

MUMBAI PORT AUTHORITY

GENERAL ADMINISTRATION DEPARTMENT

Advertisement No. DR-10

Date: 26th September 2025

Mumbai Port Authority invites applications from candidates for Class III posts (05 Nos) of **Hindi Translator Gr. II by direct recruitment on regular basis**. Candidates fulfilling the prescribed qualifications and experience given below may apply.

<u>Post</u> <u>Payscale</u>	<u>No. of</u> <u>posts</u>	<u>Educational Qualifications</u>	<u>Age as on</u> <u>01.09.2025</u>
Hindi Translator Gr.-II 41800 - 117600 (Pre revised Rs.29600- 81100)	05 (03 UR 01 ST 01 OBC)	(i) Degree of a recognised University with Hindi and English as elective subject. (ii) 2 years' experience in translation work from English to Hindi and vice-versa.	Not over 30 years. Relaxation in upper limit applicable as mentioned in Table below.

Abbreviations stand for: UR: Un-reserved; SC: Scheduled Caste; ST: Scheduled Tribe; OBC: Other Backward Classes.

I. The crucial date for determining eligibility is 01.09.2025 i.e the candidate must possess valid Mark-sheet/ Degree/ Diploma/ Certificate of the necessary qualifications and Experience as on 01/09/2025.

II. Candidates applying for the post should be registered with local Employment Exchange [in terms of Regulation 10(1) of the Mumbai Port Trust Employees' (Recruitment, Seniority and Promotion) Regulations, 2010]. The candidates registered with the local Employment Exchange in Maharashtra have to mention their registration number in the field provided for the same in the Application Form.

III. Suitable benchmark disabilities identified for the post of Hindi Translator Gr. II are as under:

- (a) LV
- (b) D, HH
- (c) OA, OL, BL, OAL, CP, LC, Dw, AAV, MDy
- (d) ASD, SLD, MI
- (e) MD involving (a) to (d) above.

The candidates belonging to Persons with Benchmark Disabilities as mentioned above can only apply for the post. Candidates with no other disabilities can apply for the post of Hindi Translator Gr.-II.

Abbreviations stand for: LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack

Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities.

IV. Relaxation in upper age limit shall be as follows:

Sl. No.	Category	Age Relaxation
1	Scheduled Tribe	5 years
2	Other Backward Classes (Non creamy layer)	3 years
3	*Persons With Benchmark Disability as defined under “The Rights of Persons with Disabilities Act, 2016”	10 years
4	Ex-serviceman i.e. Ex-employee of India’s Defence Forces, and who has put in not less than 6 months continuous service in the Defence Forces	Upto the extent of service rendered by him in the Defence Forces.
5.	Existing Employees of the Board of any Major Port Authority	Upto 55 years of age

*Age relaxation for Persons with Benchmark Disabilities (PwBD) is applicable for the identified categories as mentioned above.

- i. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) alongwith application and produce the original certificate(s) for verification at the time of scrutiny/verification of documents and /or at the time of any stage of recruitment process as may be required by MbPA.
- ii. If any SC, ST or OBC category candidate applies for a post under UR, then he/she is not eligible for relaxation in age.

V. Nationality

A candidate applying for recruitment in the Mumbai Port Authority must be either- (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or (e) a person of Indian origin who has migrated from Pakistan, Burma (Myanmar), Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to category (a) shall produce proof of his nationality viz. Nationality Certificate or a valid Indian Passport.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

VI. Guidelines for Persons with Benchmark Disabilities using a Scribe

A. Candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the examination, subject to limits as in clauses ‘B’ & ‘C’ below. In all such cases where a scribe is used, the following rules will apply:

- a. The candidate will have to arrange his/ her own scribe at his/her own cost.
- b. The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the application form (Pt. No 11 of the application form). Any subsequent request may not be favourably entertained.
- c. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- d. The scribe may be from any academic stream. However, for Specialists' posts the scribe should be from an academic stream different from that prescribed for the post.
- e. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- f. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- g. Scribe should not answer on his/her own. Any such behavior observed, will result in cancellation of candidature.
- h. Only candidates who have requested and are eligible for compensatory time, will be allowed such concessions at the time of examination.
- i. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled.

B.Guidelines for candidates with Locomotor disability & Cerebral Palsy

An extra time of twenty minutes per hour shall be permitted for the candidates with Locomotor disability and Cerebral Palsy, where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

C.Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised.

D. Guidelines for persons with specified disabilities having less than 40 % disability and having difficulty in writing (Should be mentioned in pt no 12 of the application form):

The facility of scribe and/or compensatory time of not less than 20 minutes per hour of the examination shall be granted solely to those who are eligible for getting scribe and/or having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that

scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at Appendix I to Annexure.

The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at Appendix II to Annexure.

In case the duration of the examination is less than an hour, then the duration of the compensatory time shall be allowed on pro-rata basis.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

VII. EMOLUMENTS & BENEFITS: Basic pay of Rs.41800/- in the scale of Rs.41800-117600 and other admissible allowances as applicable. Total emoluments will be approximately Rs.48000/- per month, plus HRA as admissible (if not residing in Mumbai Port Authority quarters).

VIII. Structure of examination will be as under:

Sl. No	Name of Tests	Maximum Marks	Number of questions	Medium of Examination	Duration
1	Translation (2 passages) (English to Hindi)	20+20	2	English/ Hindi as applicable	3 hrs.
2	Translation (Hindi to English)	20	1		
3	Essay writing (Hindi)	10	1		
4	Precis writing in Hindi from English Paragraph	10	1		
5	Grammar (English and Hindi)	10 (5+5)	1 (5+5 sub questions)		
6	Letter writing (Hindi)	10	1		
	Total	100			

Note: Mumbai Port Authority reserves the right to modify the structure of the examination.

