



MUMBAI PORT TRUST

RECRUITMENT OF CLASS III POSTS IN MUMBAI PORT TRUST

Mumbai Port Trust (MbPT), invites applications for recruitment in Class III (**20 posts**) by direct recruitment.

Prospective candidates will have to apply online after carefully reading the detailed advertisement regarding the process of examination, eligibility criteria, online registration processes, payment of prescribed application fee/intimation charges, pattern of examination, issuance of admit cards/call letters etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

Please note the Important Dates:

Activity	Date
On line Registration & Fee Payment - Start date	30.11.2017
Online Registration & Fee Payment - Closing date	22.12.2017
Date for online Examination at Mumbai/Greater Mumbai/Navi Mumbai/Thane.	January 2018

Candidates have to submit application by online mode through link provided on MbPT's website only. No other means/mode of application will be accepted.

Candidates are advised to regularly keep in touch with authorized Mumbai Port Trust website www.mumbaiport.gov.in for further details and updates.

I. Vacancies:

<u>Post</u> Payscale	No. of Posts	Reservation
Class III		
Typist-cum-Computer Clerk Rs.16300-38200	20	8 UR { 7 Gen & 1 PwD (OH, OL or OA categories)}, 1 SC, 6 ST(including 5 backlog vacancies) & 5 OBC(including 2 backlog vacancies)

Abbreviations stand for: **UR:** Un-reserved; **SC:** Scheduled Caste; **ST:** Scheduled Tribe; **OBC:** Other Backward Classes; **PwD:** Person with Disabilities; **OH :** Orthopedically Handicapped; **OL:** Person with one Leg; **OA:** Person with one Arm.

Note 1: The category wise number of posts mentioned above are provisional/indicative. The Port reserves the right not to select any candidate from any of the categories mentioned above. The category wise numbers indicated above may vary and /or can be interchanged at any stage of the recruitment process. The reservation under various categories will be as per the prevailing Government Guidelines at the time of finalization of results.

Note 2: Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ Intimation charges paid for the other multiple registration(s) will stand forfeited.

II. EMOLUMENTS & BENEFITS

For Typist-cum-Computer Clerk - Basic pay of Rs. 16300/- in the scale of Rs.16300-38200 and other admissible allowances as applicable. Total gross emoluments will be approximately Rs. 24389/- per month plus HRA as applicable (if not residing in Mumbai Port Trust quarters).

III. ELIGIBILITY CRITERIA

Candidates, intending to apply for the above posts should ensure that they fulfill the minimum eligibility criteria specified hereunder:

1. Nationality

A candidate applying for recruitment in the Mumbai Port Trust 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, 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 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.

2. Minimum/Maximum Age [To be reckoned as on 1.11.2017]

Minimum Age: 18 years **Maximum Age:** 25 years.

Candidate must have been born not earlier than 2.11.1992 and not later than 1.11.1999 (both days inclusive)

Relaxation in upper age limit shall be as follows:

Sr.No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non creamy layer)	3 years
3	Persons With Disability	10 years

Note

- i. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) 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 MbPT.
- ii. If any SC, ST or OBC category candidate applies for a post under UR, then he is not eligible for relaxation in age.
- iii. As per Regulation 9 of MbPT Employees (RSP) Regulations, 2010, there is no age limit in case of existing Mumbai Port Trust Employees.
- iv. The prescribed upper age limits will be relaxed in the case of a candidate who is an ex-serviceman ie. 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."

3. Educational Qualifications, Experience & other Qualifications (As on 1.11.2017):

Post Payscale	Essential Educational and other qualifications
Typist-cum-Computer Clerk Rs.16300-38200	(a) Higher Secondary Certificate (10+2) examination or equivalent with first class at first attempt. (b) Weightage of 5 % in the marks at HSC level for graduate, 10% for post graduate and in addition 5% to those having proficiency in computer working /application through a course of not less than 6 months duration.

Note 1: Candidates applying for the said posts 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 have to apply online and mention their registration number in the field provided for the same in the Application Form.

Note 2: Qualifications mentioned above should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes duly approved by AICTE or any of the recognized State/ Central board of Higher Secondary education. The computer course mentioned above, should be from recognised institute. The candidate must possess valid Mark-sheet / Degree/Diploma /Certificate of the prescribed qualification as on 1.11.2017.

