



मुरगांव पत्तन प्राधिकरण

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

“सारसी” सामान्य प्रशासन विभाग, प्रशासनिक कार्यालय भवन, हेडलैण्ड सडा, गोवा - 403804.

MORMUGAO PORT AUTHORITY

(MINISTRY OF PORTS, SHIPPING & WATERWAYS, GOVT. OF INDIA)

“SAARASI” GENERAL ADMINISTRATION DEPARTMENT, ADMINISTRATIVE OFFICE BLDG., HEADLAND SADA, GOA - 403 804.

Website : <https://www.mptgoa.gov.in> Email : secretary@mptgoa.gov.in

दूरभाष(कार्य) / Tel.(Off.) : 0832-2521120 फ़ैक्स / Fax : 0832-2521125



GatiShakti

GAD/PC-A/151/2025/ 06086

Date: 13.06.2025

To,
The Chairperson,
(All Major Ports Authorities)

**BY EMAIL/
BY SPEED POST**

Port Authority

Sir/Madam,

Sub: Filling up the post of Materials Manager in the scale of pay of Rs.80000-220000 by absorption through composite method in Mormugao Port Authority – reg.

The post of Materials Manager in Mormugao Port Authority in the pay scale of Rs.80000-220000 (Pre-revised Rs.32900-58000 / 16000-20800) is to be filled by absorption through composite method from Officers of Major Port Authorities. A copy of the Recruitment Rules is annexed at **Annexure – I**. However actual filling up of the vacancy will be done upon concurrence/approval of the Ministry.

2. Applications are invited from eligible and willing Officers of all the Major Port Authorities possessing the prescribed qualifications and experience as mentioned at **Annexure – 1**. The applications shall be submitted through “Online Application Portal” (OAP) of the Ministry of Ports, Shipping & Waterways (<http://onlinevacancy.shipmin.nic.in>) from **17.06.2025** to **16.07.2025** and a print-out of the online application should be sent through proper channel, along with the following documents superscribing “**Application for the post of Materials Manager in Mormugao Port Authority**” on or before **31.07.2025**. No application other than the application uploaded in OAP will be accepted.

- Copies of educational qualifications and experience.
- Undertaking of the applicants to the effect that candidatures will not be withdrawn, if selected by Service Selection Committee (**Annexure – IV**)
- A self-attested Passport size photo of the candidate to be fixed on the application.

3. The Selection is by Merit for which overall grading in ACR/APAR will not be below Very Good.

4. Ports have to forward the applications of suitable and willing officers who satisfy the requirements along with the following documents so as to reach the Secretary,

2/-

Mormugao Port Authority, "Saarasi" General Administration Department, Administrative Office Building, Headland, Sada, Goa – 403 804 on or before **31.07.2025**.

- (i) Copies of ACRs/APARs for the last 5 years (2019-20 to 2023-24) (duly attested by an Officer not below the rank of Dy. HoD on each of the page).
- (ii) A statement showing year wise availability of ACRs/APARs and grading for the last 5 years (2019-20 to 2023-24) duly signed by the Dy. Chairperson/Chairperson as per Ministry's letter no. A-12022/10/05-PE-I dtd. 1.2.2007. If ACR/APAR for a particular year during the last 5 years is not available, "No Report Certificate may be furnished, alongwith APARs of the preceding years.
- (iii) Attested photocopies of all certificates and proof of educational qualifications, present and past work experience in the respective post and pay scale wise, duly verified by the Port while forwarding the application.
- (iv) No Objection Certificate of the respective Port to relieve the candidate **(Annexure – V)**.
- (v) Undertaking of the applicant to the effect that the candidature will not be withdrawn, if selected by the SSC **(Annexure –IV)**.
- (vi) Administrative Clearance of the concerned Port duly signed and stamped by the Head of the Department **(Annexure – II)**.
- (vii) Vigilance/Administrative clearance of the concerned Port, as per enclosed proforma prescribed by the Ministry **(Annexure – III)**.
- (viii) If any major or minor penalty has been imposed on the applicant during the last 10 years, the details of the disciplinary case leading to such penalty alongwith necessary documents may be sent alongwith application.
- (ix) The veracity of the University certificates and the recognition of the degree obtained by the applicant may be ensured and certified **(Annexure – II)**.
- (x) Complete statement of service details of the applicants with post held till date **(Annexure – VI)**.
- (xi) Two recent passport size photographs.

5. The officer selected to the post of Materials Manager on scale of Rs.80000-220000 in Engineering Mechanical Department of Mormugao Port Authority will be appointed on Composite Method and will be governed by the Service Rules and Regulations in force and as amended from time to time.

