies, guidelines, technical standards, SOPs and procedures relating to infrastructure development, project implementation, tendering and engineering works.
- (xviii) Coordinate with the Planning, Urban Design, GIS and other technical teams to ensure that infrastructure and engineering proposals are aligned with the approved Master Plan and overall development strategy.
- (xix) Assist the Advisor (Planning) in preparation of Board Notes, project proposals, DPRs, technical reports, presentations and submissions relating to major infrastructure and development projects.
- (xx) Any other project, infrastructure, engineering or related responsibility assigned by the Port Administration.

Educational Qualification:

- (i) Bachelors Degree in Civil Engineering with Post Graduation in Urban Infrastructure / Project Management.

Experience: Minimum 10 years of professional experience in planning, conceptualisation and implementation of infrastructure / engineering

and development projects, with substantial experience in preparation and processing of DPRs, technical specifications, estimates, tender documents, RFPs / EOIs and tendering of infrastructure and engineering works up to award of contracts.

The candidate should have demonstrated experience in project planning and implementation, infrastructure development, coordination with consultants and contractors, scrutiny of engineering proposals, obtaining statutory approvals / NOCs and coordination with Government departments, statutory authorities and utility agencies. Experience in processing / facilitating Building Permission / Development Permission for major development and infrastructure projects shall be desirable.

Age Limit: Up to 65 years. Relaxable in deserving candidates.

4. MANAGER (PLANNING)

Roles & Responsibilities:

- (i) Prepare and process Development Plans, land use plans, redevelopment proposals, planning schemes and statutory planning documents.
- (ii) Carry out land use analysis, development potential studies, planning standards and infrastructure assessment.
- (iii) Prepare and update GIS databases, thematic maps and planning drawings for redevelopment projects.
- (iv) Process development permission cases, building proposals and statutory planning applications.
- (v) Scrutinize planning proposals submitted by consultants, developers and external agencies.
- (vi) Prepare project reports, feasibility studies, presentations and planning documents.
- (vii) Coordinate with consultants and Government agencies for statutory approvals and implementation of planning proposals.
- (viii) Assist in preparation of Development Control Regulations, planning guidelines and redevelopment policies.
- (ix) Monitor implementation of planning projects and maintain project records and documentation.
- (x) Assist senior officers in preparation of Board notes, reports and technical submissions.
- (xi) Perform any other responsibilities assigned by the Chief Manager (Planning), Team Leader or Port Administration.

Educational Qualification:

- (i) Bachelor's Degree in Architecture/ Planning/ Civil Engineering with Post- Graduation in Urban Planning/ City Planning/ Town and Country Planning.
- (ii) Membership of Institute of Town Planners, India.

Experience: Minimum 5 years of professional experience in Town Planning / Urban Planning / Development Control, with experience in preparation and processing of Development Plans, land use plans, planning proposals, redevelopment proposals and statutory planning documents.

Experience in GIS-based planning, preparation of planning reports, feasibility studies and project proposals shall be desirable. Preference may be given to candidates having experience of working with Government Departments, Public Authorities, Government organisations or Public Sector Undertakings.

Age Limit: Up to 45 years. Relaxable in deserving candidates.

5. ASSOCIATE PLANNER**Roles & Responsibilities**

- (i) Development Plan: Preparation of Existing land use, proposed land use, Development Control regulation, Development Plan report, under MR & TP Act 1996 for the area designated as SPA of MbPA
 - a. Identify the future requirement of various social, cultural, educational, health and other facilities to developed in near phases and suggest suitable land parcels for the same.
 - b. Process the modifications through MR & TP Act 1966 of Maharashtra.
 - c. Process the suggestions and objections received on Development Plan, help in conducting meetings of hearing committee of suggestions, objections, prepare Committee Report, etc.
- (ii) Preparation Urban renewal schemes, Redevelopment schemes, Slum Rehabilitation schemes.
- (iii) Identification of Land for marketing working out its potentials and help in marketing the plot
- (iv) Prepare GIS Layer and analyse the data.
- (v) Policy formulation for
 - a. Development models,
 - b. Phased development,

- c. Planning standards and allocation of land for various social facilities,
- (vi) Finalise the detailing of the project and examine the site feasibility.
- (vii) Work out the detailed land use calculations and prepare draft project reports.
- (viii) Process the Development Permission cases.
- (ix) Scrutinize the proposal received from external agencies.
- (x) Any other task that may be assigned by the Port administration related to the above.

Educational Qualification:

- (i) Bachelor's Degree in Architecture/ Civil Engineering with Post-Graduation in Urban Planning/ City Planning.
- (ii) Membership of Institute of Town Planners, India.

Experience: Minimum 4 years of professional experience in Town Planning / Urban Planning, with hands-on experience in preparation and processing of Development Plans, Existing and Proposed Land Use Plans, Development Control Regulations, planning proposals and area development schemes.

The candidate should have experience in processing Development Permission / Building Permission cases, scrutiny of planning and development proposals, preparation of land use calculations, site feasibility assessment and preparation of project / planning reports.