Note 3: Candidates must possess the essential qualifications mentioned against each post, i.e., for example where essential qualification is H.S.C.(12th) or equivalent, candidates not possessing certificate of H.S.C.(12th) or equivalent will not be eligible.

Note 4: Persons with Disability (PWD), OH (Orthopedically Handicapped), Person with One Leg and Person with One Arm, can only apply for the posts

of Typist-cum-Computer Clerk as this post is identified for OH, OL, OA category.

Guidelines for Persons with Disabilities using a Scribe

Those PWD candidates whose writing speed is affected can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/ her own scribe at his/her own cost.
- The scribe may be from any academic stream.
- 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.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- The same scribe cannot be used by more than one candidate. In addition, the scribe arranged by the candidate should not be a candidate for the 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. Any subsequent request may not be favorably entertained.

Guidelines for candidates with Locomotor disability

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

Note 5: Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for online examination/ appearing for and being shortlisted in the online examination and subsequent processes does not imply that a candidate will necessarily be offered employment in MbPT. No request for considering the candidature under any category other than in which applied will be entertained.

IV Structure of On-line examination:

Sr.No.	Name of Tests (Objective type)	Maximum Marks	Number of Questions	Duration
1.	Reasoning	50	50	40 minutes
2.	General Awareness	50	50	20 minutes
3.	English Language	50	50	40 minutes
4.	Quantitative Aptitude	50	50	40 minutes
	Total	200	200	

Note 1: Medium of the online test will be English, Marathi and Hindi for tests at Sr No. 1,2 and 4. Test of English Language will be made available only in English.

Note 2: Mumbai Port Trust reserves the right to modify the structure of the online test.

V. Cut off Score:

Each candidate will be required to obtain a minimum score of 35% marks in each section of the online test separately for being considered for short listing. Further, the candidates will be shortlisted on the basis on overall performance in the online examination.

Note1: Mumbai Port Trust reserves the right to alter the minimum score required in each section for being considered for shortlisting, if required.

Note 2: Mumbai Port Trust reserves the right to restrict the number of candidates for shortlisting as applicable.

VI. Selection Procedure:

For the posts of Typist- cum-Computer Clerk, selection will be made on the basis of performance in Online Examination.

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.

VII. Intimation Charges/Application Fee (Non-Refundable):

Candidates are required to pay intimation charges/Application fees on-line from **30.11.2017 to 22.12.2017** (both dates inclusive) by following the instructions for online payment given under the link www.mumbaiport.gov.in 'Media/Vacancy' menu.

SC/ ST/PwD candidates/MbPT Employees	Rs. 50/- (Intimation Charges Only) + GST @18%
All candidates other than SC/ ST/PwD/MbPT Employees	Rs. 500/- (Application fee including intimation charges) +GST@18%

Note 1: Additional Bank transaction charge, for online payment of intimation charges/fees is to be borne by the candidate.

Note 2: If any SC, ST category candidate applies for a post as UR, then he is not eligible for relaxation in fee.

Note 3: Fee/ Intimation charges once paid will NOT be refunded on any account nor can it be held reserve for any other examination or selection.

VIII. Test Centre for Online Test:

Examination Centers:

- The examination will be conducted online in venues in Mumbai/ Greater Mumbai/Navi Mumbai/ Thane area as given in the respective admit cards.
- No request for change of post/centre/venue/date/session for Examination shall be entertained.
- Mumbai Port Trust or designated organization on behalf of MbPT, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- Mumbai Port Trust or designated organization on behalf of MbPT also reserves the right to allot the candidate to any other centre.
- Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Mumbai Port Trust will not be responsible for any injury or losses etc. of any nature.

IX. Dates of online examination: The dates of online examination will be intimated around 10 days before the examination.

X. Candidates will not be permitted to appear for the online examination without the following documents:

- (1) Valid Admit Card for the respective date and session of Examination
- (2) Photo-identity proof (as specified) in original bearing the **exactly** same name as it appears on the Admit Card/ Application Form and
- (3) Photocopy of the above photo-identity proof (as detailed below*)

*IDENTITY VERIFICATION

In the examination hall as well as at the time of Verification of Documents, the Admit Card along with the original and a photocopy of the candidate's currently valid photo identity bearing the same name as it appears on the Admit Card such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid Identity Card issued by a recognized college/ university/ Aadhar card/E-Aadhar card with a photograph/ Employee ID should be submitted to the invigilator and the original shall be produced for verification. The candidate's identity will be verified with respect to his/her details on the Admit Card, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Additionally, existing MbPT employees are required to produce the original MbPT Identity card for verification.

