MUMBAI PORT AUTHORITY
MEDICAL DEPARTMENT

Advertisement No. H/E/Facility Managers/ 4471 of 2026-27 dated 16 NOV 2026

Mumbai Port Authority invites applications for engagement of Facility Managers as Young Professionals in Medical Department **purely on Contract basis.**

1. A total number of 11 Facility Managers as Young Professionals will be engaged on Contract. **Educational and Desirable qualifications** required are Bachelor's Degree in any discipline with first class and Master of Business Administration with First Class, **desirable** –Good Communication skills, experience in hospitality services, fluent in English, Hindi & Marathi Languages.

2. Roles and Responsibilities

Name & No. of the Positions	Duty Pattern	Duties and Responsibilities
Facility Manager 11 Nos.	On Rotational Basis in General, 2nd and 3rd Shift - all days	a) Patient guidance and facilitation services. b) Front office and enquiry desk management. c) Coordination of ambulance and other transport services. d) Management of accommodation facilities for patient relatives. e) Monitoring of diet kitchen, pantries and canteen services. f) Supervision of OPD, IPD, Linen, CSSD and Housekeeping related facility issues. g) Coordination with Civil Engineering and MEED Departments for maintenance requirements. h) Monitoring cleanliness, hygiene, infection control and safety standards. i) Management of Hospital Campus facilities and residential quarters. j) Protocol arrangements for visiting dignitaries and senior officers. k) Any other work assigned by CMO/Sr. Dy. CMO (Admin).

(ii) Age Limit – Candidate should be less than 35 years of age as on the date of advertisement and should be in good health.

(iii) Soft Skills:

a) Eager to learn and work with various departments/Divisions.
b) Excellent verbal and written communication skills
c) Proficiency in Microsoft Office
d) Ability to multitask
e) Cop well under pressure
f) Strong Data Modelling, Research and Analytical skills

(iv) Crucial Date: The Crucial date for determining eligibility criteria viz. educational qualification, experience, age etc. shall be as on 01.12.2026.

3. **Period of Engagement:-**

a. The initial period of engagement shall be 2 years which can be extended to additional 2 years on the basis of performance with no further extension. There shall be a performance review after every 6 months of engagement with one working day break of the Facility Managers as Young Professionals. The Young Professional will have to submit a fresh Integrity Pact before engagement and before each renewal.

b. The engagement of Facility Managers will be on Full Time Basis and they would not permitted to take up any other assignment during the period of appointment as Young Professional with MbPA.

c. Experience Certificate: A Certificate regarding successful completion of engagement shall be issued by the Medical Department. Professionals not completing a period of 1 year will not be issued any experience certificate.

4. **Remuneration:-**

(i) Consolidated Remuneration will be Rs. 50,000/- per month for Facility Manager as Young Professionals. Payment of remuneration will be processed based on certification of work and attendance by concerned Heads of Division under whom professionals are posted.

(ii) There shall be annual increment of 5% on last drawn remuneration based on satisfactory performance.

(iii) Allowances: Facility Managers engaged on Contractual basis shall not be entitled to any kind of allowance e.g. Dearness Allowance, House Rent Allowance, Transport Allowance, Transport Facility, Personal Staff, CGHS and Medical Reimbursement, etc.

(iv) TA/DA: Facility Managers shall not be entitled to TA/DA for joining the assignment or its completion. For any travel if required, compensation will be as per norms laid down by MbPA at the time of travel.

(v) Tax Deduction at Source (TDS): TDS as admissible shall be deducted from the monthly remuneration of Facility Managers. A TDS certificate shall be issued by the Medical Department on demand.

(vi) Provision of Code of Social Security 2020 are applicable.

5. **Place of posting :** Posting of the above professionals will be in any area covered under the MbPA's Medical Department.

6. **Leave :** Facility Managers shall be eligible for 20 days Casual Leave in a Calendar Year on Pro Rata Basis. His/her absence beyond 20 days in a Year (on pro-rata basis) shall lead to deductions in remuneration. Any un-availed leave cannot be carried over to next calendar year. MbPA would be free to terminate the services of Facility Managers in case of absence of more than 15 days beyond the entitled leave. No carry forward of the unconsumed leave as also no encashment of leave would be allowed.

