



MUMBAI PORT AUTHORITY

Advertisement No.02/2023

Dated :6.3.2023

Mumbai Port Authority invites applications from eligible Indian Nationals for following engagements in Asset Monetization Cell on contract basis :

Sr. No.	Position	No. of posts	Consolidated remuneration per month (Rs.)
1.	Project Manager	1	Rs. 1,00,000 + Conveyance of Rs.35,000 per month
2.	Real Estate Expert	1	Rs.1,00,000 + Conveyance of Rs. 35,000 per month
3.	Procurement Expert	1	Rs.90,000 + Conveyance of Rs. 25,000 per month
4.	Finance Expert	1	Rs. 60,000 + Conveyance of Rs. 15,000 per month
5.	Project Control Executive	2	Rs. 80,000 per month
6.	Marketing Executive	1	Rs. 80,000 per month

(The remuneration shall be increased by 5% every year on satisfactory performance.)

1. **Role and responsibilities for each of the above positions:** Please refer to **Annexure-I**.
2. **Eligibility criteria :**
 - (i) Educational qualifications:
 - (ii) Experience:
 - (iii) Age Limit:

} Please refer to **Annexure-II**.

- (iv) The crucial date for determining eligibility criteria viz., educational qualification, experience, age etc. shall be as on **1.3.2023**.
- (v) The experience of the candidates after acquiring the essential qualifications shall only be reckoned.
- (vi) Only eligible applicants who fulfill the criteria of essential qualification, experience, age, etc. shall apply. Separate application shall be submitted for each position in case the candidate wish to apply for more than one position.

- (vii) 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.
- (viii) Qualifications mentioned at Annexure II should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes or recognized International Universities.

3. Period of contractual engagement:

The above engagements will be purely on contractual basis for a period of 2 years subject to performance review every year, extendable at the discretion of Mumbai Port Authority upto 65 years of age.

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/interview.

- 5.** 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 III**.

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 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) 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 contract rules of the Mumbai Port Authority.

- (vi) Decisions of the Mumbai Port Authority in all matters regarding eligibility, shortlisting and selection 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 regular watch on Port's website, i.e., www.mumbaiport.gov.in under Media/ Vacancy menu.
- (x) Changes, if any, in the recruitment process will be displayed in the 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) 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(s) in the prescribed format (**Application form**) by:

- (i) Downloading the application format from website www.mumbaiport.gov.in ('Media/Vacancy/Advertisement' menu).
- (ii) Filling the application format with the required details and declaration.
- (iii) The filled in application form along with duly self-attested documents for determining eligibility is to be sent to the below

mentioned address by courier/ position before the last date of application i.e. **6.4.2023** by superscribing on the envelope as “**Application for the position of _____ on contract basis**”.

The Secretary, Mumbai Port Authority,
General Administration Department,
Port House, 2nd Floor, Shoorji Vallabhdas Marg,
Ballard Estate, Mumbai – 400001.

Applications for each position should be separately sent to above address.

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

The last date for receipt of applications will be **6.4.2023**.

SECRETARY
MUMBAI PORT AUTHORITY

1. Project Manager :

Roles & Responsibility:

The Project Expert cum team leader shall be responsible for the overall functioning and management of the Asset Monetization Cell.

The key responsibilities of the Asset Monetization Cell include:

- *Obtaining data of Asset from Owner Department, site visits, in-house study, etc. for arriving at the key specifications and value of the asset.*
- *Creating and updating an inventory/database of all assets under each department with internal asset numbering and valuation of the asset.*
- *Engage with planning division and user division/dept to identify best use cases and mode of monetization*
- *Formulation of projects for monetization of Assets under MbPA*
- *Organizing Stakeholder engagements through events, road shows, virtual webinars, etc. for generating interest and higher participation in tenders*
- *Creating high - quality physical and interactive digital brochures, pamphlets, presentations for marketing of the assets*
- *Preparation of Tenders in line with regulatory Acts and guidelines*
- *Presentation of Project & Tender Criteria before all key internal stakeholders for approval*
- *Regular tracking and follow-up with all approving departments/authorities*
- *Attending pre-bid meetings, compile queries and provide replies/corrigendum*
- *Assist the various committees such as the Land Allotment Committee, the Tender Committee, etc. in providing approvals at various stages of the project*
- *Review and Tracking of Project Activities and Timelines with regular reporting to Chief Engineer, Dy. Chairman and Chairman.*
- *Ensuring timely award, signing of agreement and realization of revenues in MbPA Treasury.*
- *Tracking of key submissions by Concessionaire in case of PPP project for timely fulfillment of Condition Precedent.*
- *In event of issues in securing permits, financing, etc., communicating timely highlights to top Management for further action.*
- *Formation of high-level committees to monitor contract compliance, interpret tender clauses and resolve minor disputes, if any.*
- *Any other work assigned by the Management from time to time.*