Note 1: Ration card and Learner's Driving License are not valid ID proofs for this process.

Note 2: In case of candidates who have changed their name, will be allowed only if they produce original Gazette Notification/their original marriage certificate/Affidavit in original.

Note 3: Candidates have to produce, in original the photo identity proof and submit photocopy of the photo identity proof along with Examination Admit Card as well as the Verification Admit card while attending the examination/ Verification respectively, without which they will not be allowed to take up the examination/Verification. **Candidates must note that the name as appearing on the Admit Card (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. If there is any mismatch between the name indicated in the Admit Card and Photo Identity Proof the candidate will not be allowed to appear for the examination. To avoid any dispute, name recorded at the time of registration should be identical to authorized identity proof.**

CANDIDATES REPORTING LATE i.e. **after the reporting time specified on the Admit Card for Examination will not be permitted to take the examination.** The reporting time mentioned on the Admit Card is prior to the start time of the test. Though the duration of the examination is 2 hours (120 minutes), candidates may be required to be at the venue for about 3 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc. and including disruption beyond control.

XI. Verification of Documents :

Candidates who have been shortlisted in the online examination may subsequently be called for verification of documents. The address of the venue, time and date for the same will be informed to the concerned candidates in the call letter.

Please note that any request regarding change in date/venue/time etc. of verification will not be entertained. However, Mumbai Port Trust reserves the right to hold supplementary process on particular date/venue/time etc. at its discretion, under unforeseen circumstances, if any.

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

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. **Non submission of requisite documents by the candidate will debar his candidature from further participation in the recruitment process.**

- (i) Call letter for Verification.
- (ii) Valid system generated printout of the online application form registered for the online examination and e-receipt.
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identity Proof as indicated in clause pertaining to *IDENTITY VERIFICATION of this advertisement
- (v) Mark-sheets & certificates of educational qualifications and other relevant eligibility criteria documents as indicated against concerned posts.
- (vi) 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 date of verification, if called for/shortlisting (as applicable) [issued within one year prior to the date of verification, if called for/shortlisting (as applicable)]. 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 online application form.

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

a) 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: a) 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 Verification.

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

(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 verification of documents, in the absence of which their candidature will not be considered.

(ix) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. Of India.

(x) Disability certificate in prescribed format (Please refer to Annexure) issued by the District Medical Board in case of Persons With Disability (OH) category.

- (xi) If the candidate has used the services of a Scribe at the time of online examination, the duly filled in details of the scribe in the prescribed format (Please refer to Annexure).
- (xii) Valid Employment Exchange Registration Card issued by local Employment Exchange.
- (xiii) Any other relevant documents in support of eligibility.

Note: Candidate will not be considered if he/ she fails to produce the relevant eligibility documents as mentioned above.

XII. HOW TO APPLY

Candidates meeting the eligibility criteria, requisite essential qualifications and having valid registration in local Employment Exchange shall apply online through the link available on MbPT website www.mumbaiport.gov.in under 'Media/Vacancy' menu.

Responsibility of receiving, downloading and printing of Admit Card for online test / Admit card for Interview and Physical tests shall be that of the candidates.

MbPT will not be responsible for any loss of E-mail sent, due to invalid/wrong E-mail ID provided by the candidate or delivery of e-mails to Spam/ Bulk mail folder etc.

Detailed Guidelines/Procedures for:

- A. Applying Online
- B. Payment of Fees/charges
- C. Photograph & Signature Scan and Upload

Candidates can apply online only and no other mode of application will be accepted.

Note: The candidates are advised to satisfy themselves before they apply, that they fulfill requirement as to age, qualifications (**final result for the qualification must have been published on or before 1.11.2017**), experience and physical requirements and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing in the ONLINE EXAMINATION will not automatically confer any right of being selected for the said post.

