

फोन/Phone: 91-22-6656 5656

मुंबई पोर्ट ट्रस्ट  
MUMBAI PORT TRUST

सामान्य प्रशासन विभाग

पोर्ट भवन, दूसरा माला

शूरजी वल्लभवास मार्ग, बॅलार्ड इस्टेट

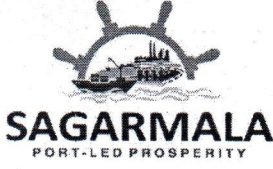
मुंबई - 400 001.

General Administration Department,

Port House, 2<sup>nd</sup> floor,

S.V. Marg, Ballard Estate,

MUMBAI - 400 001.



No.GAD/P/RECT-MM/3017

15<sup>th</sup> August 2021

The Chairmen  
All Major Port Trusts  
(Except Kamrajar Port Ltd)

Sir/Madam,

Sub: Filling up the post of Materials Manager in the pay scale of Rs.80000-220000 (pre-revised Rs.32900-58000) by absorption through composite method in Mumbai Port Trust.

A vacancy will occur in the post of Materials Manager in the pay scale of Rs.80000-220000 (pre-revised 2007 payscale Rs.32900-58000) (1997 payscale Rs.16000-20800) in Mumbai Port Trust w.e.f. 1.11.2021.

2. In terms of MbPT Employees (RS&P) Regulations, 2010, the post is to be filled by absorption through composite method amongst the officers from Major Port Trusts. Copy of the Recruitment Rules for the Materials Manager is at Annexure I.

3. Applications are invited from eligible and willing officers of all Major Port Trusts possessing prescribed qualifications, experience and other criteria/requirements as per the Recruitment Rules.

4. Applications be made through "Online Application Portal (OAP)". Print out of online application should be submitted through proper channel, alongwith copies of all required documents. The crucial date for determining eligibility for the post of Materials Manager will be **1.8.2021**. Applications, alongwith following documents may be forwarded by the concerned Port Trust to the undersigned so as to reach this office on or before **27.9.2021**.

- (i) Certified copies of ACRs/APARs for the last 5 years (2016-17 to 2020-21) (duly attested by an officer not below the rank of Dy. HOD on each of the page).
- (ii) A statement showing year wise availability of ACRs and grading duly signed by the HoD or Secretary. If ACR for a particular year / period is not available, "No Report Certificate" to that effect may be attached alongwith ACRs of the preceding years.
- (iii) Administrative and Vigilance clearance duly filled, signed and stamped by the Head of the Department (copy of proforma enclosed at Annexure II).
- (iv) No objection certificate from the respective port.

- (v) Undertaking of the applicants to the effect that candidature will not be withdrawn, if selected by Services Selection Committee.
- (vi) Attested copies of all certificates as a proof of educational qualification, experience in the respective post and pay scale wise, duly verified by the port while forwarding the application to this Port.
- (vii) If any major or minor penalty has been imposed on the applicant during the last 10 years, the disciplinary case leading to such penalty along with necessary documents may be sent by the forwarding authority along with the application. Vigilance report is to be furnished in the attached format as Annexure III.

5.1 Instructions to the candidates:

Interested eligible candidates are requested to apply online against this circular on the "Online Application Portal (OAP)" of the Ministry of Ports, Shipping and Waterways website <http://onlinevacancy.shipmin.nic.in>. The link will be open from **12.8.2021** to **11.9.2021**. The candidate at first has to register himself in the OAP. After applying through online, the candidate has to take printout of the online application and submit the same alongwith the self-attested photocopies of supporting documents and 2 recent passport size photographs to concerned port. Incomplete applications or applications received late may not be considered.

5.2 In terms of Ministry's letter dated 9.7.2020, the Appointing Authority as well as Disciplinary Authority for all Dy. HoD level posts will be the Central Government, i.e. Secretary (Shipping). In this connection, all Major Ports are directed to carry out amendments in their Service Regulations, viz. Recruitment Rules (RRs), Seniority and Promotion (RS&P), Classification, Control and Appeal and other relevant Regulations (wherever required) as per the laid down procedure. Subsequently, the Ministry, by letter dated 29.12.2020 has conveyed that "till amendments in the Service Regulations, viz. Recruitment Rules (RRs), Seniority and Promotion (RS & P), Classification, Control and Appeal and other relevant Regulations are notified, Dy. HoD level posts in Major Port Trusts may be filled up only by absorption through composite method at Port level. Advertisement for filling up of the posts, DPC etc. may be held at Port level. However, recommendations of the DPCs may be conveyed by Major Port Trusts to this Ministry and obtain approval of the Ministry before issuing appointment orders."

