



MUMBAI PORT AUTHORITY

Advertisement No. 05/2025

Dated : 21.8.2025

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.	Chief Manager (Business Development)	1	Rs.2,00,000/-
2.	Senior Manager (Business Development)	1	Rs.1,60,000/-
3.	Manager (Business Development)	2	Rs.1,20,000/-
4.	Chief Manager (Environment)	1	Rs.2,00,000/-
5.	Manager (Environment)	2	Rs.1,20,000/-
6.	Chief Manager (ICT)	1	Rs.2,00,000/-
7.	Senior Manager (ICT)	1	Rs.1,60,000/-
8.	Manager (ICT)	2	Rs.1,20,000/-
9.	Chief Manager (Legal)	1	Rs.2,00,000/-
10.	Senior Manager (Legal)	1	Rs.1,60,000/-
11.	Manager (Legal)	2	Rs.1,20,000/-

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

2. **Eligibility criteria:**

- | | |
|---------------------------------|--|
| (i) Educational qualifications: | } Please refer to Annexure-II . |
| (ii) Experience: | |
| (iii) Age Limit: | |
| (iv) Consolidated remuneration | |

Note:

- The crucial date for determining eligibility criteria viz., educational qualification, experience, age etc. shall be as on **1.8.2025**.
- The experience of the candidates after acquiring the essential qualifications shall only be reckoned.
- Only eligible applicants who fulfill the criteria of essential qualification, experience, age, etc. shall apply.

- 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.
- 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. Period of contractual engagement:

The above engagements will be purely on contractual basis for a period of 3 years extendable by 2 years at the discretion of Mumbai Port Authority. This is only a contractual assignment and MbPA will not provide for regularization or permanency etc.

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

5. 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) No retired officers or deputationists will be engaged for the above positions. Further, in case eligible internal Port officers desire to offer themselves for above positions, on their selection, their engagement shall also be on contractual basis and they will have to resign from Port service. 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 (People & Career/ Jobs/ 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) Conflict of interest:

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

The contractual personnel engaged by MbPA shall in no case take up any other assignment during the period of engagement. Further, the contractual personnel 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, the contractual personnel 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 unauthorized persons(s) in the Department. The contractual personnel 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 contractual personnel 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) The contractual personnel may terminate the engagement of service with the Port, without any cause, by giving not less than **three 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, if the contractual personnel 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.
- (g) 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.

(xvii) The candidates need to quote 2 reference persons related to their field with their contact details.

6. How to apply:

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

- (i) Downloading the application format **(Annexure-IV)** from website www.mumbaiport.gov.in (People & Career/ Jobs/ 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. **23.9.2025** by superscribing on the envelope as **“Application for engagement of _____ 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 **23.9.2025**.

MANAGER (HR)
MUMBAI PORT AUTHORITY

**Roles and responsibilities for respective positions
on contractual basis**

(A) Chief Manager (Business Development):

- He will provide Strategic Vision and Plan in the implementation of various Business development and Trade promotions initiatives of the Port.
- Responsible for managing a team, establishing goals and objectives, managing performances & deliverables and developing & mentoring staff.
- Responsible for promotion and optimal utilization of the Port properties, facilities and services with existing and potential customers and maximizing the economic benefit to the community and region resulting from the activities of the Port.
- Also will focus on any strategic tie ups/ long term relationships with customers, Port authorities of similar such entities to foster growth and efficient Port operations.

(B) Senior Manager (Business Development):

- Will focus on any strategic tie ups/ long term relationships with customers, Port authorities of similar such entities to foster growth and efficient Port operations.
- Will plan, organize and implement direct sales activities with shippers to maximize business development opportunities and attract new cargo and passengers to Port.
- Identify, prioritize and participate in key industry trade events, conferences and seminars to support and attraction of business and investment to the Port.

(C) Manager (Business Development):

- Develop and maintain an effective promotional program that fosters positive working relationships with current customers and attract new business to the Port.
- Research, plan and execute marketing strategies in support of the achievement of the Port's cooperative objectives.

(D) Chief Manager (Environment):

- He will provide Strategic vision and plan in the implementation of various initiatives in compliance with domestic environment laws and IMO conventions.
- Responsible for managing a team, establishing goals and objectives, managing performance and deliverables and developing and mentoring staff.
- Responsible for improving the Port's environment compliance including implementation and management of various environmental and safety plans, environmental project permitting, sustainability and environmental policy development and implementation.
- Incumbent will also assist in the Management of Port's storm water, waste water and air emission permit compliance.

(E) Manager (Environment):

- Develop, implement and manage long term port environmental programs such as the Green Marine program, sustainability plan, air strategies, tenant environment plan and tenant lease management.
- Represent the Port in local, state and federal agency meetings.
- Assist in the development and updating of the Port's comprehensive scheme of Harbour improvements and strategic plan.
- Monitor and conduct regular mock drills to train the employees at different levels of safety.