PRE-REQUISITES FOR APPLYING ONLINE:

Before applying online, candidates should-

- (i) Scan their photograph and signature ensuring that both the photograph (4.5X3.5 c.m.) and signature adhere to the required

specifications as given under **Guidelines for Photograph & Signature scan and Upload.**

- (ii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. All official communication will be sent to the registered e-mail id of the candidate. Under no circumstances, a candidate should share with/mention email-ID to/of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile number before applying on-line and must maintain that email account and mobile number.
- (iii) **Details of Valid Local Employment Exchange Registration.**
- (iv) **Educational Qualification, percentage of marks, year of Passing and Name of Institute/University.**
- (v) **Date of Birth (as mentioned in High School or Class X Equivalent Board Examinations) or (School Leaving Certificate)**
- (vi) **Experience Certificate wherever required as per essential/desirable qualification.**

A. Procedure for applying online:

1. Candidates to go to the Mumbai Port Trust's website <http://www.mumbaiport.gov.in> under 'Media/Vacancy' menu, and click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the Application Form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
4. All the information given by the candidate in the application is treated as final and no correction is allowed after the final submission. Candidates are advised to carefully fill and verify the details in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate and his /her Father/ Husband etc. should be spelt correctly in the application and should be the same as it appears in the Certificates/ Mark sheets as well as on the photo id. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. Payment of Fees/Charges (Online Mode Only)

- 1 The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- 2 The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/Mobile Wallets.
- 3 After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
- 4 On successful completion of the transaction, **an e-receipt** will be generated.
- 5 Non-generation of 'E-receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- 6 Candidates are required **to take a printout of the e-receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- 7 For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- 8 To ensure the security of your data, please close the browser window once your transaction is completed.

C. Guidelines for Photograph & Signature Scan and Upload

- IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.
- CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.

PHOTOGRAPH IMAGE

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background. Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

SIGNATURE IMAGE

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The Signature will be used to put on the admit card and wherever necessary.
- The Applicant's signature obtained on the admit card and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.
- Ensure that the size of the scanned image is not more than 20KB.

SCANNING THE PHOTOGRAPH & SIGNATURE

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01 .jpg or image01 .jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point "C" above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Candidate should ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button

NOTE: Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The Mumbai Port Trust will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.

An online application which is incomplete in any respect such as without proper size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam. The Mumbai Port Trust does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason. Please note that the above procedure is the only valid procedure for applying. No other mode of application would be accepted. Incomplete applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

XIII. Download of Admit Cards

Candidates will have to visit our website <http://www.mumbaiport.gov.in> under 'Media/Vacancy' Menu for downloading admit card for online test. Intimation for downloading admit card will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for admit card download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the admit card. Candidate needs to affix recent recognizable photograph on the admit card preferably the same as provided during registration and appear at the examination centre with (i) Admit Card (ii) Photo Identity Proof in original as stipulated earlier under Identity Verification and also specified in the admit card and iii) a photocopy of the same Photo Identity Proof as brought in original.

XIV. Action against candidates found guilty of misconduct

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of online examination, or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

- i) Using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written , electronically or mechanically for any purpose or (iv) resorting to any irregular or improper means in connection with his/her candidature or (v) obtaining support for his/her candidature by any unfair means or (vi) carrying mobile phones or similar electronic devices of communication in the examination / interview hall , such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - a) To be disqualified from the examination for which he/she is a candidate.
 - b) To be debarred, either permanently or for a specified period, from any examination conducted by Mumbai Port Trust.
 - c) For termination of service, if he/she has already joined the Port Trust (The Mumbai Port Trust).

XV. General Information

1. Merely applying for the post and being shortlisted in the online examination and/ or any stage of recruitment process does not imply that a candidate will necessarily be offered employment in the Port. No request for considering the candidature under any category / post other than the one in which applied will be entertained.

2. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centres or conducting another examination if considered necessary. Decision of the Mumbai Port Trust in this regard shall be final. Candidates not willing to accept such change shall lose their candidature for this exam.

3. Decision of the Mumbai Port Trust in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained in this behalf.

4. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

5. The responses (answers) of individual candidates will be analyzed & compared with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, the Mumbai Port Trust reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

6. 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 Trust 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.

7. While applying on-line 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.**

8. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website jam.

