



MUMBAI PORT AUTHORITY

Advertisement No.06/2022

Dated: 14.9.2022

- I. Mumbai Port Authority invites applications from eligible Indian Nationals for following engagements in Master Planning Cell, purely **on contract basis**:

Sr. No.	Post	No. of posts	Consolidated remuneration per month (Rs.)
1.	Associate Planner	1	90,000/-
2.	Deputy Planner	2	70,000/-
3.	Urban Designer	1	70,000/-
4.	Junior Planner	1	50,000/-

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

- II. **Role and responsibilities for each of the above positions:**
Please refer to **Annexure-I**.

III. **Eligibility criteria :**

- (i) Educational qualifications: }
(ii) Experience: } Please refer to **Annexure-I**.
(iii) Age Limit: }
- (iv) The crucial date for determining eligibility criteria viz., educational qualification, experience, age etc. shall be as on **01.09.2022**.
- (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 post.
- (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 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.

IV. Period of contractual engagement:

The above engagement will be purely on contractual basis for a period of 3 years, extendable for another 2 years at the discretion of MbPA.

V. Method of selection:

- (i) 80% weightage will be given to qualification and experience of candidates and 20% weightage on performance in interview.
- (ii) Depending upon the response, the administration reserves the right either to conduct written test or interview or both.

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

VII. General instructions:

- (i) Delayed/Incomplete applications shall not be accepted.
- (ii) Copies of documents/ certificates relating to Age/ Qualification/ Experience etc. will have to be submitted along with the application and candidates shall produce the original certificates(s) for verification at any subsequent stage of recruitment process.
- (iii) Candidates who are selected are required to submit unconditional 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.
- (iv) 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.
- (v) 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.
- (vi) 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.

- (vii) **No TA/DA** will be paid for appearing for written test/interview.
- (viii) Any update, corrigendum etc. of this advertisement will be hoisted 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.
- (ix) Changes if any in the recruitment process will be hoisted on this Port's website and no separate communication will be made to the individual applicant.
- (x) Canvassing in any form will disqualify the candidate and no correspondence shall be entertained in this regard.
- (xi) The MbPA 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.
- (xii) In case of any discrepancies, the detailed advertisement published in the Media/Vacancy Section of our website www.mumbaiport.gov.in shall be final. Candidates are advised to visit the Media/ Vacancy Section of our website for detailed advertisement.
- (xiii) The candidates need to quote 2 reference persons related to their field with their contact details.

1. How to apply:

Interested candidates may submit their application(s) in the prescribed format (**Application form**) by downloading the same from our website www.mumbaiport.gov.in ('Media/Vacancy' menu) and enclosing therewith attested copies of necessary testimonials/ documents. Application for each post should be separately sent to **Secretary, General Administration Department**, Port House, 2nd Floor, Shoorji Vallabhdas Marg, **Mumbai – 400001** superscribing on the envelope as "**Application for the post of _____ on contract basis**".

The last date for receipt of applications is **13.10.2022**.

**Secretary
Mumbai Port Authority**

1. Associate Planner (Consolidated remuneration Rs. 90,000/- per month):

(A) Role & Responsibilities:

- (i) Development Plan:
Preparation of Existing land use, Proposed land use, Development Control regulation, Development Plan report, under MR & TP Act 1996 for the area designated as SPA of MbPA
 - a) Identify the future requirement of various social, cultural, educational, health and other facilities to developed in near phases and suggest suitable land parcels for the same.
 - b) Process the modifications through MR & TP Act 1966 of Maharashtra.
 - c) Process the suggestions and objections received on Development Plan, help in conducting meetings of hearing committee of suggestions, objections, prepare Committee Report, etc.
- (ii) Preparation Urban renewal schemes, Redevelopment schemes, Slum Rehabilitation schemes.
- (iii) Identification of Land for marketing working out its potentials and help in marketing the plot
- (iv) Prepare GIS Layer and analyse the data.
- (v) Policy formulation for
 - a. Development models,
 - b. Phased development,
 - c. Planning standards and allocation of land for various social facilities,
- (vi) Finalise the detailing of the project and examine the sitefeasibility.
- (vii) Work out the detailed land use calculations and preparedraft project reports.
- (viii) Process the Development Permission cases.
- (ix) Scrutinize the proposal received from external agencies.
- (x) Any other task that may be assigned by the Portadministration related to the above.

(B) Essential Qualification: Bachelor of Architecture or Bachelor of Civil Engineering and Post-Graduation in Urban Planning, City Planning. Member of Indian Institute of Town Planning.

(C) Experience: Minimum 4 years in the Urban Planning. Preference will be given for experience in preparation of Development Plan. Academic Experience will not be considered.

(D) Age limit: The maximum age limit is 35 years. Relaxable in case of deserving candidates.

2. Deputy Planner (Consolidated remuneration Rs. 70,000/- permonth):

(A) Role & Responsibilities:

- (i) Development Plan:
Preparation of Existing land use, Proposed land use, Development Control regulation, Development Plan report, under MR & TP Act 1996 for the area designated as SPA of MbPA
 - (a) Identify the future requirement of various social, cultural, educational, health and other facilities to developed in near phases and suggest suitable land parcels for the same.
 - (b) Process the modifications through MR & TP Act 1966 of Maharashtra.
 - (c) Process the suggestions and objections received on Development Plan, help in conducting meetings of hearing committee of suggestions, objections, prepare Committee Report, etc.
- (ii) Convert conceptual and detailed design into detailed drawings in CAD format.
- (iii) To prepare land use plans and to do analysis work in GIS software.
- (iv) To review EOIs, RFQs, RFPs, evaluation reports prepared and submitted by other consultants.
- (v) Prepare presentations and scrutinize various projects received from various agencies.
- (vi) Prepare GIS based plan and analyse the data on Arc GIS.
- (vii) Preparation zone confirmation certificates
- (viii) Any other responsibility from time to time delegated by the Board.