.3.

6. The crucial date for determining the eligibility criteria as regards to the qualification, experience, age etc. will be **16.07.2025**. i.e. the date of closing of applications in terms of MoPSW vide letter dtd.11.08.2021 addressed to all Major Ports.

7. As per Ministry's guidelines dated 26.09.2019, in case of receipt of advance copy of application from any candidate, his/her candidature will not be considered if his/her application is not received through proper channel from the Port within 15 days of the last date of receipt of applications. Therefore, Major Ports are requested to forward the applications with complete set of enclosures on or before **31.07.2025**. Applications received after **31.07.2025** will not be considered.

8. Incomplete application or application received after the due date or otherwise application received not through proper channel will not be considered. Applications received through proper channel will only be considered. Applications duly forwarded within the due date shall only be considered. Circular alongwith annexures is also available on Momugao Port Authority website <https://mptgoa.gov.in>.

Yours faithfully,


(M. SANKAR BABU)
SECRETARY

Encl : 1) Annexure - I
2) Annexure - II
3) Annexure - III
4) Annexure - IV
5) Annexure - V
6) Annexure - VI

c.c. to:

c.c. to: Shri Sandeep Gupta, Jt. Secretary to Govt. of India, Ministry of Ports, Shipping & Waterways, New Delhi for information with reference to Ministry's letter No. I-26/9/2013-PE.I dated 12th June, 2013 & 17th June, 2014. A soft copy of the vacancy circular is also sent to Ministry at the email address of jsadmin-psw@gov.in, usphrd-psw@gov.in, sope1@nic.in for necessary posting on Ministry of Ports, Shipping & Waterways, New Delhi website.

c.c. to: The Managing Director,
Indian Ports Association,
New Delhi - 110 003 ... for uploading vacancy circular on IPA's website.

c.c. to: CME(i/c)/MgPA

c.c. to: Asst. Director (EDP)/Finance Dept /MgPA... with a request to upload the vacancy circular on the MPA's website and Online Application Portal (OAP) launched by the Ministry of Ports, Shipping and Waterway.

c.c. to: Notice Board.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|---|-------------------|---|---------|---|-----------|----|---|---------------------------------------|------|--|--|----|
| 4 | Materials Manager | 1 | Class-I | 80000-220000 (Pre-revised 32900-58000 / 16000-400-20800) | Selection | 45 | <p>Essential: (i) Degree or equivalent in Mechanical/ Electrical Engineers from a recognised University/ Institution. (ii) Twelve years experience in Executive Cadre in the field of Materials Management/ Mechanical Engineering /Electrical Engineering in an Industrial/ Commercial/ Govt. undertaking</p> <p>Desirable: (i) Post Graduate Degree/Diploma in Materials Management from a recognised University/ Institution</p> | <p>(a) No (b) Yes (c) No.</p> | N.A. | By absorption through composite method failing which by deputation from other Govt. organisations and failing both by direct recruitment | For absorption through composite method, officers holding analogous posts or Sr. Dy. Materials Manager and equivalent posts in MM Div in the scale of pay of Rs. 60000-180000 (Pre-revised Rs.24900-50500/Rs.13000-18250) with 3 years regular service in the grade in a Major Port Authority or the post of Supdtg. Engineer (Mech./Elect.) in the scale of pay of Rs. 60000-180000 (Pre-revised Rs.24900-50500/Rs.13000-18250) with 3 years regular service in the grade in a Major Port Authority or Sr. Dy. Materials Manager and equivalent posts in M.M. Div./Supdtg. Engineer (Mech./Elect.) with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs. 50000-160000 (pre-revised Rs.20600-46500/ Rs.10750-16750) and Rs. 60000-180000 (Pre-revised Rs.24900-50500/Rs.13000-18250) in the respective discipline of M.M. Div./Mech. Engg. Dept. in a Major Port Authority will be eligible. For deputation, officers holding analogous posts or officers holding posts of Sr. Dy. Materials Manager/Supdtg. Engineer (Mech./Elect.) and equivalent posts in M.M. Div./Mech. Engg. Deptt. in the scale of pay of Rs. 60000-180000 (Pre-revised Rs.24900-50500/Rs.13000-18250) with 3 years regular service in the grade in Govt./Semi Govt./PSUs/Autonomous Bodies will be eligible. The Selection is by merit for which the bench mark in overall grading in the ACRs will not be below "Very Good". | |