9. Mumbai Port Trust 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.

10. Applicants are advised to register online themselves and to keep their e-mail id alive during the recruitment exercise. The candidates should give their mobile number in the application form for SMS service from the Mumbai Port Trust.

11. The selection of the candidates will be on the basis of performance in Online Test as applicable. The Mumbai Port Trust reserves the right to hold any other test wherever deemed necessary as well as the right to add, delete or allot any centre at its discretion.

12. Admission to Online Test will be purely provisional without verification of age / qualification / category (SC/ST/OBC) etc. of the Candidates with reference to documents.

13. Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of verification. **Caste certificate accompanied with caste validity certificate** must be submitted by candidates seeking reservation as SC/ST/OBC in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the village/town the candidate is originally a resident of.

14. At any stage if falsification of caste certificate is noticed, the candidature will stand cancelled automatically.

15. Candidates serving in Government / Quasi Government Offices, Public Sector undertakings will be required to submit "No Objection Certificate" from their employer at the time of Verification/certificate scrutiny, failing which their candidature may not be considered. Candidates who are selected are required to submit unconditional discharge letter / relieving letter from their employer (Govt/Public sector / Private) at the time of joining Mumbai Port Trust, WITHOUT WHICH THEY WILL NOT BE ALLOWED TO JOIN.

16. The candidates will have to appear for the tests at their own cost.

17. Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Mumbai Port Trust. Such appointment will also be subject to the service and conduct rules of the Mumbai Port Trust.

18. Decisions of the Mumbai Port Trust in all matters regarding eligibility, conduct of online examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Mumbai Port Trust in this regard.

19. 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.

20. Selected candidates will be governed by the terms and conditions of the Service Regulations of the Mumbai Port Trust in force.

21. Use of Mobile Phones, calculator or any such devices is strictly prohibited inside the examination hall. Candidates, before entering examination premises, are likely to be frisked to ensure compliance.

Mobile phones or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

Candidates are advised in their own interest not to bring any of the banned item including mobile phones to the venue of the examination, as no arrangement for safekeeping will be available.

22. Candidate's admission to the online test/other tests is strictly provisional. The mere fact that the admit card has been issued to the candidate does not imply that his candidature has been finally cleared by the Mumbai Port Trust.

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

IN CASE OF ANY DISCREPANCIES, THE DETAILED ADVERTISEMENT PUBLISHED IN THE VACANCY SECTION OF OUR WEBSITE <http://www.mumbaiport.gov.in> 'Media/Vacancy' menu SHALL BE FINAL. CANDIDATES ARE ADVISED TO VISIT THE VACANCY SECTION OF OUR WEBSITE FOR DETAILED ADVERTISEMENT, TO APPLY ONLINE AND FOR FURTHER UPDATES ON THE RECRUITMENT EXERCISE.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

**Secretary
Mumbai Port Trust**

FORM OF CERTIFICATE TO BE PRODUCED BY A
CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE
IN SUPPORT OF HIS / HER CLAIM

1. This is to certify that Sri / Smt /
Kum* _____ son / daughter*
of _____ of village / town*
_____ in District / Division* _____ of
the State / Union Territory* _____ belongs to the
_____ Caste/Tribe* which is recognized as a Scheduled Caste/
Scheduled Tribe* under:

- * The Constitution (Scheduled Castes) Order, 1950;
- * The Constitution (Scheduled Tribes) Order, 1950;
- * The Constitution (Scheduled Castes)(Union Territories)Orders, 1951;
- * The Constitution (Scheduled Tribes)(Union Territories)Order, 1951;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order, 1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act, 1976]:

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- * The Constitution (Pondicherry) Scheduled Castes Order 1964;
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970;
- * The Constitution (Sikkim) Scheduled Castes Order, 1978;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978;
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
- * The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1991;
- * The Constitution (ST) Orders (Second Amendment) Act, 1991;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1996.

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons, who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari*

_____ Father /Mother* of Sri / Smt /
 Kumari* _____ -
 _____ of village /
 _____ town _____ in
 District/Division* _____ of the State/Union
 Territory* _____ who belong to
 the _____ Caste / Tribe* which is recognized as a Scheduled
 Caste/Scheduled Tribe* in the State/Union Territory* issued by the
 _____ [Name of the authority] vide their order
 No. _____
 _____ dated _____.

