



MUMBAI PORT AUTHORITY

Advertisement No. 01/2024

Dated :3.7.2024

Mumbai Port Authority invites applications from eligible Indian Nationals for following positions purely on contract basis :

Sr. No.	Position	No. of posts	Consolidated remuneration per month (Rs.)
1.	Senior Advisor (Planning)	1	Rs. 2,00,000 + Conveyance Allowance of Rs.50,000 per month.
2.	Advisor (Planning)	1	Rs.1,50,000 + Conveyance Allowance of Rs. 30,000 per month.

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

2. **Eligibility criteria:**

- (i) Educational qualifications:
 - (ii) Experience:
 - (iii) Age Limit:
- } Please refer to **Annexure-II**.
- (iv) The crucial date for determining eligibility criteria viz., educational qualification, experience, age etc. shall be as on 1.7.2024.
 - (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 position.
 - (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 at Annexure II 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. Period of contractual engagement:

The Senior Advisor (Planning) and Advisor (Planning) will be engaged **purely on contractual basis** for a period of 1 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.

4. Method of selection:

Depending upon the response, the Administration reserves the right to restrict the number of candidates to be called for written examination and/or interview.

5. The other terms and conditions of the contract are given at Annexure III.

6. 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 candidates is subject to their 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 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/ Advertisements' 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) 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(s) in the prescribed format (**Application form**) by:

- (i) Downloading the application format from website www.mumbaiport.gov.in ('Career/Vacancy/Advertisements' 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. **9.8.2024** by superscribing on the envelope as "**Application for engagement of Senior Advisor (Planning) / Advisor (Planning) on contract basis**".
The Manager (HR), Mumbai Port Authority,
General Administration Department,
Port House, 2nd Floor, Shoorji Vallabhdas Marg,
Ballard Estate, Mumbai – 400001.
- (iv) Merely submitting Resume/ CVs and incomplete application will liable to be rejected.

The last date for receipt of applications will be **9.8.2024**.

SECRETARY
MUMBAI PORT AUTHORITY

**Roles and responsibilities for Senior Advisor (Planning)
and Advisor (Planning) on contractual basis**

(A) Senior Advisor (Planning) :

- (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

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 be developed in near phases and suggest suitable land parcels for the same.
 - (b) Process the modification 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.
- (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.

(B) Advisor (Planning):

- (i) Assist Sr. Advisor (Planning) for preparing all the policies and regulations related with the Urban Planning of the area and to identify the projects for implementation; present the

proposals to higher authorities, co-ordinate with other sections, organisations to achieve the target.

- (ii) Preparation of Urban renewal schemes, Redevelopment schemes, Slum Rehabilitation schemes.
- (iii) Assist Sr. Advisor (Planning) in identification of Land for marketing, working out its potentials and help in marketing the plot.
- (iv) Prepare GIS Layer and analyse the data.
- (v) Finalise the detailing of the project and examine the site feasibility.
- (vi) work out the detailed land use calculations and prepare draft project reports.
- (vii) Process the Development Permission cases.
- (viii) Scrutinize the proposal received from external agencies and put up to Senior Advisor (Planning)
- (ix) Any other task that may be assigned by the Port Administration related to above.

Annexure-II

Details of the qualifications, experience, age limit and consolidated remuneration for respective positions

Sl. No.	Position	Educational/Professional Qualification/Experience	Age Limit	Consolidated remuneration per month
1.	Senior Advisor (Planning)	<p>(i) A degree in Architecture from recognised University with a Post Graduate degree in Town/Urban/City Planning.</p> <p>(ii) A member of Council of Architecture & Indian Institute of Town Planners, India and/or member of any such recognised Associations in the field of Architecture.</p> <p>(iii) 25 years' experience in Town/Urban/City Design & Planning, especially in the large Govt. Organisation/ Public Sector Undertaking/ Public Authorities.</p> <p>(iv) Worked in Senior Management & Leadership position for at least 15 years in the area of Town/Urban/City Planning, Project Management and Implementation.</p> <p>(v) Proven track record in the above field.</p>	Upto 70 years. Relaxable in deserving cases.	Consolidated remuneration will be Rs.2,00,000/- per month. In addition, a hired vehicle will be provided to travel or reimbursement thereof @ Rs.50,000/- per month in case of use of his/her own vehicle for duty purpose as the case may be. Applicable/Statutory taxes will be deductible.
2.	Advisor (Planning)	<p>(i) A degree in Architecture from recognised University with a Post Graduate degree in Town/Urban/City Planning.</p> <p>(ii) A member of Council of Architecture & Indian Institute of Town Planners, India and/or member of any such recognised Associations in the field of Architecture.</p> <p>(iii) 20 years' experience in Town/Urban/City Design & Planning, especially in the large Govt. Organisation/ Public Sector Undertaking/ Public Authorities.</p> <p>(iv) Worked in Senior Management & Leadership position for at least 10 years in the area of Town/Urban/City Planning, Project Management and Implementation.</p> <p>(v) Proven track record in the above field.</p>	Between 45 to 65 years. Relaxable in deserving cases.	Consolidated remuneration will be Rs.1,50,000/- per month. In addition, a hired vehicle will be provided to travel or reimbursement thereof @ Rs.30,000/- per month in case of use of his/her own vehicle for duty purpose as the case may be. Applicable/Statutory taxes will be deductible.

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:**

Emergency medical treatment will be provided in case of accident while on duty at MbPA hospital/ dispensary. No other medical facilities would be available to the contractual personnel and his family.

3. **Leave entitlement:**

12 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.

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 personnel may have to work beyond the normal duty hours for which there will not any other compensation, monetary or otherwise.

Normally contract personnel 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 shall be offered in the MbPA quarters subject to availability. If availed, rent would be deducted as per prevailing rules from time to time. In addition, electricity & water charges are to be paid on 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 _____ **on Contract basis.**

Affix pass-port
size Photograph

1. Name (In block letters) :
2. Gender :
3. Address for communication :
4. Permanent address :
5. Landline No. : _____
Mobile No. : _____
E-mail id : _____
6. Date of Birth & Age :

 (dd/mm/yy)
(self-attested proof to be enclosed) (in years)
7. Nationality :
8. Whether belongs to SC/ST/OBC :
9. Marital status (Married/Unmarried) :
10. Name of Father/Spouse :
11. 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

12. (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 :

13. Please mention details of outstanding achievement, if any, which was recognized by higher authority (enclose necessary documents) :

14. Any other information desired to be submitted by the applicant

15. Contact details of two references (email & mobile number) :

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)