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मुंबई पोर्ट ट्रस्ट
MUMBAI PORT TRUST



सामान्य प्रशासन विभाग
पोर्ट भवन, दूसरा माला
शूरजी वल्लभदास मार्ग, बॅलार्ड इस्टेट
मुंबई - 400 001.

General Administration Department,
Port House, 2nd floor,
S.V. Marg, Ballard Estate,
MUMBAI - 400 001.

No. GAD/P/RECT-Estate Manager/5089

31st December 2021

✓ The Chairmen
All Major Port Trusts
(Except Kamarajar Port Ltd)

Sir/Madam,

Sub: Filling up the post of Estate Manager (to be re-designated as Sr. Dy. Estate Manager) in Mumbai Port Trust by absorption through composite method- Reg.

1. Applications are invited for one post of Estate Manager (to be re-designated as Sr. Dy. Estate Manager) in the pay scale of Rs.80000-220000 (pre-revised Rs. 32900-58000) in Mumbai Port Trust by absorption through composite method, in terms of the Recruitment Rules under the MbPT Employees (RS&P) Regulations, 2010. Copy of the Recruitment Rules is at Annexure I.
2. Applications be made through "Online Application Portal (OAP)" from 6.1.2022 to 7.2.2022. 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 Estate Manager will be 7.2.2022 i.e. the last date of closing of applications. Applications, alongwith following documents may be forwarded by the concerned Port Trust to the undersigned so as to reach this office on or before 22.2.2022.
 - (i) Certified copies of ACRs/APARs for the last 5 years (2015-16 to 2019-20) (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 - (v) Undertaking of the applicants to the effect that candidature will not be withdrawn, if selected by Services Selection Committee.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.

3. Instructions to the candidates :

(a) 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 6.1.2022 to 7.2.2022. 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.

(b) 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.

(c) 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."

(d) As per Ministry's advisory dated 11.8.2021, in respect of filling up the post of Dy. HoD level, 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.

(e) Also, as per the aforesaid instructions dated 11.8.2021, Port official, who withdraws his candidature for the post after selection by the Service Selection Committee, he/she will be liable for debarment from future selection to Dy. HoD level posts in all Major Port Trusts for a period of two years.

4. Circular alongwith annexures is also available on our website www.mumbaiport.gov.in.

5. Earlier circular dated 6.1.2018 is treated as cancelled.

Yours faithfully,

DA: as above


SECRETARY

Annexure I

Sl. No.	Name of the Posts	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
27	Estate Manager	1	Class-I	16000-400-20800	Selection	42	<p>Essential :</p> <p>(i) Degree in Estate Management/Survey/Architecture/Town and Country Planning or Degree in Civil Engineering from a recognised University/ Institute or Corporate Membership of Institution (India/UK) in any of the above professions.</p> <p>(ii) 14 years Executive experience in Estate Management/ Valuation or Land Records in an Industrial/ Commercial Government Undertaking.</p> <p>Desirable :</p> <p>(i) A degree in Law from a recognised university.</p> <p>(ii) A Degree or Diploma in Management or</p>	(a) No (b) Yes (c) No	N.A.	By absorption through composite method failing which by deputation from other Government Organisations & failing both by direct recruitment.	For absorption through composite method, Officers holding analogous posts or Dy. Estate Manager or equivalent posts in the discipline of Estate Div. in the scale of pay of Rs 13000-18250 with 3 years regular service in the grade in Major Port Trust or Dy. Estate Manager or equivalent posts in the discipline of Estate Div. 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 discipline of Estate Div. in a Major Port Trust or Asstt. Estate Manager (Sr.) or equivalent post in the discipline of estate in the scale of pay of Rs. 10750-16750 with 5 years regular service in the grade and a combined regular service of 11 years in the scale of pay of Rs. 10750-16750 & Rs. 9100-15100 in the discipline of Estate in a Major Port Trust will be eligible. For deputation, Officers holding analogous posts or holding post of Dy. Estate Manager or equivalent posts in the discipline of Estate Div. in the scale of pay of Rs. 13000-18250 in Govt./PSUs or Autonomous Bodies with 3 years regular service in the grade will be eligible. The selection is by merit for which the bench mark in overall grading in the ACRs will not be below 'Very Good'.	

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 (1.4.2015 to 31.3.2020) 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)