

MORMUGAO PORT AUTHORITY
GENERAL ADMINISTRATION DEPARTMENT

RECRUITMENT NOTICE

Applications, complete in all respects, are invited from eligible candidates for the following posts on contract basis in the Mormugao Port Authority, Headland Sada, Goa. The details are given hereunder:-

IN-HOUSE ADVOCATES

a) SENIOR ADVOCATE – No. of post: 01 (ONE) – Category Unreserved (UR)

(i)	Age limit for applying	The candidate must not be below the age of 21 years and above 45 years as on 01.09.2025 (in deserving cases upper age can be relaxed)
(ii)	Mode of Recruitment	Contractual engagement for 1 year (which will be reviewed thereafter)
(iii)	Consolidated remuneration	Rs.50,000/- (Consolidated per month)
(iv)	Educational qualification and work experience	<p>(i) The candidate must be a Law Graduate having a Bachelor's Degree in Law (including Integrated Degree Course in Law) from any School/College/University/Institution established by law in India and recognized by the Bar Council of India for enrolment as an Advocate.</p> <p>Experience:</p> <p>(i) The candidate applying for the post of In house Advocates at MPA must possess working experience of 4 years under a Senior Lawyer, Law Firm or independent practice having knowledge of drafting various types of documents.</p> <p>(ii) The candidate must have writing abilities, and knowledge of computers.</p>
(iv)	Scope of work	<p>1. Scrutiny of Documents and drafting of notices, applications, Petitions, Written Statements, Rejoinders, Rejoinder replies and such type of documents in all cases relating the land and land issues including Buildings and Quarters of MPA under the custody of Estate Section of Engg. Civil Department.</p> <p>2. To assist Estate Section and its officers for filing eviction cases under the Public Premises (Eviction of unauthorised Occupants) Act, 1971 and Rules 1972.</p> <p>3. To assist the Estate Officers appointed under the Public Premises (Eviction of unauthorised Occupants) Act, 1971.</p> <p>4. To carry out the work entrusted by Estate Officers day to day and from time to time.</p>

b) JUNIOR ADVOCATE – No. of post : 01 (ONE) – Category Unreserved (UR)

(i)	Age limit for applying	The candidate must not be below the age of 21 years and above 45 years as on 01.09.2025 (in deserving cases upper age can be relaxed)
(ii)	Mode of Recruitment	Contractual engagement for 1 year (which will be reviewed thereafter)
(iii)	Consolidated remuneration	Rs.30,000/- (Consolidated per month) equivalent.
(iv)	Educational qualification and work experience	<p>(i) The candidate must be a Law Graduate having a Bachelor's Degree in Law (including Integrated Degree Course in Law) from any School/College/University/Institution established by law in India and recognized by the Bar Council of India for enrolment as an Advocate.</p> <p>Experience:</p> <p>(i) The candidate applying for the post of In house Advocates at MPA must possess working experience of 2 years under a Senior Lawyer, Law Firm or independent practice having knowledge of drafting various types of documents.</p> <p>(ii) The candidate must have writing abilities, and knowledge of computers.</p>
(iv)	Scope of work	<p>1. Scrutiny of Documents and drafting of notices, applications, Petitions, Written Statements, Rejoinders, Rejoinder replies and such type of documents in all cases relating the land and land issues including Buildings and Quarters of MPA under the custody of Estate Section of Engg. Civil Department.</p> <p>2. To assist Estate Section and its officers for filing eviction cases under the Public Premises (Eviction of unauthorised Occupants) Act, 1971 and Rules 1972.</p> <p>3. To assist the Estate Officers appointed under the Public Premises (Eviction of unauthorised Occupants) Act, 1971.</p> <p>4. To carry out the work entrusted by Estate Officers day to day and from time to time.</p>

c) MEDIA COORDINATOR (ON CONTRACT)

NUMBER OF REQUIREMENT – 01 (ONE) (UR)

(i)	Age limit for applying	Upper age limit is 45 years as on 01.10.2025.
(ii)	Mode of Recruitment	Contractual engagement for 1 year (which can be extended based on performance)
(iii)	Consolidated remuneration	Rs.70,000/- (Consolidated per month)
(iv)	Educational qualification and work experience	<u>Essential Education qualification:</u> a) Bachelor in Journalism and Mass Communication (BJMC) with P.G. Diploma in Media / Mass Communication / Journalism / Digital PR / Social Media / Advertising / Public Relations. OR b) Master of Journalism and Mass Communication (MJMC) <u>Additional Requirement :-</u> Experience in Software like Protocol / Corol freehand, etc. Must be thorough with feeding google sheets, Portal updating, etc. <u>Experience:-</u> Experience in Executive / Supervisory cadre in the above field for three years. Must be conversant with Social Media handles.
(v)	Scope of work	To carry out the activities of publishing the Port's special achievements in Social Media and also to maintain good relationship with media houses in the State of Goa. The Media Coordinator needs to coordinate with all the departments of this Port to share the relevant data and information required by the Ministry from time to time for updating Functional Cell for Media constituted by the Ministry. He/ She will directly report to Secretary and any assignments given from time to time shall be delivered.

