



MUMBAI PORT AUTHORITY

Advertisement No.: DR- 3

Date: 30.8.2024

RECRUITMENT OF CLASS I AND III POSTS IN MUMBAI PORT AUTHORITY

Mumbai Port Authority (MbPA), invites applications for recruitment of various Class I (11) and Class III (5) posts by direct recruitment.

Prospective candidates have to apply online after carefully reading the detailed advertisement regarding the process of examination, eligibility criteria, online registration processes, payment of prescribed application fee/ intimation charges, pattern of examination, issuance of call letters etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

Please note the Important Dates:

Activity	Date
Online Registration & Fee Payment - Start date	31/08/2024
Online Registration & Fee Payment - Closing date	27/09/2024
Date for online Examination at Mumbai/Greater Mumbai/Navi Mumbai/ Thane/ Palghar.	Will be intimated shortly.

Candidates have to submit application by online mode through link provided on MbPA's website <https://www.mumbaiport.gov.in/> under 'People & Career/Jobs' Menu only. No other means/mode of application will be accepted.

Candidates are advised to regularly keep in touch with authorized Mumbai Port Authority website <https://www.mumbaiport.gov.in> for further details and updates.

I. Eligibility Criteria

A. Post wise Vacancies, Reservation, Essential & other qualifications:

<u>Post Payscale</u>	<u>No. of Posts</u>	<u>Reservation</u>	<u>Essential Educational and other qualifications</u>
<u>CLASS-I</u>			
1. Senior Accounts Officer Rs.50000-160000	01	01 UR	Essential: - (i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India.

Post Payscale	No. of Posts	Reservation	Essential Educational and other qualifications
<i>(pre-revised Rs.20600-46500/ Rs.10750-16750)</i>			(ii) Five years' experience in Executive cadre in the field of Finance, Accounting in an Industrial /Commercial / Govt. Undertaking.
2. <u>Assistant Executive Engineer (Civil)</u> Rs.50000-160000 <i>(pre-revised Rs.20600-46500/ Rs.9100-15100)</i>	02	02 UR	Essential: - Degree or equivalent in Civil Engg. from a recognized University/ Institution. Desirable: - (i) Two years' experience in executive cadre in Planning/ Constn /Design /Maintenance preferably of Port and Marine Structures in an Industrial/ Commercial/ Govt. Undertaking.
3. Assistant Executive Engineer (Mechanical/ Electrical) <u>Assistant Executive Engineer (Electrical)</u> Rs.50000-160000 <i>(pre-revised Rs.20600-46500/ Rs.9100-15100)</i>	04	03 UR 01 OBC	Essential: - Degree or equivalent in Electrical/ Electronics & Communication Engineering from a recognized University/Institution. Desirable: - (i) Two years' experience in relevant discipline in executive cadre in an Industrial/ Commercial/ Government Undertaking.
4. <u>Assistant Executive Engineer (Telecom/ Electronics)</u> Rs.50000-160000 <i>(pre-revised Rs.20600-46500/ Rs.9100-15100)</i>	01	01 UR	Essential: - Degree in Electronics/ Telecommunication/Electrical Engineering from a recognized University/ Institution. Desirable: - (i) Two years Executive Experience. (ii) Post Graduate Degree/Diploma in Electronics/ Telecommunication /Electrical Engineering from a recognized University/Institution.
5. <u>Executive Engineer (Telecom/ Electronics)</u> Rs.50000-160000 <i>(pre-revised Rs.20600-46500/ Rs.10750-16750)</i>	01	01 UR	Essential: - (i) Degree in Electronics/ Telecommunication/ Electrical Engineering from a recognized University/ Institution.

<u>Post Payscale</u>	<u>No. of Posts</u>	<u>Reservation</u>	<u>Essential Educational and other qualifications</u>
			(ii) Five years executive experience in networking/ software development/ telecom in an Industrial/ Commercial/ Govt. Undertaking. Desirable: - (i) Post Graduate Degree/Diploma in Electronics/ Telecommunication/ Electrical Engineering from a recognized University/ Institution.
6. <u>Assistant Traffic Manager Gr-I</u> <u>Rs.50000 – 160000</u> <u>(pre-revised Rs.20600-</u> <u>46500/ Rs.9100-15100)</u>	02	01 UR 01 SC	Essential: - A degree from recognized University. Desirable: - (i) Two years' executive experience in shipping/cargo operations/railway transportation in an Industrial/ Commercial/ Govt. Undertaking.
<u>CLASS-III</u>			
1. <u>Hindi Translator Gr.-II</u> <u>Rs.29600-81100</u>	05	03 UR 01 ST 01 OBC	Essential: - (i) Degree of a recognised University with Hindi and English as elective subject. (ii) 2 years' experience in translation work from English to Hindi and vice-versa.