7. **Accommodation:** As regards Accommodation facility, accommodation of MbPA quarters can be provided, subject to availability of accommodation in the category of Class III B quarters and on personnel engaged. The rent payable for accommodation will be @10% of consolidated remuneration plus license fees. In addition, electricity & water charges would be recovered on actual consumption basis. In case, accommodation at MbPA Quarters is availed, a

Security Deposit of amount equivalent to two times of rent payable per month, will have to be paid as Security against Rent, Electricity, Water Charges and damages, if any. The deposit will be refunded after receiving No Dues Certificate from the Chief Medical Officer, Medical Department.

8. **Medical:** As regards, Medical Facility, since MbPA has its own hospital, OPD as well as IPD facility will be provided to the contractual personnel at MbPA Hospital/ Dispensary alongwith medicine. However, the contractual personnel will not be referred outside for treatment. No medical facilities would be available to family/dependent of contractual personnel.

9.1 Procedure and Conditions for Applicants:-

a) Interested applicants may apply offline in the format given on the website of MbPA.
b) A candidate can apply for engagement only once during a financial year. The applicant who do not fulfill the eligibility conditions, their applications shall be rejected.
c) The applications received shall be scrutinized and shortlisted. Candidates will be shortlisted in the light of their qualification, experience and other details provided in the application form. Mere fulfillment of qualification or shortlisting shall not confer any right to be engaged as Young Professionals. Shortlisted candidates may be called for test/interview etc. before selection.
d) The selected applicant has to produce original mark sheets alongwith character certificate and Self Declaration Certificate at the time of joining, failing which his/her candidature shall be cancelled.

9.2 Working hours and attendance:

Working hours shall normally be in shift duty of eight hours as decided by Chief Medical Officer / Sr. Dy. CMO (Admin). However, in case of exigencies they may be required to sit late or attend office holidays for which there will not be any other compensation due, monetary or otherwise. The duty hours may be extended depending on work requirement. 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 in lieu thereof will be granted. No other compensation, monetary or otherwise will be admissible.

In case of less than satisfactory attendance and adherence to timings, engagement may be terminated and no experience certificate will be issued.

10. Other Conditions :

(i) Only eligible applicants who fulfill the criteria of essential qualification, experience, age, etc. shall apply.
(ii) 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.
(iii) Logistics & Support: Facility Managers will be required to have their own laptops. MbPA shall provide them working space, internet facility and other necessities as deemed fit by the concerned heads.
(iv) Capacity Building: Facility Managers shall be provided 1-2 weeks orientation training for acquiring job related skills.

(v) Performance Appraisal: The screening committee shall periodically appraise the performance of Facility Managers. Facility Managers shall be required to submit a brief report at scheduled intervals to the Chief Medical Officer/ Sr. Dy. Chief Medical Officer (Admin).

(vi) Conflict of Interest: The Facility Managers shall be expected to conduct themselves in accordance with the rules and regulations of MbPA. He/ She will be expected to demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his/her duties. In case the services of the Facility Managers are not found satisfactory or found in conflict with the interest of MbPA, his/her services can be terminated forthwith.

(vii) Integrity Pact: The Facility Managers shall sign an Integrity Pact with MbPA containing a clause on ethics and integrity.

(viii) Travel, Medical Clearance and Service Incurred Death, Injury or illness: In the event of the death, injury or illness of the individual Young Professional which is attributable to the performance of services on behalf of MbPA under the terms of the contract, and/or while traveling for official duty or is performing any services under the contract in any offices or premises of MbPA, the individual Facility Manager or the individual Facility Maanger's dependents, as appropriate shall not be entitled to any compensation or any claim whatsoever.

(ix) Confidential Nature of Documents and Information: The Facility Managers will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose any information/data acquired by them during their engagement to any unauthorized person(s) in the Department/Division. Young Professional shall not, except with the previous sanction of MbPA, or in the bonafide 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 pertaining to official business of MbPA.

(x) Verification of Criminal Antecedents: The engagement of Facility Manager is subject to verification of antecedents by the Police. If any adverse report is received from Police his/her services are liable to be terminated.

11. Use of Name, Emblem or Official Seal of MbPA:-

Individual Facility Manager shall not represent themselves or otherwise make public with the intent to make a commercial advantage of the engagement with MbPA. The Young Professional shall not, in any manner, whatsoever, use the name, emblem or official seal of MbPA, or any abbreviation of the name of MbPA in connection with its business or otherwise without the prior permission of MbPA.

