



मुंबई पत्तन प्राधिकरण
MUMBAI PORT AUTHORITY

Advertisement No. TM/ZE/1-1/1549 of 2024-25

Dated : 11 DEC 2024

Mumbai Port Authority invites applications from eligible retired officers of the rank of Deputy Traffic Manager / Sr. Deputy Traffic Manager of Major Port Authorities for engagement of Advisor (Traffic) (one post) **purely on contract basis.**

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

Educational Qualification : Degree from a recognised University

Experience : Applicant should have retired from the post of Deputy Traffic Manager / Sr. Deputy Traffic Manager of Major Port Authority.

Overall experience of more than 20 years in Traffic Department of Major Port Authority. Should possess proven track record in the field.

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 study the feasibility of outsourcing and complete the process of outsourcing of activities such as

- Stevedoring activities- Implementation of ship to shore handling policy- 2016
- Accountal of cargo including recording of Tally/ delivery
- Ship Breaking / Construction / Repairing Activities
- Dock Entry Permit Section
- Training Centre
- Process Reengineering
- Auction Sale

To complete the process of outsourcing by finalizing various stages as below.

- Preparation and planning of outsourcing
- Obtaining approval of Board
- Preparation of Tender Document
- Vendor Selection
- Interaction with the Vendor
- Implementation of outsourcing
- Review of activities and improvement
- To interact with Business Partners once in two months to understand their further requirements and to design MbPA services accordingly.
- Conduct Business Mentoring sessions once in two months to find tools to break out day to day routine procedures.
- Restructuring of Old SOPs according to needs of Business Development, within period of six months, thereafter as per requirement.
- To assemble all Traffic Sections under one roof for better coordination and efficient working.
- To formulate SOPs which are not in place, within a period of six months, thereafter as per requirement.

4. Consolidated Remuneration:

Considering the job profile and nature of expertise prescribed, a consolidated remuneration will be maximum Rs.80,000/- and Transport Allowance will be 20,000/- per month. Applicable/Statutory taxes will be deductible. The remuneration payable excluding the allowances shall not exceed the last pay drawn minus pension.

5. Period of contractual Engagement:

The Advisor (Traffic) 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 I.

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) 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 candidate is subject to 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 Mumbai Port's website only. Hence, candidates are requested to keep in regular watch on Port's website, i.e., www.mumbaiport.gov.in under 'Career > Vacancy> Advertisement' 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) 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.

(xiii) 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.

(xiv) Conflict of interest:

On selection, the Advisor 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 Advisor are not found satisfactory or found in conflict with the interest of the MbPA, his/her services can be terminated forthwith.

The Advisor engaged by MbPA shall in no case take up any other assignment during the period of engagement. Further, the Advisor 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.

(xv) Confidential nature of documents and information:

On selection, Advisors 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. Advisor, 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 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.

(xvi) 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 without notice if the Advisor 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.
- (xiv) The candidates need to quote 2 reference persons related to their field with their contact details.

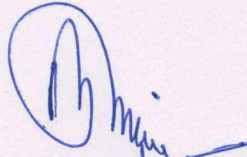
7. How to apply:

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

- (i) Downloading the application format (**Annexure -II**) from website www.mumbaiport.gov.in ('Career/Vacancy/Advertisement' 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. **24.12.2024** by superscribing on the envelope as "**Application for engagement of Advisor (Traffic) on contract basis**".
Traffic Department (Establishment Branch)
2nd floor, Vijaydeep Building,
Shoorji Vallabhdas Marg,
Mumbai – 400 001.
- (iv) Merely submitting Resume/ CVs and Incomplete application will liable to be rejected.

The last date for receipt of applications will be **14 calendar days** from the date of advertisement.

8. MbPA may hold a written examination and / or interview of the shortlisted / eligible candidates for selection of Advisor (Traffic).


TRAFFIC MANAGER
MUMBAI PORT AUTHORITY

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. 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. 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 license 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.

MUMBAI PORT AUTHORITY**Application Form**Application for the position of Advisor (Traffic) **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

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) Please enclose APAR copies of last 5 years. :

(c) 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)