Abbreviations stand for: **UR:** Un-reserved; **SC:** Scheduled Caste; **ST:** Scheduled Tribe; **OBC:** Other Backward Classes.

Note 1: Candidates must possess the essential qualifications mentioned against each post. Qualifications mentioned above should be from any of the recognized 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/ Membership of the necessary qualification and Experience as on 01/08/2024.

Note 2: Candidates applying for the post of Hindi Translator Gr.-II should be registered with local Employment Exchange [in terms of Regulation 10(1) of the Mumbai Port Trust Employees' (Recruitment, Seniority and Promotion) Regulations, 2010]. The candidates registered with the local Employment Exchange in Maharashtra have to apply online and mention their registration number in the field provided for the same in the Application Form.

Note 3: The discipline wise number of posts mentioned above are provisional/indicative. The Port reserves the right not to select any candidate from any of the disciplines mentioned above. The discipline wise numbers 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.

Note 4: Candidates can apply for more than one post subject to their eligibility. However, separate applications are required to be submitted for each post applied for, with separate fees/charges.

Note 5: Not more one application should be submitted by any candidate for one discipline. In case of multiple applications only the latest valid (completed) application will be retained and the application fee/intimation charges paid for the other multiple registration(s) will stand forfeited.

Note 6: Most of the jobs may demand outdoor work requiring considerable physical efforts and technical skills.

Note 7: The posts are identified suitable for Benchmark disabilities as under:

Sl. No.	Post	Suitable categories of Benchmark Disabilities identified for the Post
1.	Senior Accounts Officer	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) MD involving (a) to (c) above
2.	Assistant Executive Engineer (Civil)	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
3.	Assistant Executive Engineer (Electrical)	a) D, HH b) OA, OL, BL, OAL, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
4.	Assistant Executive Engineer (Telecom/ Electronics)	a) LV b) HH c) OA, OL, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above.
5.	Executive Engineer (Telecom/ Electronics)	a) LV b) HH c) OA, OL, LC, Dw, AAV

Sl. No.	Post	Suitable categories of Benchmark Disabilities identified for the Post
		d) SLD, MI e) MD Involving (a) to (d) above.
6.	Assistant Traffic Manager Gr-I	OA, OL, LC, Dw, AAV
7.	Hindi Translator Gr. II	(a) LV (b) D, HH (c) OA, OL, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD, SLD, MI (e) MD involving (a) to (d) above

The candidates belonging to Persons with Benchmark Disabilities as mentioned in aforesaid table can only apply for the respective posts. Candidates with no other disabilities can apply for these post(s).

Abbreviations stand for:- **B**=Blind, **LV**=Low Vision, **D**=Deaf, **HH**= Hard of Hearing, **OA**=One Arm, **OL**=One Leg, **BA**=Both Arms, **BL**=Both Leg, **OAL**=One Arm and One Leg, **BLOA**=Both Leg & One Arm, **BLA**=Both Legs Arms, **CP**=Cerebral Palsy, **LC**=Leprosy Cured, **Dw**=Dwarfism, **AAV**=Acid Attack Victims, **MDy**= Muscular Dystrophy, **ASD**= Autism Spectrum Disorder (M= Mild, MoD= Moderate), **ID**= Intellectual Disability, **SLD**= Specific Learning Disability, **MI**= Mental Illness, **MD**=Multiple Disabilities.

(B) Age (As on 01/08/2024)

For Asstt. Traffic Manager Gr.-I/ Asstt.Executive Engineer (T/E)/ Asstt.Executive Engineer (M/E)/ Asstt.Executive Engineer (Civil): -

Minimum Age: 18 years

Maximum Age: 30 years

Candidate should not have been born earlier than 02/08/1994 and later than 01/08/2006 (both dates inclusive).

For Senior Accounts Officer & Executive Engineer (T/E): -

Minimum Age: 18 years

Maximum Age: 35 years

Candidate should not have been born earlier than 02/08/1989 and later than 01/08/2006 (both dates inclusive).

For Hindi Translator Gr.-II: - Above 20 years – Below 30 years i.e. candidate should not have been born earlier than 02/08/1994 and later than 01/08/2004 (both dates inclusive).

Relaxation in upper age limit shall be as follows:

Sl.No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non creamy layer)	3 years
3	*Persons With Benchmark Disability as defined under "The Rights of Persons with Disabilities Act, 2016"	10 years
4	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.
5.	Existing Regular Employees of the Board of any Major Port Authority	Upto 55 years of age

***Age relaxation for Persons with Benchmark Disabilities (PwBD) is applicable for the identified categories as mentioned in Table at Note 7.**

Note 8:

- i. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) 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 MbPA.
- ii. If any SC, ST or OBC category candidate applies for a post under UR, then he is not eligible for relaxation in age.