Experience in GIS-based planning and analysis, preparation of planning drawings and coordination with consultants, Government departments and statutory authorities shall be desirable. Preference may be given to candidates having experience in Government Departments, Public Authorities or Government organisations.

Academic experience shall not be considered for the purpose of determining the required professional experience.

Age Limit: The maximum age limit is 35 years. Relaxable in case of deserving candidates.

6. DEPUTY PLANNER

Roles & Responsibilities

- (i) Development Plan: Preparation of Existing land use, proposed land use, Development Control regulation, Development Plan

report, under MR & TP Act 1996 for the area designated as SPA of MbPA

- i. Identify the future requirement of various social, cultural, educational, health and other facilities to be developed in near phases and suggest suitable land parcels for the same.
 - ii. Process the modifications through MR & TP Act 1966 of Maharashtra.
 - iii. Process the suggestions and objections received on Development Plan, help in conducting meetings of hearing committee of suggestions, objections, prepare Committee Report, etc.
- (ii) Convert conceptual and detailed design into detailed drawings in CAD format.
 - (iii) To prepare land use plans and to do analysis work in GIS software.
 - (iv) To review EOIs, RFQs, RFPs, evaluation reports prepared and submitted by other consultants.
 - (v) Prepare presentations and scrutinize various projects received from various agencies.
 - (vi) Prepare GIS based plan and analyse the data on Arc GIS.
 - (vii) Preparation zone confirmation certificates
 - (viii) Any other responsibility from time to time delegated by the Board.

Educational Qualification: Bachelor of Architecture/ Bachelor of Civil Engineering /Bachelor of Planning with Post-Graduation in Urban Planning/ City Planning recognized by Institute of Town Planners India.

Experience: Minimum 2 years of professional experience in Town Planning / Urban Planning, with hands-on experience in preparation of land use plans, planning proposals, Development Plans and area development schemes. Proficiency in GIS software and experience in preparation and analysis of GIS-based plans shall be desirable. Preference may be given to candidates having experience of working with Government Departments, Public Authorities, Government organisations or Public Sector Undertakings.

Age Limit: The maximum age limit is 35 years. Relaxable in case of deserving candidates.

7. JUNIOR PLANNER

Role & Responsibilities:

- (i) Development Plan:
- (ii) Preparation of plans for Existing land use, proposed land use, Formulation of Development Control regulation, Development

Plan report, under MR & TP Act 1996 for the area designated as SPA of MbPA.

- a. Identify the future requirement of various social, cultural, educational, health and other facilities to developed in near phases and suggest suitable land parcels for the same.
 - b. Process the modifications through MR & TP Act 1966 of Maharashtra.
 - c. Process the suggestions and objections received on Development Plan, help in conducting meetings of hearing committee of suggestions, objections, prepare Committee Report, etc.
- (iii) Preparation Urban renewal schemes, Redevelopment schemes, Slum Rehabilitation schemes
 - (iv) Work out the detailed land use calculations and prepare draft project reports.
 - (v) Process the Development Permission cases.
 - (vi) Preparation of Area development schemes, Layout plans, Housing schemes, etc.
 - (vii) Scrutinize the proposal received from external agencies.
 - (viii) Schematic and detail design of Building.
 - (ix) Preparation of drawings for obtaining approval from the Planning authorities and other competent authorities.
 - (x) Any other responsibility from time to time delegated by the MbPA.
 - (xi) General knowledge of operation of Arc GIS.

Educational Qualification: Bachelor's Degree in Architecture/ Civil Engineering/ Planning with Post-Graduation in Urban Planning/City Planning.

Age limit: The maximum age limit is 30 years. Relaxable in case of deserving candidates.

8. URBAN DESIGNER

Role & Responsibilities:

- (i) Assist in preparation and implementation of the Master Plan, area development plans and urban design proposals for Port Land & Township Development projects.

- (ii) Prepare urban design concepts, architectural proposals, building massing, streetscape proposals, public realm designs and landscape interface proposals for various development projects.
- (iii) Prepare architectural and urban design drawings, presentation drawings, 3D views, visualisations, massing studies and other design documentation required for development projects.
- (iv) Prepare and scrutinize submission drawings for obtaining approvals from Planning Authorities and other competent / statutory authorities.
- (v) Scrutinize building proposals and architectural designs with respect to applicable planning and development control regulations, approved plans and urban design requirements.
- (vi) Assist in processing and examination of Building Permission / Development Permission proposals from the architectural and urban design perspective.
- (vii) Assist in preparation and review of layout plans, building plans, streetscape designs, public spaces and other urban design components of development projects.
- (viii) Coordinate with architects, urban planners, infrastructure consultants, landscape consultants and other technical agencies to ensure integration of architectural and urban design proposals with the overall planning and infrastructure framework.
- (ix) Assist in preparation of design guidelines, urban design standards and development control provisions relating to building form, streetscape, public realm, open spaces and visual character of development areas.
- (x) Prepare design proposals for heritage structures and areas, wherever required, and assist in their conservation, adaptive reuse and integration with proposed development.
- (xi) Undertake site visits and site analysis and assist in assessment of existing buildings, urban form, streetscape, open spaces and other physical characteristics relevant to development proposals.
- (xii) Review architectural and urban design submissions made by consultants, developers and other agencies and provide technical comments and recommendations.
- (xiii) Assist in preparation of project reports, presentations, design briefs, concept notes and technical submissions relating to urban design and architectural aspects of projects.
- (xiv) Coordinate with consultants in implementation of the Master Plan and various Port Land & Township Development projects and assist in ensuring that the approved planning and urban design vision is maintained during implementation.
- (xv) Maintain records of approved designs, drawings, submissions and urban design proposals and ensure proper documentation of the same.

