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मुंबई पत्तन प्राधिकरण  
MUMBAI PORT AUTHORITY

सामान्य प्रशासन विभाग

पोर्ट भवन, दूसरा माला

शुर्जी वल्लभदास मार्ग, बेलाई 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-Dy.Secy/3891

27<sup>th</sup> September, 2022

### Recruitment Notice

The Chairperson  
All Major Port Authorities

Sir/Madam,

Sub: Filling up the post of Dy. Secretary in the Pay Scale of Rs. 60000-180000 (pre revised Rs. 24900-50500) in Mumbai Port Authority by absorption/deputation method.

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1. One post of Dy. Secretary in the pay scale of Rs. 60000-180000 (pre revised Rs. 24900-50500) will fall vacant w.e.f. 1.10.2022 in Mumbai Port Authority. It is decided to fill up the same by **absorption/deputation method** amongst officers of Major Port Authorities. Copy of the Recruitment Rules for the post is at 'Annexure I'.
2. Accordingly, applications are invited from eligible and willing officers of all Major Port possessing prescribed qualifications, experience and other criteria/requirements as per the Recruitment Rules. The deputation period will be of 3 years.
3. The application should be submitted in the enclosed prescribed format (Annexure II) through proper channel. The crucial date for determining the eligibility based on the qualification, experience and age shall be **1.10.2022**.
4. Applications received from **eligible officers** shall be forwarded by the concerned Port to the **Secretary, Mumbai Port Authority, General Administration Department, 2<sup>nd</sup> Floor Port Bhavan, S. V. Marg, Ballard Estate, Mumbai - 400001** along-with the following relevant documents:
  - (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/APARs and grading duly signed by the HoD or Secretary. If ACR /APAR for a particular year/period is not available, "No Report Certificate" to that effect may be attached along with ACRs/APARs 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 III).
- (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 IV.
- (viii) Two recent passport size Photographs (to be inserted/tagged in a transparent envelope).

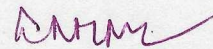
The following important aspects may also be noted while forwarding the application:

- a) The applications should be sent through proper channel only. The concerned Port should ensure that the applications submitted through proper channel should reach the Secretary, MbPA on or before the due date.
- b) Incomplete or unsigned applications, applications received without relevant documentary proof or received after the due date will be rejected without any communication. No action will be taken on advance copy of application submitted by the candidates.
- c) The Management reserves the rights to cancel or make any changes/alteration in the recruitment process, if need arises, without further notice and without assigning any reason thereof.

The Last date for receiving the application at MbPA is 31.10.2022.

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

Yours faithfully,



SECRETARY  
MUMBAI PORT AUTHORITY

D.A. : As above.



## Annexure-I

1	2	3	4	5	6	7	8	9	10	11	12
4	Deputy Secretary/ Personnel Officer	4	Class-I	13000-350-18250	Selection	40	<p><b>Essential :-</b></p> <p>(i) A degree from a recognised university</p> <p>(ii) Nine years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/ Commercial/Govt. Undertaking.</p> <p><b>Desirable :-</b></p> <p>Post Graduate degree/diploma in Personnel Management/ Industrial Relations/ Social work/Labour Welfare or allied subject or degree in Law from a recognised University/ Institution.</p>	(a) No (b) Yes (c) No	2	<p><b>By promotion</b> failing which</p> <p><b>By absorption</b> deputation failing both</p> <p><b>By direct recruitment</b></p>	<p>Promotion from Sr. Assistant Secretary in the scale of pay of Rs.10750-16750 with 4 years' regular service in the grade failing which Sr. Assistant Secretary in the scale of pay of Rs.10750-16750 with 2 years' regular service in the grade and a combined regular service of 9 years in the scales of pay of Rs.10750-16750 and Rs.9100-15100 in the respective discipline of General Admin. Deptt.</p> <p><b>Absorption/deputation</b> will be of Officers holding analogous posts or post of Sr. Assistant Secretary in the scale of pay Rs.10750-16750 with 4 years regular service in a Major Port Trust.</p>



APPLICATION FORM

Photograph  
(3.5 cm x 3.5  
cm)

Application for the post of Dy. Secretary on absorption/Deputation basis.

1. Full Name (in block letters) :
2. (a) Address for communication :  
(b) Telephone No./Mobile No. :  
(c) Fax/E-mail address :
3. Date of birth :
4. Date of retirement :
5. (A) Category to which belongs (caste certificate to be enclosed in case of SC/ST/OBC) :  SC  ST  OBC  GEN  
(B) In case belongs to Reserved category, whether Caste Validity/Verification Certificate is Obtained :  Yes  No (If yes, attach copy)
6. Present post with scale of pay :
7. Date of continuous appointment in the present post :
8. Date of first appointment in the present post :
9. Educational and other qualifications (graduation certificate and certificate for higher professional qualification to be enclosed) :

Examination	University	Year of passing	Class and percentage obtained	Special subjects



10. Details of fulfilling qualifying service: (only regular service is to be counted)

	Period		
	on Regular basis	on Officiating basis	Against Temporary post
Rs.60000-180000 (pre-revised Rs.24900-50500)			
Rs.50000-160000 (pre-revised Rs.20600-46500/ Rs.10750-16750)			

Note: (1) All columns must be clearly filled in.  
 (2) Payscale granted as Financial upgradation under Modified Assured Career Progression Scheme (MACP) should not be indicated as it is not a regular service in the grade.

11. Details of employment/  
 experience in chronological order :

Name of the organisation	Posts held	Scale of pay	From	To	Nature of duties.

12. Languages known :

13. Any achievements in the :  
 posts so far held (give brief note)

14. Any other information that applicant:  
 may like to mention (give brief note)

In the event of my selection to the above post, I will not withdraw and undertake to accept the posting.

Place:

Date:

(Signature of the Applicant)

- Note:**
1. Applicant may enclose self-attested copies of certificates in support of the educational and other qualifications.
  2. Applicant may enclose copies of documents in support of employment in organizations other than in major port trusts.



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 deputation/absorption 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/Port/pending : Yes/ No
12. Whether any compliant with vigilance angle pending against the officer as on date (if yes, details to be furnished) : Yes/No

(Signature of HOD/HR Deptt.)

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

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

Date:

(Signature of CVO/Dy. CVO)