C. Nationality

A candidate applying for recruitment in the Mumbai Port Authority 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 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 categories (b), (c), (d) and shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

D. Guidelines for Persons with Benchmark Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in clauses 'E' & 'F' below. In all such cases where a scribe is used, the following rules will apply:

- a. The candidate will have to arrange his/ her own scribe at his/her own cost.

- b. The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- c. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- d. The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- e. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the online examination
- f. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- g. Scribe should not answer on his/her own. Any such behavior observed, will result in cancellation of candidature.
- h. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- i. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.
- j. The same scribe cannot be used by more than one candidate.

E. Guidelines for candidates with Locomotor disability & Cerebral Palsy

An extra time of twenty minutes per hour shall be permitted for the candidates with Locomotor disability and Celebral Palsy, where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

F. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and

all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised.

- The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

G. Guidelines for persons with specified disabilities having less than 40 % disability and having difficulty in writing:

The facility of scribe and/or compensatory time of not less than 20 minutes per hour of the examination shall be granted solely to those who are eligible for getting scribe and/or having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at Appendix I. The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at Appendix II.

In case the duration of the examination is less than an hour, then the duration of the compensatory time shall be allowed on pro-rata basis.

These guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.

Note 9: Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for online examination/ appearing for and being shortlisted in the online examination and subsequent processes does not imply that a candidate will necessarily be offered employment in MbPA. No request for considering the candidature under any category other than in which applied will be entertained.

II. EMOLUMENTS & BENEFITS

Basic pay of Asstt. Traffic Manager Gr.I, Asstt. Executive Engineer (T/E), Asstt. Executive Engineer (M/E), and Asstt. Executive Engineer (Civil) is Rs.50000/- in the scale of Rs.50000-160000 (pre-revised Rs.20600-46500/ Rs.9100-15100) and other admissible allowances as applicable. Total emoluments will be approximately Rs.89500/- per month, plus HRA as admissible (if not residing in Mumbai Port Authority quarters).

Basic Pay of Sr. Accounts Officer and Executive Engineer (T/E) is Rs.50000/- in the scale of Rs.50000-160000 (pre-revised Rs.20600-46500/ Rs.10750-16750) and other admissible allowances as applicable.

Total emoluments will be approximately Rs. 89500/- per month, plus HRA as admissible (if not residing in Mumbai Port Authority quarters).

Basic Pay of Hindi Translator Gr.II is Rs.29600/- in the scale of Rs.29600-81100 and other admissible allowances as applicable. Total emoluments will be approximately Rs.44515/- per month, plus HRA as admissible (if not residing in Mumbai Port Authority quarters).

III. Structure of On-line examination:

(a) For the posts of Asstt. Executive Engineer (T/E); Asstt. Executive Engineer (M/E); Asstt. Executive Engineer (Civil); Executive Engineer (T/E) and Sr. Accounts Officer:-

In online exam, questions will be of objective type which is as under:-

Sl. No	Name of Tests (Objective type)	Maximum Marks	Number of questions	Medium of Examination	Duration
1	Technical questions (subject related)	120	60	English	120 minutes
2	Test of Reasoning, General Awareness and Information Technology	30	30	English	
3	Quantitative Aptitude	25	25	English	
4	English Language	25	25	English	
	Total	200	140		

(b) For the post of Asstt. Traffic Manager Gr.-I:-

Sl. No	Name of Tests (Objective type)	Maximum Marks	Number of questions	Medium of Examination	Duration
1	Test of Reasoning	50	50	English	120 minutes
2	General Awareness & Information Technology	50	50	English	
3	Quantitative Aptitude	50	50	English	
4	English Language	50	50	English	
	Total	200	200		

(c) For the post of Hindi Translator Gr.II:-

Sl. No	Name of Tests (Objective type)	Maximum Marks	Number of questions	Medium of Examination	Duration
1	Translation (2 passages) (English to Hindi)	20+20	2	English/ Hindi as applicable	3 hrs.
2	Translation (Hindi to English)	20	1		
3	Essay writing (Hindi)	10	1		
4	Precis writing in Hindi from English Paragraph	10	1		
5	Grammar (English and Hindi)	10 (5+5)	1 (5+5 sub questions)		
6	Letter writing (Hindi)	10	1		
	Total	100			

Note: Questions will be shown on screen and candidates will have to type answers using a keyboard. For Hindi typing, the candidates should have knowledge of the following key-board layout:

- i. Inscript
- ii. Remington (GAIL)

Mumbai Port Authority reserves the right to modify the structure of the online test.

