

MUMBAI PORT TRUST

Applications are invited for the post of **Deputy Secretary** by Direct Recruitment. Candidates fulfilling the prescribed qualifications and experience given below may apply:

<u>Post</u> <u>Payscale</u>	<u>No. of</u> <u>post</u>	<u>Educational Qualifications</u>	<u>Age as on</u> <u>01.11.2017</u>
<u>Deputy Secretary</u> Rs.24900-3%- 50500 (pre-revised Rs.13000-18250)	1	<u>Essential:</u> (i) A degree from a recognised university. (ii) Nine years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations, etc. in an Industrial/ Commercial/ Govt. Undertaking. <u>Desirable:</u> Post-Graduate Degree/Diploma in Personnel Management / Industrial Relations, Social Work/Labour Welfare or allied subjects or Degree in Law from a recognized University/Institution.	Not over 40 years

GENERAL CONDITIONS:

1. While there is no reservation, SC/ST/OBC candidates may apply, but will not be eligible for any relaxation. However, SC/ST candidates called for written test/interview are eligible for Travelling Allowance as admissible on production of original bus/train ticket. As per Regulation 9 of MbPT Employees (RSP) Regulations, 2010, there is no age limit in case of existing Mumbai Port Trust Employees.
2. Crucial date for determining eligibility is 1.11.2017.
3. Selection will be through a competitive written examination and/or personal interview.
4. Selected candidate will have to undergo medical examination at the MbPT hospital for fitness.
5. Mere fulfilling the minimum prescribed qualifications will not vest any right upon the candidate for being called for written test/interview. Similarly, mere submission of application does not confer any right on the candidate for being called for written test/interview. No correspondence will be entertained in this respect and interim enquiry will not be attended to.
6. Depending upon the response, the administration reserves the right to restrict the number of candidates to be called for the written test/interview.
7. Wrong declarations/submission of false information or any other action contrary to the law shall lead to cancellation of the candidature at any stage.

8. Applicants, if selected, will not be permitted to withdraw candidature at a later date.

Remuneration:

a). Benefits admissible include DA on IDA pattern (2001 series) on the basic pay and other allowances totaling to 171% of Basic Pay. Gross remuneration at the minimum is about Rs.67,979/- plus HRA at 30% of Basic Pay in case not residing in Port's accommodation. Other benefits include leave, leave encashment once a year, medical aid for self and family, etc. as per the Port Trust regulations.

b). Selected candidates will be governed by the New Contributory Pension Scheme.

HOW TO APPLY:

i) Applications may be submitted in the PRESCRIBED FORMAT given below as Annexure 'A'.

ii) Applications complete in all respects along with documents specified may be forwarded in envelope superscribed "Application for the post of "Deputy Secretary" and addressed to Smt. S. G. Patwardhan, Sr. Deputy Secretary, Human Resources Section, General Administration Department, Mumbai Port Trust, Port House, 2nd floor, Shoorji Vallabhdas Marg, Ballard Estate, Mumbai- 400001, who can also be contacted on telephone No. 022-66564047 for any details/clarifications. Applications should reach not later than **14.12.2017**.

iii) The application should be accompanied by the following:

(a) Self-attested copies of certificates in support of age, educational qualifications and experience.

(b) Self-attested copy of Caste Certificate (in case of SC/ST/OBC candidates).

iv) Persons in service of Government/Semi-Government Organisations/Public Sector Undertaking/Autonomous Bodies must apply through proper channel along with vigilance clearance and certificate that no disciplinary case is pending or contemplated against them and No Objection Certificate for release in case of selection.

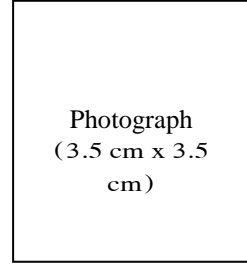
v) Applications incomplete in any respect or received after the last date will not be entertained.

vi) The last date for receipt of application is **14.12.2017**.

vii) **Canvassing in any form will be a disqualification.**

APPLICATION FORM

**Form of application for Direct Recruitment
to the post of Deputy Secretary .**



1. Full Name (in block letters) :
2. (a) Address for communication :
(b) Telephone No./Mobile No. :
(c) E-mail address :
3. Permanent Address (Native Place) :
4. (a) Date of birth :
(b) Age (as on 01.11.2017) : ____ years ____ months ____ days
5. Nationality :
6. (a) Category (Caste certificate to be enclosed in case of SC/ST/OBC) : SC ST OBC GEN
(b) Religion :
7. Marital status (Married/Unmarried) :
8. Name of Father/spouse :
9. Languages Known :
(Read, write and speak)
10. Educational qualifications :
(in chronological order from S.S.C.
(Class – X onwards)
(Copies of certificates to be enclosed)

Examination	Board/ University	Year of passing	Class and percentage obtained	No. of attempts

11. Additional Qualifications (if any) :

12. Details of employment/
experience in chronological order
(Copies of documents in support of the same to be enclosed)

Name of the organization	Posts held	Remuneration	From	To	Nature of duties

13. Details of any other employment/
Experience.

14. Any other information that the
candidate desires to furnish in
support of his candidature.

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.

(Signature of the Applicant)

Place:

Date:

CERTIFICATE

(To be given by the Head of Department/Competent Authority)
(In case of applicants employed in Govt/Semi-Govt.
organizations/ PSUs/ Autonomous Bodies)

This is to certify that Shri _____ Designation _____, who is working in _____ since _____. The particulars furnished by him at Sl.No. 1 to 14 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 integrity is certified and he is clear from vigilance angle.

Date :
Place :

HEAD OF DEPARTMENT/
Competent Authority