

**MORMUGAO PORT AUTHORITY**  
**GENERAL ADMINISTRATION DEPARTMENT**

**NOTICE FOR CONTRACTUAL ENGAGEMENT**

Applications, complete in all respects, are invited from eligible candidates for engagement on contract basis as **Professional Functionaries** under **Business Development & Trade Promotion** in Traffic Department of the Mormugao Port Authority, Headland Sada, Goa. The other details are given hereunder:-

**MANAGER (BD & TP) (ON CONTRACT)**

2.	No. of engagement	:	01 (ONE) (UR)
3.	Consolidated Monthly Remuneration	:	Rs 1,20,000/-
4.	Age Limit	:	40 years
5	Essential Educational Qualification & Experience	:	Any recognized Degree with Post Graduate Degree / MBA / Equivalent qualification from a recognized National / International University  <b>Experience :</b> 5 years work experience in the area of Business Development and trade Promotion in a service sector / public sector / private sector entity.
	Desirable Educational Qualification & Experience	:	Professional qualifications from institute of Chartered Ship brokers or institute of Chartered logistics and transport (member, fellow or associate of the institute obtained after passing prescribed examinations, Not honorary membership).  Experience in Port Shipping Sector
6.	Role & Responsibilities:-	:	<ul style="list-style-type: none"><li>• Develop and maintain and effective promotional program that fosters positive working relationships with current customers and attracts new business to the Port.</li><li>• Research, plan and execute marketing strategies in support of the achievement of the Port's Corporate objectives.</li></ul>

**General Conditions:**

Candidates fulfilling the above mentioned eligibility criteria may send their application giving complete details in the prescribed format along with self attested copies of all relevant Certificates with 02 recent color passport size photographs pasted on the top right corner of the application, and by superscribing "Application for contractual engagement as **Manager (BD & TP) (on contract)**" on the envelope as well on the application so as to reach to this office on the below mentioned address **on or before 17/02/2026**. Candidates applying for multiple contractual engagement must submit separate application for each engagement.

**Office of the Secretary,  
General Administration Department,  
Mormugao Port Authority,  
“SAARASI”, 3<sup>rd</sup> Floor, Administrative Office Building,  
Headland Sada, Goa – 403 804.**

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The crucial date for determining eligibility criteria viz. educational qualification, experience, age etc. shall be as on the first day of the month in which the engagements is notified/advertised, i.e. 01.01.2026.

Mere fulfillment of eligibility criteria will not confer any right upon the candidate for selection. Management reserves the right to cancel the selection process without any reference to the candidate. Late or incomplete applications will be summarily rejected. Applications not supported with any of the requisite certificates shall be liable for rejection. Selected candidates will not have any claim for regular appointment.

The selection will be through written examination or/and interview, on the basis of number of applications received. In case of written examination and interview, the weightage of marks will be 85% for written examination & 15 % for interview.

The other terms and conditions are also attached herewith

Sd/-

**(M. SANKAR BABU)  
SECRETARY**

Enclosures:

- 1) Prescribed Format
- 2) Terms & conditions for contract engagements

## APPLICATION FORMAT

Affix recent colour  
Passport size  
Photograph

POST APPLIED FOR: **MANAGER (BD &TP )(ON CONTRACT)**

### BIO-DATA

1. Full Name : \_\_\_\_\_
2. Mailing address : \_\_\_\_\_  
\_\_\_\_\_
3. Contact Numbers: : Landline:\_\_\_\_\_ Mobile : \_\_\_\_\_  
: email:\_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Gender : \_\_\_\_\_
6. Religion : \_\_\_\_\_ 7. Nationality: \_\_\_\_\_
8. Category (Gen/SC/ST/OBC/PwBDS-category): \_\_\_\_\_

### **9. ACADEMIC & PROFESSIONAL QUALIFICATIONS:**

Sr. No.	Qualifications	University / Institution	Year of passing

### **10. WORKING EXPERIENCE:**

Sr. No.	Name of the Organisation	Post Held	Period of service		Years of service		Nature of duties performed
			From	To	Yrs	Mths	

### **Declaration**

I, Shri/Smt. ..... (Name of the applicant) hereby declare that, the information furnished above are true and correct. In case, any information is found incorrect/false, I myself render liable for disqualification for the post applied for, apart from the necessary action as deemed fit.