3. Shri/Smt/Kumari* _____ and/or*
 his/her* family ordinarily reside(s) in village/town* _____
 of _____ District / Division* of the State / Union Territory* of

Signature

Designation

Place: _____ [With seal of
 Office]
 Date : _____ State/Union Territory

Note : The term "Ordinarily resides" used here will have the same meaning as
 in Section 20 of the Representation of the Peoples
 Act, 1950.

 ----- * Please delete the words which are not
 applicable.
 # Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates :

- (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.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD
CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF
INDIA

This is to certify that Shri/ Smt./ Kumari
.....son/daughter of
..... of village/ town
.....

In District/ Division in the State / Union Territory
.....belongs to the
..... community which is recognized as
a backward class under the Government of India, Ministry of Social Justice
and Empowerment's Resolution

No. dated*. Shri/ Smt./ Kumari
..... And/or his/her family ordinarily reside (s) in the
..... District/ Division of the
..... State/Union Territory. This is also to certify
that he/she does not belong to the
persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to
the Government of India, Department of Personal & Training O. M. No.
36012/22/93 – Estt.(SCT) dated 08.09.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of
Resolution of Government of India, in which the caste of the candidate is
mentioned as OBC.

** - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in
Section 20 of the Representation of the people Act, 1950.

FORM -I

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size Attested Photograph (Showing face only) of the person with disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum.

_____ son/wife/daughter of Shri

_____ Date of Birth
(DD / MM / YY) ____ ____ ____

Age _____ years, male/female Registration No.
_____ permanent resident of House
No. _____ Ward/Village/Street
_____ Post Office

_____ District _____ State
_____, whose photograph is affixed above, and am satisfied that
:

(A) he/she is a case of :

Locomotor disability Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A) He/She has _____% (in figure) _____
percent (in words) permanent physical impairment/blindness in
relation to his/her _____ (part of body) as per guidelines (to be
specified)

2 . The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued

FORM - II

Disability Certificate
(In case of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size Attested Photograph (Showing face only) of the person with disability

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum.

son/wife/daughter of Shri

_____ Date of Birth
(DD / MM / YY) ____ ____ ____

Age ____ years, male/female _____ Registration No. ____
permanent resident of House No. _____
Ward/Village/Street _____ Post Office _____ District
_____ State _____, whose photograph is affixed above,
and are satisfied that :

- (A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		

4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows :-

In figures :- _____ percent

In _____ words :-

 percent

- This condition is progressive/non-progressive/likely to improve/not likely to improve.
- Reassessment of disability is : (i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

- The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued

FORM - III

Disability Certificate

(In cases other than those mentioned in Forms I and II)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size Attested Photograph (Showing face only) of the person with disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum.

son/wife/daughter of Shri

(DD / MM / YY) _____ Date of Birth

Age _____ years, male/female _____ Registration No _____

permanent resident of House No. _____

Ward/Village/Street _____

Post Office _____ District _____

State _____, whose photograph is affixed above, and am satisfied that he/she is a Case of _____ disability.

His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		

4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary, Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs # - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued

Note : In case this certificate is issued by a medical authority who is not a government servant , it shall be valid only if countersigned by the Chief medical Officer of the District.

Note: The principal rules were published in the Gazette of India vide Notification number S.O.908 (E), dated the 31st December, 1996.

SCRIBE DECLARATION FORM

We, the undersigned, Shri/Smt/Kum. _____ **eligible candidate** for the _____ examination and Shri/Smt/Kum. _____ **eligible writer (scribe)** for the eligible candidate, do hereby declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice.

The candidate is affected by **loco-motor impairment and his/her writing speed is affected** and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.

2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.

3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.

4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination and has not appeared as a Scribe for more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

Given under our signature:-

Signature of the scribe: _____ Signature of the candidate _____

Postal Address:

Registration No:

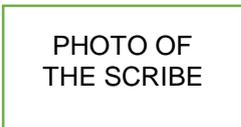
Roll No:

Postal Address:

Educational Qualification
of the scribe

STD code ___ phone No _____
Cell No, if any _____

STD code ___ Phone No. _____
Cell No, if any _____



Signature of the Invigilator