

MUMBAI PORT AUTHORITY  
TRAFFIC DEPARTMENT

Advertisement No. OBL/42(6)/ **1135**/of 2025-26

dated **29 DEC 2025**

Mumbai Port Authority invites applications from the employees retired from the post of Cargo Supervisor, Asstt. Supervisor and Dock Clerks of Traffic Department, (OBL), Mumbai Port Authority, for engagement as Jr. Associate (Operations) in Traffic Department **purely on contract basis (24 posts)**.

**1. Educational/Professional Qualification/Experience:**

The employee should have been retired from the category of Cargo Supervisor, Asstt. Supervisor and Dock Clerk from Traffic Department, (OBL), Mumbai Port Authority.

**2. Age Limit:**

The maximum age limit for the above position is 65 years.

Note :

- (i) The crucial date for determining eligibility criteria regarding age shall be as on **01.01.2026**.
- (ii) Only eligible applicants who fulfil the criteria of essential experience and age shall apply.

**3. Roles and responsibilities for the above position:**

- (i) To accept overall control and to co-ordinate all the stevedoring operations at respective working points.
- (ii) To check the cargo position at the commencement of the shift and finalise the discharge and loading plan.
- (iii) To contact Chief Officer/Agent/ on day to day basis in connection with discharging/loading operations and to act on the basis of advice given by the Chief Officer for safe and efficient working.
- (iv) To liaise with Shipping Agents, Transporters as well as MbPT's Shed Supdt./Labour Supervisors for smooth cargo operations.
- (v) To ensure maintenance of (i) cargo index book (ii) instruction book of loading and unloading operation, on a shift to shift basis.
- (vi) To correctly identify the reasons for idle and furnish the same and initiate action to overcome the idle period.
- (vii) To arrange for preparation and completion of following documents;
  - a) Muster and Labour Returns of OBL employees deployed on a vessel during the shift.
  - b) Daily Reports.
  - c) Stowage Plans.

- (viii) To compile reports of accidents and unnatural occurrences.
- (ix) To keep accounts of same bottom cargo and containers discharged from the vessel during operations with the assistance of Dock Clerk and ensure reloading of those before the sailing of vessel.
- (x) To perform Office work and any other work assigned by the superior in the interest of the Port.
- (xi) In addition to above, they shall perform all work related to vessel operation by the existing employees Cargo Supervisor, Asstt. Supervisor and Dock Clerks.

**4. Consolidated Remuneration:**

The remuneration shall be arrived at by deducting the basic pension from the pay drawn at the time of retirement, subject to monthly remuneration not exceeding Rs. 45,000/- (Remuneration) + Rs. 10,000/- (Transport Allowance). Thus, consolidated maximum remuneration will be Rs. 55,000/-. Applicable/ statutory taxes will be deductible.

**5. Period of contractual Engagement:**

The Jr. Associate (Operations) will be engaged **purely on contractual basis** for a period of one year or till finalization of O & M of Indira Dock berths or till implementation of Stevedoring and Shore Handling Policy in Mumbai Port, whichever is earlier. This is only a contractual assignment and MbPA will not provide for regularization or permanency etc.

6. The other terms and conditions of the contract are given at **Annexure II**.

**7. 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/Experience etc. will have to be submitted along with the application and candidates shall produce the original certificate(s) for verification subsequently.
- (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 candidate is subject to 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 Mumbai Port's website only. Hence, candidates are requested to keep in regular watch on Port's website, i.e., [www.mumbaiport.gov.in](http://www.mumbaiport.gov.in) under 'Career > Vacancy> Advertisement' 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 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 Jr. Associate (Operations) shall be expected to conduct themselves in accordance with the rules and regulations of the MbPA. He will be expected to demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his duties. In case the services of the Jr. Associate (Operations) are not found satisfactory or found in conflict with the interest of the MbPA, his services can be terminated forthwith.

