MUMBAI PORT AUTHORITY

Advertisement No. HR/CON. 09/2026 Dated: 4.11.2026

Mumbai Port Authority invites applications from eligible Retired Port Officer/ Government/PSU Officer (HoD level or above) for position of **Principal Advisor (Port)** in Mumbai Port Authority, purely on contract basis.

1. **Role and responsibilities**: Please refer to **Annexure-A.**

2. **Eligibility criteria:**

a. Educational Qualification

Bachelor's Degree from a recognized University.

Desirable

- Master's Degree in Management/ Public Administration/ Engineering/ Maritime Studies or equivalent.
- Training in Port Management, Infrastructure Management or Public Administration.

b. Experience & Skills

i. Retired Port / Government/PSU Officer in the level of **Head of Department (HoD) or above** of a Major Port Authority/Government/PSU.

ii. Minimum 25 years' progressively responsible experience in Port Administration, Port Operations, policy formulation, strategic planning, project monitoring or institutional governance.

iii. Thorough knowledge of the Major Port Authorities Act, Government Rules, Port Administration, Contract Management, Vigilance, Finance and Human Resource systems.

iv. Proven leadership, coordination and decision-making abilities.

c. Age

Upper Age Limit: **65 Years** (relaxable as per Board approved Guidelines).

d. Consolidated Remuneration

Consolidated remuneration shall be **Rs.1,80,000/- per month** plus **Transport Allowance of Rs.35,000/- per month**. In case of engagement of a retired Government/Port Officer, remuneration excluding vehicle transport allowance shall not exceed the last pay drawn minus pension.

e. The crucial date for determining eligibility criteria viz., educational qualification, experience, age etc. shall be last date of application.

f. The experience of the candidates after acquiring the essential qualifications shall only be reckoned.

g. Only eligible applicants who fulfill the criteria of essential qualification, experience, age, etc. shall apply.

h. The candidates should clearly indicate the percentage of marks in the application form. If CGPA grading is mentioned in the mark sheet, **the candidate shall convert the said grading into accurate percentage** as per the criteria adopted by the respective University/Institution.

i. Qualifications mentioned above should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes or recognized International Universities.

3. Period of contractual engagement:

The **Principal Advisor (Port)** will be engaged purely on contractual basis initially for a period of one year extendable further at the discretion of MbPA, with the approval of the Chairperson, subject to satisfactory performance review. This is only a contractual engagement and MbPA will not provide for regularization or permanency etc.

4. Method of selection:

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

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

6. General instructions:

(i) Mumbai Port Authority (MbPA) does not assume any responsibility for the candidates not being able to submit their applications within the last date whatsoever.

(ii) Self- attested copies of documents/ certificates relating to Age/ Qualification etc. will have to be submitted along with the application and candidates shall produce the original certificates(s) for verification at the time of interview.

(iii) Candidates serving in Government/ Semi Government, Public Sector Undertakings/ Autonomous Bodies will be required to submit "No Objection Certificate" from their employer at the time of application, failing which their candidature may not be considered.

(iv) Candidates who are selected are required to submit discharge letter/ relieving letter from their employer (Govt/ Semi Government Public Sector/ Autonomous Bodies/ Private Sector) at the time of joining Mumbai Port Authority, without which they will not be allowed to join.

(v) Engagement of selected candidates is subject to their being found medically fit as per the requirements of the Mumbai Port Authority. Such engagement will also be subject to the service and contract rules of the Mumbai Port Authority.

(vi) Decisions of the Mumbai Port Authority in all matters regarding eligibility, shortlisting and engagement shall be final and binding on all candidates. No representation or correspondence will be entertained by the Mumbai Port Authority in this regard.

(vii) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai. Courts/ Tribunals/ Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.

(viii) **No TA/DA** will be paid for appearing in written examination/ interview, if called.

(ix) Any update, corrigendum etc. of this advertisement will be displayed in the Port's website only. Hence, candidates are requested to keep in regular watch on Port's website, i.e., www.mumbaiport.gov.in under 'Career/ Vacancy/ Advertisements" menu.

(x) Changes if any in the recruitment process will be displayed in this Port's website and no separate communication will be made to the individual applicant.

(xi) Canvassing in any form will disqualify the candidate and no correspondence shall be entertained in this regard.

(xii) The Management reserves the rights to cancel or make any changes in the number of vacancies, alteration/additions/ deletions of any clause in the Terms and Conditions for any of the position(s) in the recruitment process, if need arises, without further notice and without assigning any reasons thereof. The Mumbai Port Authority also reserves the right to cancel the above recruitment exercise at any stage of the process without assigning any reason thereof.

(xiii) Application received in incomplete format or without relevant documents in support of eligibility or mere submission of CV/ Resume for the said position would not be considered for further recruitment process. Also, application received after the due date will be liable to be rejected.