(F) Chief Manager (ICT):

- To provide strategic vision, IT inputs in the analysis, planning and implementation for automation and Port activities. It includes Technology preference, Implementation modes, Process integration and Systematic Maintenance.
- Will lead a support team with varied IT expertise that manages the IT installations of the Port. IT assets under management include Terminal Operating System, Access Control along with Smart Gate, ERP, MIS including dashboard etc.
- Responsible for managing a team, establishing goals & objectives, managing performance & deliverables and developing and mentoring staff.
- Shall recommend and plan information and communication technology operating solutions and process re-engineering efforts to support and meet corporate objectives based on research and evaluation and industry standards.

(G) Senior Manager (ICT):

- Will be responsible but not limited to defining the need, identifying the vendors, sourcing etc., and facilitate implementation, primary support, maintenance, training of users, testing the release management.
- Actively participate in Industry and other Professional Networks to ensure awareness of industry standards, trends and best practices in order to strengthen organisational and technical knowledge.
- Controlling and evaluating IT and electronic data operations.

(H) Manager (ICT):

- Maintain essential IT infrastructure, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software and hardware.
- Maintain an understanding of Terminal Operating Systems, processes and re-engineering efforts and provide recommendations for internal efforts that meet corporate objectives.
- Responsible for determining how changing business needs will affect the applications ecosystem.

- Ensure management of version control, patch planning, new feature review, interaction with vendor project managers and key account managers etc.

(I) Chief Manager (Legal):

- Responsible for the court cases and advise the management in handling right perspective to take appropriate decision in pursuing the cases.
- Responsible for managing a team, establishing goals and objectives, managing performance and deliverables and developing and mentoring staff.
- Will advise and act on legal risk, policy development, litigation management, regulatory competence, contract negotiation etc.

(J) Senior Manager (Legal):

- He will provide strategic vision and plan in the implementation of various initiatives of the Port for better image building.
- Responsible for managing a team, establishing goals and objectives, managing performance and deliverables and developing and mentoring staff.
- Will advise and act on review and provide legal advise on tender documents.
- Liaise with relevant department to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- Provide legal protection and risk management advise to management especially on contract management.
- Also take care of policy development, litigation management, regulatory compliance, contract negotiation etc.

(K) Manager (Legal):

- Liaise with relevant department to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- Continuously monitor compliance with statutory obligations and advise management accordingly.
- Review progress of outstanding litigation and liaise with the external lawyers etc.

Annexure-II

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

Sl. No.	Position	Educational Qualification	Experience	Upper age limit	Consolidated remuneration per month (Rs.)
1.	Chief Manager (Business Development)	<p>Any recognised Degree with Post Graduate Degree/ MBA/ equivalent qualification from a recognised National / International University.</p> <p>Desirable: Professional qualifications from Institute of Chartered Ship Brokers or Institute of Chartered Logistics and Transport (Member, Fellow or Associate of the Institute obtained after passing prescribed examinations. Not Honorary Membership).</p>	<p>10 years work experience in the area of Business development and Trade Promotions in a service sector/public sector/ private sector entity.</p> <p>Desirable: Experience in Port/ Shipping Sector.</p>	55 years	Rs.2,00,000/-
2.	Senior Manager (Business Development)	<p>Any recognised Degree with Post Graduate Degree/ MBA/ equivalent qualification from a recognised National / International University.</p> <p>Desirable: Professional qualifications from Institute of Chartered Ship Brokers or Institute of Chartered Logistics and Transport (Member, Fellow or Associate of the Institute obtained after passing prescribed examinations. Not Honorary Membership).</p>	<p>7 years work experience in the area of Business development and Trade Promotions in a service sector/public sector/ private sector entity.</p> <p>Desirable: Experience in Port/ Shipping Sector.</p>	45 years	Rs.1,60,000/-

3.	Manager (Business Development)	<p>Any recognised Degree with Post Graduate Degree/ MBA/ equivalent qualification from a recognised National / International University.</p> <p>Desirable: Professional qualifications from Institute of Chartered Ship Brokers or Institute of Chartered Logistics and Transport (Member, Fellow or Associate of the Institute obtained after passing prescribed examinations. Not Honorary Membership).</p>	<p>5 years work experience in the area of Business development and Trade Promotions in a service sector/public sector/ private sector entity.</p> <p>Desirable: Experience in Port/ Shipping Sector.</p>	40 years	Rs.1,20,000/-
4.	Chief Manager (Environment)	<p>A post graduate degree in Environmental Science / Environmental Engineering or Environmental law from a recognized National / International University.</p> <p>Desirable : Post Graduate Diploma in Safety Engineering / Industrial Health.</p>	<p>10 years work experience in Environmental Assessment/ Regulations.</p> <p>Desirable : Experience in Port / Shipping Sector / Infrastructure / Heavy Engineering.</p> <p>Must have broad knowledge in training and direct experience in interpreting and navigating environmental regulations and issues encompassing local, state and federal regulatory requirement and permit processes.</p>	55 years	Rs.2,00,000/-
5.	Manager (Environment)	<p>A post graduate degree in Environmental Science / Environmental Engineering from a recognized National / International University.</p> <p>Desirable : Post Graduate Diploma in Safety Engineering / Industrial Health.</p>	<p>5 years work experience in Environmental Assessment/ Regulations.</p> <p>Desirable : Experience in Port / Shipping Sector / Infrastructure / Heavy Engineering.</p> <p>Must have broad knowledge in training and direct experience in interpreting and navigating environmental</p>	40 years	Rs.1,20,000/-