IV. Cut off Score:

Cutoff score shall be applied in two stages:

- (i) On scores in individual tests [for the posts of Sr. Accounts Officer, Asstt. Executive Engineer (Civil), Asstt. Executive Engineer (M/E), Asstt. Executive Engineer (T/E), Executive Engineer (T/E) and Asstt. Traffic Manager Gr.I].

Each candidate will be required to obtain a minimum score of 35% marks in each section/test of the online test separately for being considered for short listing.

- (ii) On Total Score. – Minimum 35 % overall (For all the posts).

Note 1: Mumbai Port Authority reserves the right to alter the minimum score required in each section/test for being considered for shortlisting, if required.

Note 2: Mumbai Port Authority reserves the right to restrict the number of candidates for shortlisting as applicable.

V. Selection Procedure:

The candidates have to appear for an online test as mentioned in Para III of the advertisement.

For Class I posts, the shortlisted candidates from online test will be called for verification of documents, as indicated in this advertisement, and interview. List of candidates shortlisted for verification of documents / Interview will be made available on MbPA website. The selection will be made on the basis of overall performance in Online Examination and Interview.

For Class III post, the selection will be made on the basis of overall performance in Online Examination only.

The selection of shortlisted candidates for the post will be subject to verification of required documents as indicated in this advertisement, in original.

Non submission of requisite documents 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.

MbPA reserves the right to modify the selection procedure if deemed fit.

VI. Intimation Charges/Application Fee (Non-Refundable):

The candidates are required to pay intimation charges/Application fees on-line from 31.08.2024 to 27.09.2024 (both dates inclusive) by following the instructions for online payment given under the link <https://www.mumbaiport.gov.in> 'People & Career/Jobs' menu.

SC/ ST/PwBD candidates	Rs. 250/- (Intimation Charges Only) + GST @18%
All other candidates (other than SC/ ST/PwBD)	Rs. 750/- (Application fee including intimation charges) +GST@18%

Note 1: Additional Bank transaction charge, for online payment of intimation charges/fees is to be borne by the candidate.

Note 2: If any SC, ST category candidate applies for a post as UR, then he is not eligible for relaxation in fee.

Note 3: Fee/ Intimation charges once paid will NOT be refunded on any account nor can it be held reserve for any other examination or selection.

VII. Test Centre for Online Test:

Examination Centres:

- The examination will be conducted online in venues in Mumbai/ Greater Mumbai/ Navi Mumbai/ Thane/ Palghar area as given in the respective Call Letters.
- No request for change of post/centre/venue/date/session for Examination shall be entertained.
- Mumbai Port Authority or designated organization on behalf of MbPA, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- Mumbai Port Authority or designated organization on behalf of MbPA also reserves the right to allot the candidate to any other centre.
- Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Mumbai Port Authority will not be responsible for any injury or losses etc. of any nature.

VIII. Dates of online examination: The dates of online examination will be intimated around 10 days before the examination.

IX. Candidates will not be permitted to appear for the online examination without the following documents:

- (1) Valid Call Letter for the respective date and session of Examination
- (2) Photo-identity proof (as specified) in original bearing the exactly same name as it appears on the Call Letter/ Application Form and
- (3) Photocopy of the above photo-identity proof (as detailed below*)

***IDENTITY VERIFICATION**

In the examination hall as well as at the time of Verification of Documents/ Interview, the Call Letter along with the original and a photocopy of the candidate's currently valid photo identity bearing the same name as it appears on the Call Letter such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid Identity Card issued by a recognized college/ university/ Aadhar Card/E-Aadhar Card with a photograph/ Employee ID/Bar Council Identity Card should be submitted to the invigilator and the original shall be produced for verification. The candidate's identity will be verified with respect to his/her details on the Call Letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Note 1: Ration Card and Learner's Driving License are NOT valid ID proofs for this process.

Note 2: Candidates have to produce, in original the photo identity proof and submit photocopy of the photo identity proof along with Examination Call Letter

as well as the Verification /Interview Call Letter while attending the examination/ Verification / Interview respectively, without which they will not be allowed to take up the examination/Verification / Interview. **Candidates must note that the name as appearing on the Call Letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. To avoid any dispute, name recorded at the time of registration should be identical to authorized identity proof. In case of candidates who have changed their name, will be allowed only if they produce original Gazette Notification/their original marriage certificate/Affidavit in original.**

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the Call Letter for Examination will not be permitted to take the examination. The reporting time mentioned on the Call Letter is prior to the start time of the test. Though the duration of the examination is 02 hours (120 minutes), candidates may be required to be at the venue 01 hour before for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc. and including disruption beyond control.