(xiv) Conflict of interest: On selection, the Principal Advisor (Port) 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 Principal Advisor (Port) are not found satisfactory or found in conflict with the interest of the MbPA, his services can be terminated forthwith. **The Principal Advisor (Port)**

engaged by MbPA shall in no case take up any other assignment during the period of engagement at MbPA. Further, the Principal Advisor (Port) 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, Principal Advisor (Port) 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 unathorised persons(s) in the Department. Principal Advisor (Port), shall not except with the previous sanction of MbPA, or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter to any newspaper(s) or periodical either in his own name or anonymously or pseudonymously in the name of any other person if such book, article, broadcast or letter relates to subject matter pertains to official business of MbPA. The Principal Advisor (Port) 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 will fully 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, if the Principal Advisor (Port) 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.

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

7. How to apply:

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

(i) Downloading the application format from website www.mumbaiport.gov.in ('People&Career/Jobs/Advertisements/Contractual Engagement' 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. **4.12.2026** by superscribing on the envelope as **"Application for engagement of Principal Advisor (Port) on contract basis".**

Manager (HR), Mumbai Port Authority,
Human Resource Division,
General Administration Department,
Port House, 2nd Floor, Shoorji Vallabhdas Marg,
Ballard Estate, Mumbai – 400001.

(iv) Merely submitting Resume/ CVs and incomplete application will liable to be rejected.

The last date for receipt of applications will be **4.12.2026.**

Sd/-
(C. Premakumari)
MANAGER (HR)
MUMBAI PORT AUTHORITY

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Annexure-A

Roles and responsibilities for position of Principal Advisor (Port) on contractual basis

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The Principal Advisor shall:

1. Advise the Chairperson on strategic matters relating to Port Management and Operations.
2. Review organizational systems and recommend administrative reforms for improving efficiency and governance.
3. Assist in implementation of Government policies, Board decisions and Ministry directives.
4. Monitor important operational initiatives, modernization projects and institutional reforms.
5. Facilitate coordination amongst various departments for timely execution of strategic assignments.
6. Advise on operational optimization, productivity enhancement and business process improvements.
7. Provide strategic guidance in policy formulation, administrative restructuring and change management.
8. Liaise with the Ministry of Ports, Shipping & Waterways, Major Port Authorities, Government Departments and other external agencies whenever required.
9. Mentor senior officers and assist in capacity building of management personnel.
10. Undertake any other strategic assignment entrusted by the Chairperson/ Dy. Chairperson.
11. The Principal Advisor shall function under the direct supervision and administrative control of the **Chairperson/ Dy. Chairperson, Mumbai Port Authority**.

Annexure B

Other Terms and conditions of contractual engagement:

1. **Period of contract:**

The contract for engagement will be initially for a period of one year, extendable at the discretion of Mumbai Port Authority. In case of additional job requirement, the period of engagement will be extended on the same remuneration and terms, conditions.

2. **Medical facility:**

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

3. **Leave entitlement:**

20 days Casual Leave in a year and Public Holidays. No other leave will be admissible and for any absence beyond the said leave, pro-rata deduction will be made from the consolidated remuneration.

4. **Duty hours:**

Duty hours are from 10.00 A.M. to 6.00 P.M. **or as decided by the Administration.** In case of requirement, contract personnel may have to work beyond the normal duty hours for which there will not any other compensation, monetary or otherwise.

Normally contract personnel will be entitled to a weekly off (Sunday). If situation warrants, the weekly day of rest may be changed with prior intimation. For work on any weekly day off/ declared national holiday in exigencies of work, a compensatory day of rest conveniently in lieu thereof will be granted and for which no other compensation, monetary or otherwise will be considered. Failure to report for duty will entail deduction of wages on pro-rata basis.

5. **Accommodation:**

Accommodation shall be offered in the MbPA quarters subject to availability. If availed, the rent payable for accommodation will be @10% of consolidated remuneration plus licence 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

Application Form

Application for the position of **Principal Advisor (Port) on Contract basis**.

Affix pass-port size Photograph

1. Name (In block letters) :
2. Gender :
3. Address for communication :
4. Permanent address :
5. Landline No. : _____
   Mobile No. _____
   E-mail id _____
6. Date of Birth & Age : | | | | (dd/mm/yy)
   (self-attested proof to be enclosed) | | (in years)
7. Nationality :
8. Whether belongs to SC/ST/OBC :
9. Marital status (Married/Unmarried) :
10. Name of Father/Spouse :
11. Educational/Professional and other qualifications. (Self-attested certificates to be enclosed) :

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

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

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

(b) Details of any other relevant proficiencies/ skills, if any :

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

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

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

16. 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)