6. Circular alongwith Annexures is also available on our website [www.mumbaiport.gov.in](http://www.mumbaiport.gov.in).

7. As per Ministry's advisory dated 26.9.2019, in case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate will not be considered by the Ministry if his/her application is not received through proper channel by the Port within 15 days of the last date of receipt of applications.

Yours faithfully,

(Smt. S.G. Patwardhan)  
SR. DY. SECRETARY

DA: As above

# ANNEXURE - I

Extract of RR from the Mumbai Port Trust Employees (Recruitment, Seniority and Promotion) Regulations, 2010

Sl. No.	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-Selection	Upper Age limit for direct recruitment (in years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b) educational qualifications (c) experience for direct recruits will apply in the case of promotion/absorption/deputation	Period of Probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation)	In case of promotion/absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
57	Materials Manager	2	Class-I	16000-400-20800	Selection	45	<p><b>Essential :</b></p> <p>(i) Degree or equivalent in Mechanical/ Electrical Engineering from a recognised University/ Institution.</p> <p>(ii) Twelve years experience in Executive Cadre in the field of Materials Management/ Mechanical Engr./ Electrical Engineering in an Industrial/ Commercial/ Govt. Undertaking.</p> <p><b>Desirable:</b></p> <p>(i) Post Graduate Degree/Diploma in Materials Management from a recognised University/Institution</p>	<p>(a) No</p> <p>(b) Yes</p> <p>(c) No</p>	N.A	<p>By absorption through composite method failing which</p> <p>By deputation from other Government Organisations and failing both</p> <p>By direct recruitment</p>	<p>For absorption through composite method. Officers holding analogous posts or Sr. Dv Materials Manager and equivalent posts in Materials Management division in the scale of pay of Rs. 13000-18250 with 3 years regular service in the grade in a Major Port Trust or the post of Superintending Engr. (Mechanical/Electrical) in the scale of pay of Rs. 13000-18250 with 3 years regular service in the grade in a Major Port Trust or Sr. Dv. Materials Manager and equivalent posts in MM Division/ Superintending Engr. (Mechanical/Electrical) with 2 years regular service in the grade and a combined regular service of 7 years in the scales of pay of Rs. 10750-16750 and Rs. 13000-18250 in the respective discipline of Materials Management Division/Mech. &amp; Elect. Engr. Department in a Major Port Trust will be eligible.</p> <p>For deputation. Officers holding analogous posts or officers holding post of Sr. Dv. Materials Manager/Supdt. Engr. (Mech./Elect.) and equivalent posts in Materials Management Division/Mech. &amp; Elect. Engr. Department in the scale of pay of Rs. 13000-18250 with 3 years regular service in the grade Govt./Semi Govt./PSUs/Autonomous Bodies will be eligible</p> <p>The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "very Good"</p>	

ANNEXURE II

Certificate to be given by Head of Department of

Shri/Smt. \_\_\_\_\_

Designation \_\_\_\_\_

1. It is certified that the particulars furnished by the officer are correct.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from Vigilance and Administrative angle.
3. His/Her integrity is certified.
4. It is certified that no major/minor penalties have been imposed on the applicant during the last 10 years. If any, kindly indicate details thereof.
5. Attested copies of ACRs for the last five years (1.4.2016 to 31.3.2021) are enclosed.
6. It is certified that the incumbent meets the requisite eligibility criteria w.r.t. educational qualification and experience as specified in the Annexure I of the circular for absorption through composite method.

SIGNATURE OF THE  
HEAD OF DEPARTMENT WITH SEAL

**FORM FOR VIGILANCE CLEARANCE**

Ref. No.

Date:

**Part A**      **To be filled by the HR Deptt.**

1. Name of the applicant :
2. Deptt. & P.F. A/c No. :
3. Designation & Class :
4. Revised pay scale (Rs.) :
5. Whether Annual Property Return (APR) has been submitted in time (applicable for Class I and II) :      Yes / No
6. Date of submission of APR :
7. Purpose for seeking vigilance clearance :
8. Whether any disciplinary proceedings contemplated/ initiated against the Applicant (also give previous record, if any). :      Yes/ No.
9. If yes, give details/ status thereof :
10. Whether under tenancy of punishment :      Yes/ No.
11. Whether any local police case filed by MbPT/ pending :      Yes/ No.

(Signature of HOD/ HR Deptt.)

---

**Part B**      **To be filled by Vigilance Deptt.**

12. Remarks of Vigilance Deptt. :  
(give complete status and recommendations, if any. Attach separate sheet, if required)
13. Vigilance clearance :      Accorded/ Not Accorded

Date:

(Signature of CVO/ Dy. CVO)