### **Signature of Candidate**

**Place:**

**Date:**

**Note:** 1. Additional information, if any, may be provided in the additional sheets.  
2. Self attested copies of all the testimonials/documents should be enclosed to the application.

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**Terms & Conditions of Contract Engagement**

1. Duration - The tenure of contract is for a period of 3 years from the date of joining, which may be extended by another 2 years based on the performance of the candidate/necessity of engagement.
2. Emoluments - Manager (BD & TP) (on contract) : Rs. 1,20,000/-  
(The above amount will be Subject to a maximum of 5% annual increment. The candidate will not receive any other allowance and/or DA.)
3. The candidate will be allowed to avail weekly day off, closed holidays, national holidays & Casual Leave as applicable to regular officers with prior permission of reporting HoD. Failure to report for duty will entail deduction of wages on pro-rata basis.
4. Working days/hours would be on par with regular employee/officer. This includes overstayal beyond normal working hours in case of exigencies.
5. The candidate should not leave the headquarters without prior permission.
6. The Port reserves the right to terminate the contract at any time on the ground of Misconduct or otherwise, without any notice.
7. The candidate has to give 3 months advance notice prior to leaving the contract engagement. If the candidate leaves without notice, or without acceptance of notice of termination, the amount due, i.e. consolidated pay payable will be forfeited.
8. The engagement is purely on contract basis and will not confer any right to claim regular appointment, etc.
9. The candidate cannot claim any right/title/interest at par with the regular employees of the Port on similar or any other post doing similar work or otherwise.
10. The candidate will be entitled for medical treatment in the Port hospital to the extent the facilities are available in-house, for self only. No medical claims for treatment in any other hospital/facility will be entertained.
11. The candidate may be provided with residential quarters on Port as per availability, upon mutual agreement, and on payment of user charges as applicable to regular employees/officers.

12. The contractual appointment will be subject to verification of antecedents by the Police. If any adverse report is received from the Police, the candidate services are liable to be terminated.
13. The candidate will not be permitted to take any other assignment during the period of contract with the Port.
14. On official tour outside the headquarter, the entitlement to TA/DA will be as per **Annexure I**.
15. The contractual appointment will be subject to the candidate being found medically fit, as per the requirements of the Port.
16. The candidate shall maintain absolute integrity and devotion to duty and shall be liable for penal action for misconduct or causing loss to Port property attributable to the candidate during the period of contractual engagement.
17. The candidate will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose any information/date available during their engagement to any unauthorized person(s).

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**TA entitlement for Professional functionaries while on official tour****By Air/ Rail**

Economy Class by Air or AC-II by Train

- \* Mileage points earned by air travel should not be used for private purpose.

**Bv Road**

- Places connected bv rail - Fare limited to train fare by entitled class.
- Not connected by rail — Taxi /own car/any bus including AC bus
- Rates for Road Mileage

The road mileage may be calculated at the following rates:

For journey performed by own car/ taxi	Rs. 24.00 per km
For journey performed by Auto Rickshaw/Scooters	Rs. 12.00 per km

**Daily Allowance**

<b>Pay Scales (Rs)</b>	<b>Daily Allowance</b>
Manager (BD & TP) (on contract)	Reimbursement for Hotel accommodation/ guest house upto Rs.2250 + GST per day, reimbursement of Non-AC taxi fare upto Rs.338 per diem for travel within the city and reimbursement of food bills not exceeding Rs. 900 + GST per day.

**Reimbursement of Food Charges:**

- There will be no separate reimbursement of food bills. Instead, the lumpsum amount payable as above and, depending on the length of absence from headquarters, will be regulated as per the table given below. Since the concept of reimbursement has been done away with, no vouchers will be required.

<b>Length of absence</b>	<b>Amount payable</b>
If absence from HQ is < 6 hours	30% of lumpsum amount
If absence from HQ is between 6 hours to 12 hours	70% of lumpsum amount
If absence from HQ is > 12 hours	100% of lumpsum amount

Absence from HQ will be reckoned from midnight to midnight and will be calculated on a per day basis.

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