2. Real Estate Expert

Roles & Responsibility:

- *Identification and prioritization of Land and Building Assets for Monetization*
- *Obtaining data of Asset from Owner Department, site visits, in-house study, etc. for arriving at the key specifications and value of the asset.*
- *Creating and updating an inventory/database of all assets under each department with internal asset numbering and valuation of the asset.*
- *Engage with planning division and user division/department to identify best use cases and mode of monetization*

- *Formulation of projects for monetization of Assets under MbPA after conducting a detailed asset potential study*
- *Developing a clear understanding of the regulatory environment especially the Major Port Authority Act 2021 and the Policy Guidelines of Land under Major Ports.*
- *Creating high - quality physical and interactive digital brochures, pamphlets, presentations for marketing of the assets.*
- *Organizing Stakeholder engagements through events, road shows, virtual webinars, etc.*
- *Any other work assigned by the Management from time to time.*

3. Procurement Expert:

Roles & Responsibility:

- *Obtaining data of Asset from Owner Department, site visits, in-house study, etc. for arriving at the key specifications and value of the asset.*
- *Preparation of Tenders in line with regulatory Acts and guidelines*
- *Presentation of Project & Tender Criteria before all key stakeholders for approval*
- *Attending pre-bid meetings, compile queries and provide replies/corrigendum.*
- *Review and Tracking of Project Activities and Timelines with regular reporting to the Advisor(Civil), Chief Engineer, Dy. Chairman and Chairman.*
- *Ensuring timely award, signing of agreement and realization of revenues in MbPA Treasury.*
- *Tracking of key submissions by Concessionaire in case of PPP project for timely fulfillment of Condition Precedent.*
- *In event of issues in securing permits, financing, etc., communicating timely highlights to top Management for further action.*
- *Any other work assigned by the Management from time to time.*

4. Finance Expert:

Roles & Responsibility:

- *Scrutiny of financial estimates of proposed works in line with all Port regulations, CVC guidelines, etc.*
- *Checking of tender conditions in terms of payment schedules, bank guarantees, performance and bid security, penalty clauses in agreement, etc.*
- *Scrutiny of bids received with respect to financial eligibility criteria, experience certifications, turnover and cash accrual criteria, taxation, etc.*
- *Financial bid scrutiny and placing before Bid Evaluation Committee for financial scoring and recommendations.*
- *Implementing best practices of PPP projects in all tenders.*
- *Creating SOPs & checklists to streamline the procurement process.*
- *Creating monitoring mechanisms for revenue realization and ensuring timely follow-ups with concessionaire for financial submissions.*
- *Creating monitoring mechanism using digital solutions for Bank Guarantees of various projects under Asset Monetization cell.*
- *Any other work assigned by the Management from time to time.*

5. Project Control Executive:

Roles & Responsibility:

- *Review and Tracking of Project Activities and Timelines.*
- *Providing regular reports to the Manager (AMC), Chief Engineer, Dy. Chairman and Chairman.*
- *Creating project presentations for approval of project, tender criteria, etc. at various stages of the project.*
- *Tracking of key submissions by Concessionaire in case of PPP project for timely fulfillment of Condition Precedent.*
- *In event of issues in securing permits, financing, etc., communicating timely highlights to top Management for further action.*
- *Any other work assigned by the Management from time to time.*

6. Marketing Executives:

Roles & Responsibility:

- *Obtaining data of Asset from Owner Department, site visits, in-house study, etc. for arriving at the key specifications and value of the asset.*
- *Creating high - quality physical and interactive digital brochures, pamphlets, presentations for marketing of the assets*
- *Organizing Stakeholder engagements through events, road shows, virtual webinars, etc.*
- *Canvassing for participation in tender through personal interactions, phone calls, site visits for potential bidders, etc.*
- *Gathering market intelligence obtained through research, interactions with potential bidders, etc. and sharing such insights with management.*
- *Any other work assigned by the Management from time to time.*

