MUMBAI PORT AUTHORITY

Advertisement No. FA/E/PS-I/F.1065/2469 Dated: 20/11/2026

Mumbai Port Authority invites applications for engagement of Jr. Professional Interns **purely on contract basis in Finance Department.**

1. The total number Jr. Professional Interns to be hired will be 10.

2. **Eligibility Criteria:**

(i) **Minimum Educational Qualifications:**

Jr. Professional Interns:

Professionals with a Bachelor's degree in Commerce (B.Com) from any recognized University/College/Institution in India.

(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) Desirable: Preference will be given to persons with **minimum 3 years' experience** in relevant field supported by field work/ policy papers/ appraisal and monitoring of projects & schemes.

(iv) Soft Skills:

i. Proficiency in MS Office
ii. Working knowledge of in ERP/SAP
iii. Excellent verbal and written communication skills

(v) Roles and Responsibility: These will be assigned by Financial Adviser & Chief Accounts Officer on engagement as per the functioning & requirements of the Department.

(vi) Crucial date: The crucial date for determining eligibility criteria viz., educational qualification, experience, age etc. shall be as on 15.12.2026.

3. **Period of Engagement:**

a. The initial period of engagement shall be 2 years which can be extended to additional 2 years **with 2 day break** on the basis of performance with no further extension. There shall be a performance review after every 6 months of engagement of the professional.

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

c. Experience Certificate: A certificate regarding successful completion of engagement shall be issued by the concerned Department/ Division in the enclosed format **(Annexure I).** Professionals not completing a period of 1 (one) Year will not be issued any experience certificate.

4. **Remuneration:**

(i) Consolidated amount of Rs. 40,000/- per month for Jr. Professional Intern. Payment of remuneration will be processed based on certification by concerned Heads of Division under whom professionals are posted.

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

(iii) Allowances: Jr. Professional Intern on contractual basis engaged 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: Jr. Professional Intern shall not be entitled to TA/DA for joining the assignment or on 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 Jr. Professional Interns. A TDS certificate shall be issued by the concerned department on demand.

5. Place of Posting: The place of posting will be **Finance Department** of Mumbai Port Authority.

6. **Leave**: Jr. Professional Intern shall be eligible for Casual Leave of 20 Days 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 Jr. Professional Interns 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 at MbPA quarters can be provided, subject to availability of accommodation in the category of Class III B quarters and on the personnel engaged. The rent payable for accommodation will be @10% of consolidated remuneration and single license fees per month. In addition, electricity & water charges would be recovered on actual consumption basis. In case,

accommodation at MbPA quarters is available, a Security Deposit of amount equivalent to two times of rent payable per month, will have to be paid as a security against Rent, electricity, water charges and damages, if any. The deposit will be refunded after receiving No Dues Certificate from Competent Authorities of Finance Department.

8. **Medical**: As regards, Medical facility, since MbPA has its own Hospital, OPD as well as IPD facility will be provided to contractual personnel at MbPA hospital/ dispensary along with medicines. However, the contractual personnel will not be referred outside for treatment. No medical facilities would be available to family/ dependent of the 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 applicants who do not fulfill the eligibility conditions, their applications shall be rejected.

(c) Applicants must clearly indicate their area(s) of interest.

(d) 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 Jr. Professional Interns. Shortlisted candidates may be called for test/ interview etc. before selection.

(e) The selected applicant has to produce original mark sheets along with character certificate and self-declaration certificate at the time of joining, failing which his/her candidature shall be cancelled. Self-declaration certificate format is enclosed at Annexure II.

9.2 Working hours and Attendance:

Working hours shall normally be from 10 AM to 6.00 PM during the working days or 8 hours working as per requirement of the Finance Department. However, in case of exigencies they may be required to sit late or attend office on 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. The attendance record and the details of work supervision shall be maintained by the

Heads of the Departments / Divisions.

In exceptional cases, like need for professional development, training etc, the conditions may be relaxed with the approval of Secretary, MbPA, subject to official exigencies.

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: Professionals 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: The Jr. Professional Intern 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 Jr. Professional Interns. Professionals shall be required to submit a brief report/paper at scheduled intervals to the Heads of the concerned Departments / Divisions.

(vi) Conflict of Interest: The Jr Professional Interns 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 Jr. Professional Interns are not found satisfactory or found in conflict with the interest of MbPA, his/her services can be terminated forthwith.

(vii) Integrity Pact: The Jr. Professional Interns shall sign an Integrity Pact **(Annexure III)** 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 Jr. Professional Interns 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 Jr. Professional Interns or the individual Jr. Professional Interns' dependents, as appropriate shall not be entitled to any compensation or any claim whatsoever.

(ix) Confidential Nature of Documents and Information: Jr. Professional Interns 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. Jr. Professional Interns 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 Jr. Professional Interns is subject to verification of antecedents by the Police. If any adverse report is received from the Police his/her services are liable to be terminated forthwith.

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

Individual Jr. Professional Interns shall not represent themselves or otherwise make public with the intent to make a commercial advantage of the engagement with MbPA. The Jr. Professional Interns 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 written permission of MbPA.

12. **Relaxation:** There will be no relaxation in any of qualifications or experience.

13. **Termination:**

13.1 Engagement contract of Jr. Professional Interns 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. Jr. Professional Interns 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 Jr. Professional Interns is unable to address the assigned work;
(ii) Quality of the work is not to the satisfaction of Department / Division
(iii) The Jr. Professional Interns fails in timely achievement of the milestones as finally decided by MbPA.
(iv) The Jr. Professional Interns is found lacking in honesty and integrity and is 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 or to have suppressed material information of a character, which if known would ordinarily have debarred him from getting contractual engagement as Jr. Professional Interns , is liable to be disqualified, and, if engaged, to be terminated from contractual engagement.

14. **RIGHTS OF THE MbPA:**

MbPA has the right to cancel the advertisement, and not go for engagement of Jr. Professional Interns, at any stage. It may accept or reject any or all applications, without giving any reasons therefor, whatsoever.

15. **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 'People & Career > Jobs' 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) 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 Jr. Professional Interns 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.

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' menu).

(ii) Filling the application format with the required details and declaration.

(iii) The filled in application form along with proof of educational qualification, age, experience and address proof for determining eligibility is to be sent to the below mentioned address before the last date of application i.e. **15.12.2026** by super scribing on the envelope as **"Application for engagement of Jr. Professional Intern on contract basis".**

Address: Financial Adviser & Chief Accounts Officer,
Mumbai Port Authority,
Port Bhavan, Gr. floor,
S. V. Marg, Ballard Estate,
Mumbai – 400001.
E-mail – fa@mumbaiport.gov.in

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

Annexure – I

MUMBAI PORT AUTHORITY

Application Form

Application for the position of **Jr. Professional Intern purely on Contract basis**.

Affix pass-port size Photograph

1. Name (In block letters) :
2. Address for communication :
3. Permanent address :
4. Landline No. : _____
   Mobile No. _____
   E-mail id _____
5. Date of Birth & Age : | | | | (dd/mm/yy)
   (self-attested proof to be enclosed) | | (in 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. (Attested certificates to be enclosed) :

Sr.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 qualification				

11. (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 :

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)