X. Verification of documents/Interview:

Candidates who have been shortlisted in the online examination will subsequently be called for verification of documents/ interview. The address of the venue, time and date of verification of documents / interview will be informed to the shortlisted candidates in the call letter.

Please note that any request regarding change in date/venue/time etc. of verification of documents/ interview will not be entertained.

However, Mumbai Port Authority reserves the right to hold supplementary process on particular date/venue/time etc. at its discretion, under unforeseen circumstances, if any.

LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF VERIFICATION OF DOCUMENTS / INTERVIEW:

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of verification of documents / interview failing which the candidate may not be permitted to appear for the interview/recruitment process. **Non submission of requisite documents by the candidate at the time of verification / interview process will debar his candidature from further participation in the recruitment process.**

- (i) Call Letter for Verification of documents / Interview.

- (ii) Valid system generated printout of the online application form registered for the online examination and e-receipt.
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with D.O.B.)
- (iv) Photo Identify Proof as indicated in ***IDENTITY VERIFICATION** of the advertisement.
- (v) Mark-sheets & certificates of educational qualifications and relevant eligibility documents as indicated against relevant posts.
- (vi) Caste Certificate, along with caste validity certificate, issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates. Prescribed formats are attached herewith.

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 online registration as given in point no. VIII. 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 in the online application form.

- (vii) Special instructions for SC/ST/OBC:
 - a) The Caste/Tribe/Community certificate issued by the following Authorities in the prescribed form for SCs/STs and for OBCs will only be accepted as proof in support of a candidate's claim as belonging to the SC/ST/OBC categories:
 - (1) District Magistrate / Additional District Magistrate /Collector/Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).
 - (2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - (3) Revenue Officer not below the rank of Tehsildar.

(4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

Note: a) Caste validity certificate in original, from the appropriate authorities of the state/union territory from which the caste certificate was issued along with self-attested Photostat copy is to be submitted at the time of Document Verification.

b) Please refer to Annexure for the prescribed formats of (SC, ST, OBC) certificates to be submitted at the time of verification etc.

(viii) Disability Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of Persons with Benchmark Disability (PwBD) category candidates. Prescribed formats are attached herewith.

(ix) Candidates serving in Government / Quasi Govt. Offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a “No Objection Certificate” from their employer at the time of interview/verification process, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

(x) Experience certificates, as applicable.

(xi) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. of India

(xii) Any other relevant documents in support of eligibility.

Note: The eligibility criteria specified herein are the basic criteria for applying for the post. At the time of document verification / interview the Candidates must necessarily produce the relevant documents in original and a self-attested photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form. Please note that no change of application data will be permitted at any stage after completion of registration process of the online application.

XI. HOW TO APPLY

Candidates meeting the eligibility criteria, requisite essential qualification shall apply online through the link available on MbPA website under '**People & Career/Jobs**' menu.

Responsibility of receiving, downloading and printing of Call Letter for online test /Call Letter for Document verification / Interview shall be that of the candidates.

MbPA will not be responsible for any loss of E-mail sent, due to invalid/wrong Email-Id provided by the candidate or delivery of e-mails to Spam/Bulk mail folder etc.

DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from 31.08.2024 to 27.09.2024 and no other mode of application will be accepted.

Note: The candidates are advised to satisfy themselves before they apply, that they fulfill requirement as to age, qualifications (**final result for the qualification must have been published on or before 01/08/2024**), **experience and physical requirements and if found ineligible**, their candidature will be cancelled at any stage of recruitment. Appearing in the ONLINE EXAMINATION will not automatically confer any right of being selected for the said post.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) scan their :
 - photograph (4.5cm × 3.5cm)
 - signature (with black ink)
 - left thumb impression (on white paper with black or blue ink)
 - a hand written declaration (on a white paper with black ink) (text given below) ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows –
“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- (v) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE: 31.08.2024 to 27.09.2024

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. Application Registration

1. Candidates to go to the MbPA website <https://www.mumbaiport.gov.in> under People & Career / Jobs menu, click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. PAYMENT OF FEES

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.

5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

C. Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
 - Dimensions 140 x 60 pixels (preferred)
 - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
 - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
 - File type: jpg / jpeg

- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
 - File type: jpg / jpeg
 - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
 - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.

- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

NOTE: Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The Mumbai Port Authority will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.

An online application which is incomplete in any respect such as without proper size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log

on to the website on account of heavy load on internet/website jam. The Mumbai Port Authority does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason. Please note that the above procedure is the only valid procedure for applying. No other mode of application would be accepted. Incomplete applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

XII. Download of Call Letters

Candidates will have to visit our website <https://www.mumbaiport.gov.in/> under 'People & Career/Jobs' Menu for downloading Call Letter for online test. Intimation for downloading Call Letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for Call Letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the Call Letter. Candidate needs to affix recent recognizable photograph on the Call Letter preferably the same as provided during registration and appear at the examination centre with

- (i) Call Letter
- (ii) Photo Identity Proof in original as stipulated earlier under Identity Verification and also specified in the Call Letter and
- (iii) A photocopy of the same Photo Identity Proof as brought in original.