- (xvi) Any other urban design / architectural responsibility assigned by the Advisor (Planning), Chief Manager (Planning) or Port Administration.

Educational Qualification: Bachelor's Degree in Architecture with Post-Graduation in Urban Designing.

Experience: Minimum 4 years of professional experience after post-graduation in Urban Design / Architecture / Urban Development projects, with hands-on experience in urban design, architectural design, preparation of submission drawings for statutory approvals, 3D visualisation / modelling and coordination with consultants and statutory authorities. Experience in large-scale urban development, redevelopment projects or Government / Public Sector projects shall be preferred.

Age limit: The maximum age limit is 35 years. Relaxable in case of deserving candidates.

9. DOCUMENT CONTROLLER

Roles & Responsibilities

- (i) Preparation, typing, formatting, and management of official documents, reports, letters, meeting minutes, and correspondence.
- (ii) Maintaining office records, filing systems, databases, and document registers for ongoing assignments and administrative activities.
- (iii) Handling inward and outward correspondence,
- (iv) Coordinating document submissions, and assisting in preparation of presentations and reports, maintaining office workflow.
- (v) Scheduling and setting up in person or virtual meetings, taking minutes, maintaining office communication records, managing printing and documentation requirements, and assisting project teams in compilation of reports and tender submissions.
- (vi) Ensuring proper organization and timely retrieval of files, records, and project documentation
- (vii) Coordination with project teams, administrative staff, consultants, and government authorities for documentation, correspondence, telephonic, email communications, coordinates with administrative staff, technical teams, consultants, and office personnel for document handling, record management, and routine office support activities. The role also involves assisting senior administrative staff in and documentation systems.

- (viii) Prepare typed reports, official correspondence, meeting minutes, filing records, administrative registers, formatted project documents, data entry records, and compiled documentation for submissions and presentations.
- (ix) Conversant in MS Office, PDF editing tools, email and office communication platforms, document management systems and office administration software with typing proficiency in English.
- (x) Any other related work assigned by MbPA

Educational Qualification:

- i. Graduate in any discipline from a recognized University.
- ii. Must have successfully completed a minimum six-month Diploma/Certificate course in Computer Applications from a recognized institution.
- iii. Proficient in the use of MS Office (Word, Excel, PowerPoint), document management systems, and digital record-keeping.
- iv. Should possess basic knowledge of Artificial Intelligence (AI) tools and applications relevant to office work, including the use of AI for document drafting, data organization, information retrieval, and productivity enhancement.
- v. Good written and verbal communication skills in English. Knowledge of Hindi and Marathi shall be desirable

Age Limit: 30 years

10. CLERK

Roles & Responsibilities

- i. Typing, formatting, and preparation of office documents, letters, reports, and correspondence.
- ii. Maintaining files, records, and registers, assisting in photocopying, scanning, printing, document compilation activities, and supporting administrative operations of the office.
- iii. Data entry, record maintenance, dispatch of documents, and support for day-to-day office coordination activities.
- iv. Assist the Sr Clerk cum Typist in organizing reports, maintaining document archives, preparing routine office documentation, maintaining office workflow.
- v. Conversant in MS Office, meeting and email platforms, PDF tools, and basic office software.
- vi. Typing proficiency in English and regional languages may be required depending on project and office requirements

- vii. Prepare typed documents, formatted reports, filing records, data entry sheets, office correspondence, scanned and compiled documents.
- viii. Any other related work assigned by MbPA

Educational Qualification:

- i. Bachelor's degree in any discipline.
- ii. Must have successfully completed a minimum six-month Diploma/Certificate course in Computer Applications from a recognized institution.

Age Limit: 30 years

ANNEXURE – II

Other Terms and conditions of contractual engagement:

1. **Period of contract:**

The contract for engagement will be for a period of 3 years further extendable to a period of 1 year at the discretion of Mumbai Port Authority. The remuneration shall be increased by 5% every year on satisfactory performance.

2. **Medical facility:**

Medical facility will be provided 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.

3. **Leave entitlement:**

20 days Casual Leave in a year and Public Holidays. 7 days of paid leave per annum, in addition to the 20 days of paid leave, can be levied specifically for attending seminars, conferences, workshops and other relevant professional development programs. 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 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 remuneration per month plus license fee. 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.

MUMBAI PORT AUTHORITY

Application Form

Application for the position of _____ **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. :

 (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

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)