(B) Essential Qualification: Bachelor of Architecture or Bachelor of Civil Engineering Or Bachelor of Planning and Post-Graduation in Urban Planning, City Planning recognized by Institute of Town Planners India.

(C) Experience: Minimum 2 years in the Urban Planning with proficiency in GIS software.

(D) Age limit: The maximum age limit is 35 years. Relaxable in case of deserving candidates.

3. Urban Designer (Consolidated remuneration Rs. 70,000/- per month):

(A) Role & Responsibilities:

- (i) Prepare architecture / interior design for various projects.
- (ii) Prepare submission drawings for approvals to various statutory regulations.
- (iii) Scrutinize the building proposal as per the statutory regulations.
- (iv) Prepare 3 D forms for the proposed building
- (v) Study the heritage structures, prepare proposal for its conservation.
- (vi) Understand and advise on the Port's board concept of land & Urban designing of projects and its components.
- (vii) To assist Sr. Manager/ Advisor in preparation of Master plan including Urban Designing.
- (viii) Co-ordinate with the consultants in implementation for the various Portland and Township development projects and advice the Port in all the related matters.
- (ix) Advise the Port in preparation of a road map for the proposed projects and assist to review existing plans.
- (x) Co- ordinate with the consultants for effective implementations of the master plan / vision in respect of Urban designing.
- (xi) Assist in the monitoring and control of the Portland & Township development department.
- (xii) Any other responsibility from time to time delegated by the MbPA.

(B) Essential Qualification: Bachelor of Architecture and Post-Graduation (or equivalent Degree or Diploma) in Urban Designing or any recognized Post graduation Course.

(C) Experience: Minimum 2 years after Post- graduation.

(D) Age limit: The maximum age limit is 35 years. Relaxable in case of deserving candidates.

4. Junior Planner (Consolidated remuneration Rs. 50,000/- permonth):

(A) Role & Responsibilities:

- (i) Development Plan:
Preparation of plans for Existing land use, Proposed land use, Formulation of Development Control regulation, Development Plan report, under MR & TP Act 1996 for the area designated as SPA of MbPA.
 - (a) Identify the future requirement of various social, cultural, educational, health and other facilities to developed in near phases and suggest suitable land parcels for the same.
 - (b) Process the modifications through MR & TP Act 1966 of Maharashtra.
 - (c) Process the suggestions and objections received on Development Plan, help in conducting meetings of hearing committee of suggestions, objections, prepare Committee Report, etc.
- (ii) Preparation Urban renewal schemes, Redevelopment schemes, Slum Rehabilitation schemes
- (iii) Work out the detailed land use calculations and prepare draft project reports.
- (iv) Process the Development Permission cases.
- (v) Preparation of Area development schemes, Layout plans, Housing schemes, etc.
- (vi) Scrutinize the proposal received from external agencies.
- (vii) Schematic and detail design of Building.
- (viii) Preparation of drawings for obtaining approval from the Planning authorities and other competent authorities.
- (ix) Any other responsibility from time to time delegated by the MbPA.
- (x) General knowledge of operation of Arc GIS.

(B) Essential Qualification: Bachelor of Architecture or Bachelor of Civil Engineering or Bachelor of Planning and Post-Graduation in Urban Planning/City Planning/Urban Design/heritage conservation.

(C) Age limit: The maximum age limit is 35 years. Relaxable in case of deserving candidates.

Other Terms and conditions of contractual engagement:

1. 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 employee and his family.

2. 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.

3. 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, you may have to work beyond the normal duty hours for which there will not any other compensation, monetary or otherwise.

Normally will be entitled to a weekly off (Sunday & Saturday). If situation warrants, the weekly day of rest may be changed with prior intimation. For work on any weekly day off / declared Public 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.

4. Accommodation:

Accommodation shall be offered in the MbPA quarters subject to availability. If availed, rent would be deducted as per prevailing rules from time to time. In addition, electricity & water charges are to be paid on consumption basis.

5. The contract can be terminated by giving one month's notice in writing from either side.

6. If the contractual employee leaves without notice or acceptance of notice of termination, the amount due, i.e., consolidated pay payable to the extent of notice period, will be forfeited.

7. On official tour outside Headquarters, they will be entitled for TA/DA as admissible under the rules.

8. The contractual employee shall not claim any right/ title/ interest at par with the regular employees of the Port on similar post doing similar work.

9. Engagement of the contractual employee is subject to verification of antecedents by the Police. Also, documents furnished by him in respect of educational qualification and experience will be sent to concerned Universities/ Organisation for verification. If any adverse report is received, his services are 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 post of _____ on Contract basis.

1. Name (In block letters) :
2. Gender :
3. Address for communication :
4. Permanent address :
5. Telephone/Mobile / E mail Id :
6. Date of Birth (self-attested proof to be enclosed) :
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) :

Affix passport
size
photograph

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	Post 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/engagement 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