12. Relaxation : There will be no relaxation in any qualification or experience

13. Termination:

13.1 Contract engagement of Facility Manager may be terminated at any time by MbPA without assigning any reason thereof, by giving a notice of one month or proportionate remuneration in lieu of the notice. Facility Manager shall disengage themselves from MbPA, only after giving a notice of one month to MbPA.

13.2 MbPA may terminate the engagement forthwith **without** prior notice of one month in following conditions:-

(i) The Facility Manager is unable to address the assigned work;

(ii) Quality of the work is not to the satisfaction of Department/ Division;
(iii) The Facility Manager fails timely achievement of the milestones as finally decided by MbPA;
(iv) The Facility Manager is found lacking in honesty and integrity and not punctual in his work;
(v) If any adverse report is received from the Police while verification of antecedents;
(vi) Incorrect/ False credentials;

Any candidate who is found to have knowingly furnished any particulars which are false to have supressed material information of a character which if known would ordinarily have debarred him from getting contractual engagement as Facility Manager as Young Professional, is liable to be disqualified and, if engaged, to be terminated from contractual engagement.

14. Right of the MbPA:-

MbPA has right to cancel the advertisement, and not go for engagement of Facility Managers as Young Professionals, at any stage. It may accept or reject any or all applications without giving any reason therefore, whatsoever.

15 General instructions:

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

(ii) Self- attested copies of following documents/ certificates to be submitted along with the application and candidates shall produce the original certificate(s) for verification at the time of interview.

List of Documents

a) Proof of Age – Birth Cft, School Leaving Cft., Age & Nationality Cft or any other certificate issued by Educational Institutes (PAN & Aadhar Card will not be accepted as proof of Date of Birth)
b) Matriculation (X) Marksheet
c) Intermediate (XII) Marksheet
d) All Marksheets of Degree
e) Degree Certificate
f) All Marksheets of MBA
g) MBA Degree Cft.
h) Experience Certificate, if any

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 candidate is subject to 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 on the Mumbai Port's website only. Hence, candidates are requested to keep a regular watch on Port's website, i.e., www.mumbaiport.gov.in under People & Career > Jobs' 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) 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.

(xiii) The Facility Manager shall be bound to hand over the entire set of rectors of assignment to MbPA before the expiry of the contract and before the final payment is released by MbPA.

16. How to apply:

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

(i) Downloading the application format **(Annexure I)** from website www.mumbaiport.gov.in ('People & Career/ Jobs/ Advertisements' 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 on or before the last date of application i.e. **14.12.2026** by superscribing on the envelope as **"Application for engagement of Facility Manager as Young Professionals on Purely Contract Basis".**

Establishment Section
Medical Department
MbPA Hospital,
Nadkarni Park, Wadala (East)
Mumbai – 400 037.

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

The last date for receipt of applications will be **14.12.2026.**

16.11.26

CHIEF MEDICAL OFFICER
MEDICAL DEPARTMENT
MUMBAI PORT AUTHORITY

Annexure – I

MUMBAI PORT AUTHORITY
MEDICAL DEPARTMENT
Application Form

Application for the position of **FACILITY MANAGER AS YOUNG PROFESSIONALS purely on Contract basis**.

Affix pass-port size Photograph

1. Full Name (In block letters) : _____

2. Address for communication : _____
_____

3. Permanent address : _____
_____

4. Landline / Mobile No. : _____
E-mail id : _____

5. Date of Birth & Age : (Self attested proof to be enclosed)

DD	MM	YYYY
YEARS		

6. Nationality : _____

7. Whether belongs to SC/ST/OBC : _____

8. Marital status : _____
(Married/Unmarried)

9. Name of Father/Spouse : _____

10. Educational/Professional and other qualifications.
(Matriculation (Class X onwards)
(Attested Certificate to be enclosed)

Sl. No.	Qualification	Name of Board/ University/ Institution	Duration of Course	Year of Passing	Percentage of Marks obtained
1.	Matriculation (Class X /SSC)				
2.	Intermediate (Class XII / HSC)				
3.	* Graduation _____				
4.	* Post Graduation _____				
5.	* Other Qualifications _____				

* Please indicate specific details of Graduation/ Post Graduation degrees / Diplomas, Certificate Course etc.

11. (a) Details of present and past employment 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 :

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

13. Any other information desired to be submitted by the applicant :

14. Contact details of Two references (email & mobile number) :

15. 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)