The Jr. Associate (Operations) engaged by MbPA shall in no case take up any other assignment during the period of engagement. Further, the Jr. Associate (Operations) 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, Jr. Associate (Operations) 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 unauthorised person(s) in the Department. Jr. Associate (Operations), shall not except with the previous sanction of MbPA, or in the bona fide discharge of his 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 Jr. Associate (Operations) 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 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) He may terminate the engagement of service with the Port, without any cause, by giving not less than one 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 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 engagement summarily without any notice period, if it has reasonable ground to believe him 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 without notice if the Jr. Associate (Operations) 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 contractual service for reason, whatsoever, he 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 possession.
- (xvii) The candidates need to quote 2 reference persons related to their field with their contact details.

**8. How to apply:**

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

- (i) Downloading the application format (**Annexure III**) from website [www.mumbaiport.gov.in](http://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. **18.01.2026** by super scribing on the envelope as "**Application for engagement of Jr. Associate (Operations) on contract basis**".  
  
On Board Labour Head Office,  
Traffic Department (On Board Labour)  
Ambedkar Bhavan, 3<sup>rd</sup> floor, North Wing,  
Mumbai – 400 001.
- (iv) Merely submitting Resume/ CVs and Incomplete application will liable to be rejected.

The last date for receipt of applications will be **18.01.2026**.

  
(TRAFFIC MANAGER)  
MUMBAI PORT AUTHORITY

**Other Terms and Conditions of appointments of  
Jr. Associate (Operations) on contract basis are as under:**

1. Period of contract :

The contract for engagement will be for a period of 1 year or till finalization of O & M of Indira Dock berths or till implementation of Stevedoring and Shore Handling Policy in Mumbai Port, whichever is earlier.

2. Medical Facility :

Medical facility will be as per the rules applicable to the Retired Port Personnel.

3. Leave Entitlement :

20 days Casual Leave in a year and Optional Holidays/Closed 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 :

The retired outdoor staff to be engaged on Contract basis shall work in three shifts with recess hours applicable to each shift and a weekly Off as under:

Day Shift: 07:30 am to 04:30 pm with 12:00 noon to 01:00 pm Recess Time.

II Shift: 04:30 pm to 11:30 pm with 08:00 pm to 08:30 pm Recess Time.

III Shift: 11:30 pm to 07:30 am with 03:00 am to 03:30 am Recess Time.

They shall also work during recess hours at locations for operational exigencies as and when required.

They shall be granted only Casual Leave and Optional Holidays/Closed Holidays as applicable to existing employees. For any absence in excess, pro-rata deduction will be made from the consolidated remuneration. If required, they may be called beyond the fixed working hours as well.

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 license fees. In addition, electricity & water charges would be recovered on actual 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**  
**TRAFFIC DEPARTMENT**

**Application Form**

Application for the position of Jr. Associate (Operations)  
**purely on Contract basis.**

Affix passport size  
 Photograph

To,

Traffic Manager

With reference to the Advertisement No. \_\_\_\_\_, dated \_\_\_\_\_, I am applying for the post of Jr. Associate (Operations). I am fit and healthy for carrying out the said work.

1. Full Name (In block letters) :
2. Designation at the time of retirement :
3. Date of Birth :  
 Age as on \_\_\_\_\_.

DD	MM	YYYY

(Self-attested proof to be enclosed)

4. Date of Retirement :
5. P.P.O. No. :
6. Last pay drawn :

7. Address for communication :

8. Permanent address :



: 2 :

9. Landline / Mobile No. : \_\_\_\_\_  
 E-mail id : \_\_\_\_\_
10. Nationality :
11. Whether belongs to :  
 SC/ST/OBC
12. Marital status :  
 (Married/Unmarried)
13. Name of Father/Spouse :
14. Educational/Professional :  
 and other qualifications.  
 (Self-Attested certificates to  
 be enclosed)

Sl. No.	Qualification	Name of Board/ University/ Institution	Duration of course	Year of passing	Percentage of marks obtained

15. (a) Details of present and past employments and experience.

Sl. No.	Name of the organisation	Position held	Last Pay Drawn	Period		Field/ sector in which experience gathered	Details of relevant experience
				From	To		

- (b) Details of any other relevant  
proficiencies/ skills, if any
16. Please mention details of outstanding ÷  
achievement, if any, which was  
recognized by higher authority (enclose  
necessary documents)
17. Any other information desired to be :  
submitted by the applicant
18. Contact details of Two references :  
(email & mobile number)
19. 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)