Annexure-II

Details of the qualifications, experience, age limits and remuneration are as under:

Sr. No.	Engagement	Educational qualifications	Experience	Remuneration	Age limit
1	Project Manager	B.E. or B. Tech. (Civil) from a recognized University	Cumulative experience of 30 years, preferably in the Port sector with executive experience in Civil Engineering projects / Tenders/ Land lease matters in a responsible capacity. Experience of land monetization shall be added advantage.	Rs. 1,00,000 + Conveyance of Rs. 35,000 per month	65 years as on 1.3.2023
2	Real Estate Expert	Degree from a recognized University. MBA will be preferable.	Cumulative experience of 20 years with executive experience in Allotment of land/ Land monetization/ Real Estate Marketing. Experience of land marketing from Development Authority of a Tier-1 City, esp. Delhi, Bangalore, Hyderabad or Mumbai would be preferred.	Rs. 1,00,000 + Conveyance of Rs. 35,000 per month	65 years as on 1.3.2023
3	Procurement Expert	B.E. or B. Tech. (Civil) from a recognized University	Cumulative experience of 20 years in tenders/lease / project execution. Experience in Major Port would be preferred.	Rs. 90,000 + Conveyance of Rs. 25,000 per month	65 years as on 1.3.2023
4	Finance Expert	Graduate in Commerce.	Having 10 years or more experience as Audit Inspector. Experience of	Rs. 60,000 + Conveyance of Rs. 15,000 per month	62 years as on 1.3.2023

Sr. No.	Engagement	Educational qualifications	Experience	Remuneration	Age limit
			scrutinizing Tender Document and scrutiny of estimates in Port Sector.		
5	Project Control Executive	B.E./B. Tech (Civil) from recognized University. MBA would be preferable	3 years' experience in Project Control, especially for Infrastructure Projects	Rs. 80,000 per month	50 years as on 1.3.2023
6	Marketing Executive	MBA in Marketing from recognized University	3 years' experience in marketing, preferably for real estate firm	Rs. 80,000 per month	50 years as on 1.3.2023

Other Terms and conditions of contractual engagement :

1. **Period of contract:**
The contract will be for a period of 2 years, subject to performance review every year, extendable at the discretion of Mumbai Port Authority upto the age of 65 years.
2. **Medical facility:**
Medical facilities at the Port Hospital only for self at par with regular employees for the duration of the contract.
3. **Leave entitlement:**
12 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. **Standard working days:**
Generally, the working days shall be aligned to the Port working. However, the personnel shall be bound to work on call as per the Management requirement in lieu of compensatory leave (if required to work on a non-working day).
5. **Accommodation:**
Accommodation shall be offered in the MbPA quarters subject to availability. If availed, rent would be deducted at the rate of regular License Fee. In addition, electricity & water charges would be recovered at actuals from the remuneration.
6. The contract can be terminated by giving one month's notice in writing from either side.
7. If the contractual employee 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 employee shall not claim any right/ title/ interest at par with the regular employees of the Port on similar position doing similar work.
9. Appointment of the contractual employee is subject to verification of antecedents by the Police. If any adverse report is received from the Police, his services are liable to be terminated forthwith.
10. Any other terms and conditions of contractual engagement at MbPA will be applicable.
11. MbPA reserves the right to modify, amend or cancel all or any one of the above conditions without any notice.

MUMBAI PORT AUTHORITY

Application Form

Application for the position of _____ 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 and Age :

(dd/mm/yy)		
(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. (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) :

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/appointment may be cancelled/terminated without any notice.

Date :
Place :

(Signature of the Applicant)

CERTIFICATE

(To be given by the Head of Department/Competent Authority)

(In case of applicants employed in Govt/Semi-Govt.
organizations/ PSUs/ Autonomous Bodies/MbPA)

This is to certify that Shri _____ Designation _____, is working in _____ since _____. The particulars furnished by him/her in the above application are verified and found to be correct.

There is no Disciplinary case pending or contemplated against the Applicant. No major/minor penalties have been imposed on the Applicant during his service with our organisation/department.

His/Her integrity is certified and he/she is clear from vigilance angle.

Date :
Place :

HEAD OF DEPARTMENT/
Competent Authority