XIII. Action against candidates found guilty of misconduct

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of online examination and/or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

i) Using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written , electronically or mechanically for any purpose or (iv) resorting to any irregular or improper means in connection with his/her candidature or (v) obtaining support for his/her candidature by any unfair means or (vi) carrying mobile phones or similar electronic devices of communication in the examination / interview hall, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- a) To be disqualified from the examination for which he/she is a candidate.
- b) To be debarred, either permanently or for a specified period, from any examination conducted by Mumbai Port Authority.

- c) For termination of service, if he/she has already joined the Port Authority (The Mumbai Port Authority).

XIV. General Information

1. Merely applying for the post and being shortlisted in the online examination and/ or any stage of recruitment process does not imply that a candidate will necessarily be offered employment in the Port. No request for considering the candidature under any category / post other than the one in which applied will be entertained.
2. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centres or conducting another examination if considered necessary. Decision of the Mumbai Port Authority in this regard shall be final. Candidates not willing to accept such change shall lose their candidature for this exam.
3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session is required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
4. Mumbai Port Authority would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, the Mumbai Port Authority reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
5. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in Mumbai Port Authority recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
6. While applying online for the post, the applicant should ensure that he/she fulfils the eligibility and other criteria mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. **In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.**

7. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website jam.

8. Mumbai Port Authority does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason whatsoever.

9. Applicants are advised to register online themselves and to keep their e-mail id alive during the recruitment exercise. The candidates should give their mobile number in the application form for SMS service from the Mumbai Port Authority.

10. The selection of the candidates will be as mentioned in para V '**Selection Procedure**'. The Mumbai Port Authority reserves the right to hold any other test wherever deemed necessary as well as the right to add, delete or allot any centre at its discretion.

11. Admission to Online Test will be purely provisional without verification of age / qualification / category (SC/ST/OBC/PwBD) etc. of the Candidates with reference to documents.

12. Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of verification. **Caste certificate accompanied with caste validity certificate** must be submitted by candidates seeking reservation as SC/ST/OBC in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the village/town the candidate is originally a resident of.

13. At any stage if falsification of caste certificate is noticed, the candidature will stand cancelled automatically.

14. Candidates serving in Government / Quasi Government Offices, Public Sector Undertakings (including Nationalised Banks and Financial Institutions) will be required to submit "No Objection Certificate" from their employer at the time of Verification/certificate scrutiny, failing which their candidature may not be considered. Candidates who are selected are required to submit unconditional discharge letter / relieving letter from their employer (Govt./Public sector/ Private) at the time of joining Mumbai Port Authority, WITHOUT WHICH THEY WILL NOT BE ALLOWED TO JOIN.

15. The candidates will have to appear for the tests at their own cost.

16. 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 conduct rules of the Mumbai Port Authority.

17. Decisions of the Mumbai Port Authority in all matters regarding eligibility, conduct of online examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Mumbai Port Authority in this regard.

18. 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.

19. Selected candidates will be governed by the terms and conditions of the Service Regulations of the Mumbai Port Authority in force.

20. Use of Mobile Phones, calculator or any such devices is strictly prohibited inside the examination hall. Candidates, before entering examination premises, are likely to be frisked to ensure compliance.

Mobile phones or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

Candidates are advised in their own interest not to bring any of the banned item including mobile phones to the venue of the examination, as no arrangement for safekeeping will be available.

21. Candidate's admission to the online test/other tests is strictly provisional. The mere fact that the Call Letter has been issued to the candidate does not imply that his candidature has been finally cleared by the Mumbai Port Authority.

22. The Mumbai Port Authority reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.

23. Appointment of selected candidates will be subject to their passing the Medical Examination of MbPA as per its rules.