			regulations and issues encompassing local, state and federal regulatory requirement and permit processes.		
6.	Chief Manager (ICT)	<p>First Class Graduate in B.E/ B. Tech. in Computer Science & Engineering/ Information Technology/ specialisation in relevant field of IT from a recognised University / Institution.</p> <p>Desirable: Post Graduate degree in Computer Science & Engineering/ Information Technology from a recognised University/ Institution.</p>	<p>12 years' experience in Executive cadre in Programming/ Electronic Data Processing/ Network/ System Design & Analysis/ relevant fields of Information Technology in any Industrial/ Commercial organization.</p> <p>Desirable: Experience in Port/ Shipping Sector.</p>	55 years	Rs.2,00,000/-
7.	Senior Manager (ICT)	<p>First Class Graduate in B.E/ B. Tech. in Computer Science & Engineering/ Information Technology/ specialisation in relevant field of IT from a recognised University / Institution.</p> <p>Desirable: Post Graduate degree in Computer Science & Engineering/ Information Technology from a recognised University/ Institution.</p>	<p>9 years' experience in Executive cadre in Programming/ Electronic Data Processing/ Network/ System Design & Analysis/ relevant fields of Information Technology in any Industrial/ Commercial organization.</p> <p>Desirable: Experience in Port/ Shipping Sector.</p>	45 years	Rs.1,60,000/-
8.	Manager (ICT)	<p>First Class Graduate in B.E/ B. Tech. in Computer Science & Engineering/ Information Technology/ specialisation in relevant field of IT from a recognised University / Institution.</p> <p>Desirable: Post Graduate degree in Computer Science & Engineering/ Information Technology from a recognised University/ Institution.</p>	<p>5 years' experience in Executive cadre in Programming/ Electronic Data Processing/ Network/ System Design & Analysis/ relevant fields of Information Technology in any Industrial/ Commercial organization.</p> <p>Desirable: Experience in Port/ Shipping Sector.</p>	40 years	Rs.1,20,000/-

9.	Chief Manager (Legal)	<p>Degree in Law from a recognized National/ International University.</p> <p>Desirable: Master's degree in Corporate/ Maritime Law from a recognized National/ International University.</p>	<p>15 years work experience in Legal wing of Corporates. Proven track record in contract negotiation and drafting.</p> <p>Desirable: Experience in Port/ Shipping Sector. Practicing experience as an Advocate.</p>	55 years	Rs.2,00,000/-
10.	Senior Manager (Legal)	<p>Degree in Law from a recognized National/ International University.</p> <p>Desirable: Master's degree in Corporate/ Maritime Law from a recognized National/ International University.</p>	<p>10 years work experience in Legal wing of Corporates. Proven track record in contract negotiation and drafting.</p> <p>Desirable: Experience in Port/ Shipping Sector. Practicing experience as an Advocate.</p>	45 years	Rs.1,60,000/-
11.	Manager (Legal)	<p>Degree in Law from a recognized National/ International University.</p> <p>Desirable: Master's degree in Corporate/ Maritime Law from a recognized National/ International University.</p>	<p>5 years work experience in Legal wing of Corporates.</p> <p>Desirable: Experience in Port/ Shipping Sector. Practicing experience as an Advocate.</p>	40 years	Rs.1,20,000/-

Other Terms and conditions of contractual engagement:

1. **Period of contract:**

The contract for engagement will be for a period of 3 years, extendable by 2 years 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 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 licence fee. In addition, electricity & water charges would be recovered on actual consumption basis.

6. **TA/D:**

On official tour outside the headquarter, the entitlement to TA/DA will be as per Ministry's guidelines vide letter dated 17.1.2025.

7. The contractual personnel shall not claim any right/ title/ interest at par with the regular employees of the Port on similar or any other post doing similar work or otherwise.

8. 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.

9. Any other terms and conditions of contractual engagement at MbPA will be applicable.

MUMBAI PORT AUTHORITY**Application Form**Application for the position of _____ **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) 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)