Candidates fulfilling the above eligibility criteria may submit their applications duly filled in prescribed format alongwith self-certified copies of Education Qualification (All year/semester Mark sheets & Certificates, from 10th Standard onwards), Experience Certificate, Proof of identity and age (PAN/Aadhar Card/Birth Certificate), 2 recent passport size photos etc. to reach us on the below mentioned address **on or before 03.11.2025.**

**The Secretary,
General Administration Department,
Mormugao Port Authority,
“SAARAS”, 3rd Floor, Administrative Office Building,
Headland Sada, Goa – 403 804.**

Eligible candidates will be called for an interview through e-mail or by post as may be decided by Management. The date, time and venue of interview will be informed accordingly. The original documents should be submitted at the time of interview for verification. The crucial date for determining eligibility criteria viz. educational qualification, experience, age etc. shall be as on first day of the month in which applications are invited.

All the applicants who are working in other Organizations have to invariably, submit NOC from the present Employer. Candidates without NOC will not be allowed for interview.

Selected candidates will not have any claim for regular appointment.

No TA/DA will be paid to the applicants attending the interview.

Enclosure:

- 1) Terms & conditions for contractual engagement

APPLICATION FORMAT

Affix recent
Passport size
Photograph

POST APPLIED FOR: **IN-HOUSE ADVOCATES (SENIOR/JUNIOR)**

1	Name of the Candidate				
2	Name of Father/Husband				
3	Date of birth/age (Enclose attested copy of proof)				
4	Nationality				
5	Gender		Male / Female		
6	Qualification (Enclose attested copies of Certificates)				
Sl. No	Qualification (with Discipline / Branch	Name of College	Year of Passing	Marks Secured	%
i)					
ii)					
iii)					
iv)					
<p>Note : in case of CGPA etc. system of grading, the candidates shall convert the CGPA etc. grading into equivalent percentage of marks and indicate in the above prescribed column accurately. Indicating wrong percentage will disqualify the candidature</p>					

Contd...

7	Experience in earlier posts held in the chronological order as in below table (Enclose copies of proof)					
Sl. No	Name of the Organization	Post Held	Scale of Pay	From	To	Nature of duties performed
(i)						
(ii)						
(iii)						
8	Permanent Address					
9	Address for communication with email address and Telephone Number					
10	Any other points, applicant wishes to submit					

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 the Applicant

Place :

Date :

APPLICATION FORMAT

Affix recent
Passport size
Photograph

POST APPLIED FOR: **MEDIA COORDINATION ON CONTRACT**

1	Name of the Candidate				
2	Name of Father/Husband				
3	Date of birth/age (Enclose attested copy of proof)				
4	Nationality				
5	Gender		Male / Female		
6	Qualification (Enclose attested copies of Certificates)				
Sl. No	Qualification (with Discipline / Branch	Name of College	Year of Passing	Marks Secured	%
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<p>Note : in case of CGPA etc. system of grading, the candidates shall convert the CGPA etc. grading into equivalent percentage of marks and indicate in the above prescribed column accurately. Indicating wrong percentage will disqualify the candidature</p>					

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Declaration

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Signature of the Applicant

Place :

Date :

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GENERAL ADMINISTRATION DEPARTMENT

Terms and Conditions for contract engagements on contract.

1. The engagement is purely on contractual basis for a period of one year, extendable basing on Performance Reports.
2. He shall be paid a consolidated salary as specified in the Recruitment Notice from the date he/she takes over charge of the contractual assignment.
3. MPA reserves the right to fix the minimum standard/qualifying marks for selection of all the positions.
4. Any update, corrigendum etc. of this advertisement and changes in the recruitment process will be hoisted in the Port's website only. Hence, candidates are requested to keep in regular watch to this Port's website and no separate communication will be made to the individual applicant.
5. Canvassing in any form will disqualify the candidate and no correspondence shall be entertained.
6. Leave facilities: The candidates selected will be permitted to avail Casual Leave at the rate of 1.25 days for each completed calendar month of contract service. No provision exists either for encashment of the non-availed portion of the Casual Leave or for carrying forward the said leave to the next calendar year or future contract assignment if any.
7. Medical Facility: The selected candidates shall be entitled to free medical treatment in MPA hospital for self to the extent the facilities available in the Port Hospital.
8. Accommodation: Port accommodation will be provided subject to availability at prevailing rent and other charges, which will be deducted from the consolidated pay. In addition, allied charges such as water charges & Electricity charges shall have to be borne by occupant.
9. Working Hours: The duration of working hours will be as per office hours with weekly offs. In exigencies, he/she may require to work beyond office hours/holiday for which no extra remuneration will be paid.
10. Claim of permanent absorption: The contract engagement shall not confer on him/her any right to lay claim to permanent absorption in the Port service against any post whatsoever.

11. The Contract engagement can be terminated by either side by giving one months' notice during the currency of the Contract.
12. Settlement of Dispute: Any dispute arising out of this contract, the interpretation and decision of Chairperson, MPA will be final.
13. The candidate shall have good health condition.
14. Income tax deductions will be made as per the Income tax provisions.
15. He /she shall report to concerned HODs or any person authorized by him.