ANNEXURE - II

Certificate to be given by Head of Department of

Shri/Smt. _____

Designation _____

- 1) It is certified that the particulars furnished by the officer are correct and the incumbent meets the requisite eligibility criteria with regards to educational qualification and experience as specified in the Annexure – I of the circular for absorption through composite method.
- 2) The veracity of the University Certificates relating to educational qualification has been ensured and certified.
- 3) It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and he/she is clear from the Vigilance and Administrative angle.
- 4) His/Her integrity is certified.
- 5) It is certified that no major/minor penalties have been imposed on the applicant during the last 10 years. If any, kindly indicate details thereof.
- 6) Attested copies of ACRs/APARs for the last 5 years for the period from (01.04.2019 to 31.03.2024) are enclosed.

**SIGNATURE OF THE
HEAD OF DEPARTMENT WITH SEAL**

Date:

Annexure – IV

SELF UNDERTAKING

I, _____ (Name & Designation) _____, hereby undertake / confirm that in the event of my selection by the Services Selection Committee to the post of Materials Manager on scale of pay of Rs.80000-220000 in Mormugao Port Authority, in terms of the Ministry's Instructions Dt. 11.08.2021, I will not withdraw my candidature to the said post.

Date: .2025

SIGNATURE OF THE CANDIDATE

Annexure – V

NO OBJECTION CERTIFICATE

It is certified that _____ Port Authority has no objection to relieve Shri _____, _____ (Designation) (Class-I) on Scale of Rs. _____, Dept. _____ Port Authority of his duties in the event of his selection to the post of Materials Manager on scale of pay of Rs.80000-220000 in Engineering Mechanical Department, Mormugao Port Authority, in terms of the MgPA circular Dt. .2025.

Place:

Date:

SIGNATURE OF THE HEAD OF OFFICE
WITH SEAL

PROFORMA

ANNEXURE – III

PHOTOGRAPH

APPLICATION FOR THE POST OF _____

1. Name of the Officer :
2. Present Designation :
3. Address for communication with
Telephone number/E-mail I/D :
4. Date of Birth :
5. Age as on 16.07.2025 :
6. Date of initial appointment :
7. Qualification possessed by the
Officer (if any qualification has been
treated as equivalent to one
prescribed, state the authority for the
same) :
8. Details of employment/experience in chronological order. Enclose a sheet
duly authenticated by your signature if the space below is insufficient.

| Name of the organisation & Department | Post held | From | To | Total Period | Scale of pay and Basic Pay | Nature of basic duties |
|--|-----------|------|----|-----------------|-------------------------------------|------------------------------|
| 1. | | | | | | |
| 2. | | | | | | |

9. State clearly whether in the light of
entries made by you above, you
meet the requirement of the post :
10. Nature of present employment/post
held i.e. whether adhoc/Temporary/
Permanent/Contract/Transfer/
Deputation

11. In case the present employment post held is on deputation/contract basis, please state :

a) Date of initial appointment :

b) Period of appointment on Deputation/Contract :

c) Name of the parent office/ Organization to which you belong :

12. Whether belongs to SC/ST :

13. Training/Courses if any attended abroad :

14. Papers submitted if any :

15. Any other information :

In the event of selection to the above post, I will not withdraw and undertake to accept the post.

Signature of applicant

Date:

| SERVICE PARTICULARS OF THE APPLICANT TO BE FURNISHED BY THE PORT CONCERNED | | | | | | | | | | ANNEXURE - VI |
|--|---|----------------------------|--|--------------------------------------|--------|----|--|---|---|---------------|
| Sl. No. | Name and Designation of the officers, DoB / DoR & Date of joining in the Port | Educational Qualifications | Posts held in the Port with Name of the Post / Method of Recruitment, category, etc. (please mention adhod / regular | Scale of pay (Revised & Pre revised) | Period | | Vigilance status cleared/not cleared with copy of CVO letter | Details of Major/Minor penalty imposed for the last 10 years with date and order copies, if any | APARs Grading's for the period 2019-20 to 2023-24 (if APAR of a particular period is not available, APARs Grading's of the preceding years may be furnished with No Report Certificate / non availability certificate for the year/period. | |
| | | | | | From | To | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| | | | | | | | | | 2019 - 2020 (Score: _____) (Grading: _____) 2020 - 2021 (Score: _____) (Grading: _____) 2021 - 2022 (Score: _____) (Grading: _____) 2022 - 2023 (Score: _____) (Grading: _____) 2023 - 2024 (Score: _____) (Grading: _____) | |

Signature of the Head of Department
Along with official Seal