

## MUMBAI PORT TRUST

Mumbai Port Trust invites applications for the following Class III post:-

Sl. No	Post	Age limits	Payscale	Educational and other qualifications
(1)	Stenographer Gr.II (UR-1, OBC-1)	Lower-18 years Upper-25 years	Rs. 17700- 44600.	(a) Higher Secondary Certificate (10+2) examination or equivalent (b) Certificate Course in Stenography with speed in English Shorthand/Typing at 100 wpm / 40 wpm or Hindi Shorthand/Typing at 90 wpm/40 wpm  Weightage of 5% in the marks at HSC level for graduates, 10% for post graduates and in addition 5% to those having proficiency in computer working/application through a course of not less than 6 months.

### GENERAL CONDITIONS:

- (1) Candidates must possess the essential qualifications mentioned against the post. Qualifications mentioned above should be from any of the recognized State/National Boards, Indian Universities duly approved by the UGC or any of the recognized Indian Institutes duly approved by AICTE.  
The candidate must possess valid Mark-sheet / Degree/Diploma /Certificate of the necessary qualification as on **1.6.2018**.
- (2) Candidates must possess the essential qualifications mentioned against the post, i.e., for example where essential qualification is H.S.C.(12<sup>th</sup>) or equivalent, candidates not possessing certificate of H.S.C.(12<sup>th</sup>) or equivalent will not be eligible.
- (3) Age Relaxation:
  - (i) Upper age limit is relaxable by 3 years in case of OBC Candidates. If any SC, ST or OBC category candidate applies for a post under UR, then he is not eligible for relaxation in age.
  - (ii) As per Regulation 9 of MbPT Employees (RSP) Regulations, 2010, there is no age limit in case of existing Mumbai Port Trust Employees.
  - (iii) The prescribed upper age limits will be relaxed in the case of a candidate who is an ex-serviceman i.e. Ex-employee of India's Defence Forces, and who has put in not less than 6 months continuous service in the Defence Forces, upto the extent of service rendered by him in the Defence Forces.

(iv) Upper age limit is relaxable by 10 years in case of Physically Handicapped (OH) candidates.

(4) The reserved category candidates must submit Caste Certificate, along with caste validity certificate, issued by the competent authority in the prescribed format as stipulated by Government of India.

(5) In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil posts & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of application as well as date of verification of documents. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General (UR) in the application form.

(6) The post for Stenographer Gr II is identified for Orthopaedically Handicapped (OH) candidates only.

(7) Nationality:- A candidate applying for recruitment in the Mumbai Port Trust must be either- (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or (e) a person of Indian origin who has migrated from Pakistan, Burma (Myanmar), Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to category (a) shall produce proof of his nationality;

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

(8) Candidates applying for the said posts should be registered with local Employment Exchange in Maharashtra. The candidates registered with the local Employment Exchange have to mention their registration number in the field provided for the same in the Application Form.

- (9) Application Fees:- The candidates have to submit Application fees of Rs. 100/- + GST @18% i.e. Total of Rs.118/-. The Application fees is payable only in the form of Indian Postal Order or Demand Draft in favour of '**The Board of Trustees of the Port of Mumbai**' payable at Mumbai. No other mode of payment would be entertained.
- (10) Basic pay of Rs. 17700/- in the scale of Rs.17700-44600 and other admissible allowances as applicable. Total gross emoluments will be approximately Rs. 25,750/- per month plus HRA as admissible (if not residing in Mumbai Port Trust quarters)
- (11) Selection will be through a Skill Test of Stenography comprising of Test of Shorthand and Typing in terms of Recruitment Rules.
- (12) Depending upon the response, the administration reserves the right to restrict the number of candidates to be called for Skill Test. MbPT reserves the right to modify the selection procedure if deemed fit.
- (13) The number of posts mentioned above are provisional/indicative. The Port reserves the right not to select any candidate from the discipline mentioned above. The number of vacancies indicated above may vary and /or can be interchanged at any stage of recruitment process. The reservation under various categories will be as per prevailing Government Guidelines at the time of finalization of result.
- (14) Canvassing in any form will disqualify the candidates.
- (15) Merely applying for the post, appearing for Skill Test and subsequent processes does not imply that a candidate will necessarily be offered employment in MbPT. No request for considering the candidature under any category other than in which applied will be entertained.
- (16) Candidates will be required to submit copies of necessary certificate(s) in support of their eligibility for the post and produce the original certificate(s) for verification at the time of scrutiny/verification of documents and /or at the time of any stage of recruitment process as may be required by MbPT.
- (17) Non submission of requisite documents and application fees as mentioned above by the candidate during this process will disqualify his candidature from further participation in the recruitment process. Further, in case it is found during verification that requisite documents do not meet the prescribed criteria, his candidature will not be considered any further in the recruitment process.
- (18) Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Mumbai Port Trust. Such appointment will also be subject to the service and conduct rules of the Mumbai Port Trust.

- (19) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in responses thereto can be instituted only in Mumbai. Courts/ Tribunals/Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.
- (20) Decision of the Mumbai Port Trust in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained in this behalf.

### **HOW TO APPLY:**

- (1) Candidates must apply in the prescribed format attached.
- (2) Persons already in service of Government/Semi Government Organisations/ Public Sector Undertakings/Autonomous Bodies must apply through proper channel. The particulars furnished should be certified by the Head of the Department/Competent Authority. Applications not received through proper channel will not be considered.
- (3) Necessary documents in support of essential qualifications, experience, Caste, Application fees etc. shall be forwarded along with the application. Candidates belonging to OBC category should produce the Caste Certificate issued by the Competent Authority stating his/her 'OBC' status as well as exclusion from "Creamy Layer".
- (4) Applications should be forwarded to the **Sr. Assistant Secretary, General Administration Department, Mumbai Port Trust, Port House, 2nd floor, Shoorji Vallabhdas Marg, Ballard Estate, Mumbai – 400 001**, so as to reach not later than **7.7.2018**. The envelope containing application should be superscribed "**Application for the post of Stenographer Gr II**". Applications received late for any reason, whatsoever, will not be considered.

**Secretary**  
**Mumbai Port Trust**