Cut off score : On Total Score. – Minimum 35 % overall

Note 1: Mumbai Port Authority reserves the right to alter the minimum score required in each section/test for being considered for shortlisting, if required.

Note 2: Mumbai Port Authority reserves the right to restrict the number of

candidates for shortlisting as applicable.

IX. Selection Procedure:

The selection will be made on the basis of overall performance in Examination only.

The selection of shortlisted candidates for the post will be subject to verification of required documents as indicated in this advertisement, in original. Non submission of requisite documents by the candidate during this process will disqualify his candidature from further participation in the recruitment process. Further, in case it is found during verification that requisite documents do not meet the prescribed criteria, his candidature will not be considered any further in the recruitment process.

MbPA reserves the right to modify the selection procedure if deemed fit.

Examination Centre: The examination will be conducted in venue in Mumbai. The Centre will be intimated at the time of examination.

No request for change of post/centre/venue/date/session for Examination shall be entertained.

Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Mumbai Port Authority will not be responsible for any injury or losses etc. of any nature.

X. Verification of documents:

a. Candidates who have been shortlisted in the written examination will subsequently be called for verification of documents.

Please note that any request regarding change in date/venue/time etc. of verification of documents will not be entertained.

However, Mumbai Port Authority reserves the right to hold supplementary process on particular date/venue/time etc. at its discretion, under unforeseen circumstances, if any.

b. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF VERIFICATION OF DOCUMENTS:

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of verification of documents failing which the candidate may not be permitted to participate in recruitment process. Non submission of requisite documents by the candidate at the time of verification process will debar his candidature from further participation in the recruitment process.

- (i) Call Letter for Verification of documents.
- (ii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with D.O.B.)
- (iii) Photo Identify Proof (Aadhar card/Pan card/Voter ID/ Passport)
- (iv) Mark-sheets & certificates of educational qualifications and relevant eligibility documents as submitted alongwith application.

(v) Caste Certificate, along with caste validity certificate, issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates. Prescribed formats are attached herewith.

In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil posts & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the last date of receipt of application. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the application form.

(vi) Special instructions for SC/ST/OBC:

The Caste/Tribe/Community certificate issued by the following Authorities in the prescribed form for SCs/STs and for OBCs will only be accepted as proof in support of a candidate's claim as belonging to the SC/ST/OBC categories:

- (1) District Magistrate / Additional District Magistrate /Collector/Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).
- (2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (3) Revenue Officer not below the rank of Tehsildar.
- (4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

Note: Caste validity certificate in original, from the appropriate authorities of the state/union territory from which the caste certificate was issued along with self-attested Photostat copy is to be submitted at the time of Document Verification.

Please refer to Annexure for the prescribed formats of (SC, ST, OBC) certificates to be submitted at the time of verification etc.

(vii) Disability Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of Persons with Benchmark Disability (PwBD) category candidates. Prescribed formats are attached herewith.

(viii) Candidates serving in Government / Quasi Govt. Offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of document verification process, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

- (ix) Experience certificates, as applicable.
- (x) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. of India
- (xi) Any other relevant documents in support of eligibility.

Note: The eligibility criteria specified herein are the basic criteria for applying for the post. At the time of document verification the Candidates must necessarily produce the relevant documents in original and a self-attested photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications etc. as indicated in the application form. Please note that no change of application data will be permitted at any stage after receipt of application form in this office.

XI. HOW TO APPLY:

- (i) Applications may be submitted in the PRESCRIBED FORMAT attached herewith.
- (ii) Applications complete in all respects along with documents specified may be forwarded in envelope superscribing “Application for the post of “Hindi Translator Gr. II” and addressed to the Dy. Secretary, HR Section, General Administration Department, Port House, 2nd Floor, Shoorji Vallabhdas Marg, Ballard Estate, Mumbai-400001, who can also be contacted on telephone No. 022-66564009 for any details/clarifications. Applications should reach not later than 17.11.2025.
- (iii) The application should be accompanied by the following:
 - (a) Self-attested copies of certificates in support of age, educational qualifications and experience.
 - (b) Self-attested copy of Caste Certificate (in case of SC/ST/OBC candidates) and Caste Validity Certificate and Certificate regarding Persons with Benchmark Disabilities as applicable.
- (iv) Persons in service of Government / Semi-Government Organisations/Public Sector Undertaking/Autonomous Bodies must apply through proper channel along with vigilance clearance and certificate that no disciplinary case is pending or contemplated against them and No Objection Certificate for release in case of selection.
- (v) Applications incomplete in any respect or received after the last date will not be entertained.
- (vi) **The last date for receipt of application is 17.11.2025.**

XII General Information:

1. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in Mumbai Port Authority recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
2. While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other criteria mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. **In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his/her services are liable to be terminated.**
3. Mumbai Port Authority does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason whatsoever.
4. The selection of the candidates will be as mentioned in 'Selection Procedure'.
5. **At any stage if falsification of caste certificate is noticed, the candidature will stand cancelled automatically.**
6. Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Mumbai Port Authority. Such appointment will also be subject to the service and conduct rules of the Mumbai Port Authority.
7. Decisions of the Mumbai Port Authority in all matters regarding eligibility, conduct of examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Mumbai Port Authority in this regard.
8. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in responses thereto can be instituted only in Mumbai. Courts/ Tribunals/Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.
9. Selected candidates will be governed by the terms and conditions of the Service Regulations of the Mumbai Port Authority in force.
10. Candidate's admission to the examination/other tests is strictly provisional. The mere fact that the Call Letter has been issued to the candidate does not imply that his candidature has been finally cleared by the Mumbai Port Authority.

11. The Mumbai Port Authority reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

MANAGER (HR)
MUMBAI PORT AUTHORITY

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