IN CASE OF ANY DISCREPANCIES, THE DETAILED ADVERTISEMENT PUBLISHED IN THE VACANCY SECTION OF OUR WEBSITE <https://www.mumbaiport.gov.in> 'People & Career/Jobs' menu SHALL BE FINAL. CANDIDATES ARE ADVISED TO VISIT THE VACANCY SECTION OF OUR WEBSITE FOR DETAILED ADVERTISEMENT, TO APPLY ONLINE AND FOR FURTHER UPDATES ON THE RECRUITMENT EXERCISE.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

SD/-
MANAGER (HR)
MUMBAI PORT AUTHORITY

FORM OF CERTIFICATE TO BE PRODUCED BY A
CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN
SUPPORT OF HIS / HER CLAIM

1. This is to certify that Shri /Smt. /
Kum.* _____ son / daughter*
of _____ of village / town*
_____ in District / Division* _____ of the
State / Union Territory* _____ belongs to the
_____ Caste/Tribe* which is recognized as a Scheduled Caste/
Scheduled Tribe* under:

- * The Constitution (Scheduled Castes) Order, 1950;
- * The Constitution (Scheduled Tribes) Order, 1950;
- * The Constitution (Scheduled Castes)(Union Territories)Orders, 1951;
- * The Constitution (Scheduled Tribes)(Union Territories)Order, 1951;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976]:

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- * The Constitution (Pondicherry) Scheduled Castes Order 1964;
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970;
- * The Constitution (Sikkim) Scheduled Castes Order, 1978;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978;
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
- * The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1991;
- * The Constitution (ST) Orders (Second Amendment) Act, 1991;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1996.

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons, who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt. / Kumari* _____ Father /Mother* of Shri / Smt. / Kumari* _____ -

_____ of village /
town _____ in
District/Division* _____ of the State/Union
Territory* _____ who belong to
the _____ Caste / Tribe* which is recognized as a Scheduled
Caste/Scheduled Tribe* in the State/Union Territory* issued by the
_____ [Name of the authority] vide their order No.
_____ dated _____.

3. Shri/Smt./Kumari* _____ and/or*
his/her* family ordinarily reside(s) in village/town* _____
of _____ District / Division* of the State / Union Territory* of

Signature

Designation

Place: [With seal of
Office]
Date : State/Union Territory

Note : The term "Ordinarily resides" used here will have the same meaning as
in Section 20 of the Representation of the Peoples
Act, 1950.

----- * Please delete the words which are not
applicable.

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates :

- (1) District Magistrate / Additional District Magistrate
/Collector/Deputy Commissioner/ Deputy Collector/ First Class
Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka
Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not
below the rank of First Class Stipendiary Magistrate).
- (2) Chief Presidency Magistrate/Additional Chief Presidency
Magistrate/ Presidency Magistrate.
- (3) Revenue Officer not below the rank of Tehsildar.
- (4) Sub-Divisional Officer of the area where the candidate and/or his
family normally resides.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD
CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF
INDIA

This is to certify that Shri/ Smt./ Kumari
.....son/daughter of
..... of village/ town
.....

In District/ Division in the State / Union Territory
.....belongs to the
..... community which is recognized as a
backward class under the Government of India, Ministry of Social Justice and
Empowerment's Resolution No. dated
.....*. Shri/ Smt./ Kumari And/or his/her
family ordinarily reside (s) in the District/
Division of the State/Union Territory. This is
also to certify that he/she does not belong to the persons/sections (Creamy
Layer) mentioned in Column 3 of the Schedule to the Government of India,
Department of Personal & Training O. M. No. 36012/22/93 – Estt.(SCT) dated
08.09.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of
Resolution of Government of India, in which the caste of the candidate is
mentioned as OBC.

** - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in
Section 20 of the Representation of the people Act, 1950.

FORM- IV

Application for Obtaining Certificate of Disability by Persons with Disabilities

[See rule 17(1)]

(1) Name : _____

(Surname) (First Name) (Middle Name)

(2) Father's Name : _____ Mother's Name: _____

(3) Date of Birth : _____/_____/_____

(Date) (Month) (Year)

(4) Age at the time of application : _____ years

(5) Sex: Male/Female/Transgender: _____

(6) Address:

(a) Permanent address (b) Current Address (i.e. for communication)

(c) Period since when residing at current address _____

(7) Educational Status (please tick as applicable)

- (i) Post Graduate
- (ii) Graduate
- (iii) Diploma
- (iv) Higher Secondary
- (v) High School
- (vi) Middle
- (vii) Primary
- (viii) Non-literate

(8) Occupation _____

(9) Identification marks (i) _____ (ii) _____

(10) Nature of disability :

(11) Period since when disabled: From Birth/since year _____

(12) (i) Did you ever apply for issue of a certificate of disability in the past ___
yes/no

(ii) If yes, details:

(a) Authority to whom and district in which applied _____

(b) Result of application _____

(13) Have you ever been issued a certificate of disability in the past? If yes, please enclose a true copy.

Declaration: I hereby declare that all particulars stated above are true to the best of my knowledge and belief, and no material information has been concealed or misstated. I further state that if any inaccuracy is detected in the application, I shall be liable to forfeiture of any benefits derived and other action as per law.

(signature or left thumb impression of person with disability, or of his/her legal guardian in case of persons with intellectual disability, autism, cerebral palsy and multiple disabilities, etc)

Date :

Place:

Enclosures:

1. Proof of residence (Please tick as applicable).

(a) ration card,

(b) voter identity card,

(c) driving license,

(d) bank passbook,

(e) PAN card,

(f) passport,

(g) telephone, electricity, water and any other utility bill indicating the address of the applicant,

(h) a certificate of residence issued by a Panchayat, municipality, cantonment board, any gazetted officer, or the concerned Patwari or Head Master of a Government school,

(i) in case of an inmate of a residential institution for persons with disabilities, destitute, mentally ill, and other disability, a certificate of residence from head of such institution.

2. Two recent passport size photographs

(For office use only)

Date:

Place:

Signature of issuing authority
Stamp

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____ registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
• dwarfism
• blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(A) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Table with 3 columns: Nature of Document, Date of Issue, Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued

Form - VI

Certificate of Disability
(In cases of multiple disabilities)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph
(Showing face only) of the person with disability.

Certificate No. _____

Date: _____

This is to certify that we have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____.

Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			

17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows : -

In figures : - ----- percent

In words :- -----
percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

or

(ii) is recommended/after years months, and therefore this certificate shall be valid till -----

(DD) (MM) (YY)

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

4.The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued.

Form – VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI)
(Name and Address of the Medical Authority issuing the Certificate)

(See rule 18(1))

Recent passport size
attested photograph
(Showing face only)
of the person with
disability

Certificate No. _____

Date: _____

This is to certify that I have carefully examined

Shri/Smt/Kum _____ son/wife/daughter
of Shri _____ Date of Birth
(DD/MM/YY) _____ Age _____ years, male/female _____
Registration No. _____ permanent resident of House No.
_____ Ward/Village/Street _____ Post Office
_____ District _____ State _____, whose
photograph is affixed above, and am satisfied that he/she is a case of
_____ disability. His/her extent of percentage physical
impairment/disability has been evaluated as per guidelines (.....number and
date of issue of the guidelines to be specified) and is shown against the relevant
disability in the table below:-

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____

@ - eg. Left/Right/both arms/legs

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
{Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who is
not a Government servant (with seal)}

Signature/thumb
impression of the
person in whose
favour certificate of
disability is issued

Note.- In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District

FORM - VIII

[Intimation of rejection of Application for Certificate of Disability]

[See rule 18 (4)]

No. _____

Dated:

To,

(Name and address of applicant
for Certificate of Disability)

Sub: Rejection of Application for Certificate of Disability

Sir/ Madam,

Please refer to your application dated _____ for issue of a Certificate of Disability for the following disability:

2. Pursuant to the above application, you have been examined by the undersigned/ Medical Authority on _____, and I regret to inform that, for the reasons mentioned below, it is not possible to issue a Certificate of Disability in your favour:

- (i)
- (ii)
- (iii)

3. In case you are aggrieved by the rejection of your application, you may represent to _____, requesting for review of this decision.

Yours faithfully,

(Authorised Signatory of the notified Medical Authority)

(Name and Seal)

SCRIBE DECLARATION FORM

We, the undersigned, Shri/Smt./Kum. _____ **eligible candidate** for the _____ examination and Shri/Smt./Kum. _____ **eligible writer (scribe)** for the eligible candidate, do hereby declare that:

1. The scribe is identified by the candidate at his/her own cost and as per own choice.

The candidate is affected by **loco-motor impairment and his/her writing speed is affected** and he/she needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.

2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.

3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.

4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination and has not appeared as a Scribe for more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

Given under our signature:-

Signature of the scribe: _____ Signature of the candidate _____

Postal Address: _____ Registration No:
Roll No:
Postal Address:

Educational Qualification
of the scribe

STD code _____ phone No _____ STD code _____ Phone No. _____
Cell No, if any _____ Cell No, if any _____



Signature of the Invigilator

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs
 (name of the candidate),
 S/o /D/o....., a resident of
 (Vill/PO/PS/District/State), aged yrs, a person
 with..... (nature of disability/condition), and to state that he/she
 has limitation which hampers his/her writing capability owing to his/her above
 condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer.....	Chairperson	Civil Surgeon/Chief	District Medical	Officer

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I _____, a candidate with _____
(nature of disability/condition) appearing for the _____(name of the
examination) bearing Roll No. _____
at _____ (name of the centre) in the District
_____, _____(name of the State).
My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe)
will provide the service of scribe for the undersigned for taking the
aforementioned examination.

3. I do hereby undertake that his qualification is _____.
In case, subsequently it is found that his qualification is not as declared by the
undersigned and is beyond my qualification. I shall forfeit my right to the
post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(counter signature by the parent/guardian, if the candidate is minor)

Place:

Date: