

**MUMBAI PORT AUTHORITY**  
**MEDICAL DEPARTMENT**

Circular No. H/E/37

of 2025-26 dated

Medical Department, MbPA invites applications from retired Asstt. Matron/ Sister In-charge/ Nursing Sister Sr. / Nursing Sister Jr. Mumbai Port Authority, for engagement as Jr. Associate (Nursing) for Main Operation Theatre of MbPA Hospital, **purely on contract basis (5 posts) (4 General + 1 OBC).**

**1. Educational/Professional Qualification/Experience:**

The employee should have retired from the category of Asstt. Matron/ Sister In-charge/ Nursing Sister Sr. /Nursing Sister Jr. of Medical Department, MbPA. They should have valid **NMC REGISTRATION.**

**2. Age Limit:**

The maximum age limit for the above position is 65 years.

Note:

- (i) The crucial date for determining eligibility criteria regarding age shall be as on **01.03.2026.**
- (ii) Only eligible applicants who fulfil the criteria of essential experience and age shall apply.

**3. Roles and responsibilities for the above position:**

- a) To wash up and assist & help the Surgeons/Anaesthetist in all surgeries Major or Minor, in the faulty of Ortho, Surgical, Gynae, Ophthalmic, ENT.
- b) Supervising of cleaning of all used trays, washing, packing and keeping for accounting purpose
- c) Ensure that caps/masks, surgeon cloth, bed sheet half size kept ready and tidy for surgery
- d) Check all OT Injection Round and check the expiry of anaesthesia drug and drug account
- e) Ensure that lotions like betadine scrub, spirit, sterillum, sutures for surgery kept ready and keep accounts for the same
- f) Supervise Fumigating Tipolization Sterility test done after infected cases and OT should be washed and do fumigation and send culture.
- g) Weekly basis, supervise the OT Washing, fumigation and send Culture sample to Pathology for sterility test.
- h) Maintain the record of Operations on daily basis.
- i) Ensure RR work for pre and post-surgery patients TPR, BP, SPO2 all blood report pre and post operative.
- j) Taking care of Operation Theatre Instruments i.e. TV Laparoscope Camera, Microscope autoclave machine etc. and other costly equipment
- k) Supervision of washed and packed Laparoscopy and other fine instruments
- l) Supervision of Segregation of Operation Theatre waste as per MCGM Norms.
- m) Supervision of ETO Machine's material packing and autoclave
- n) Maintain the register for deadstock material, all OT Linen, Orthopaedics Implant, Opthl. Lens, Gynaec merina, mesh, etc.
- o) If required, the posting will be given in the ICU, Casualty, etc.

**4. Consolidated Remuneration:**

The remuneration shall be arrived at by deducting the basic pension from the pay drawn at the time of retirement, subject to monthly remuneration not exceeding Rs.45,000/- (Remuneration) + Rs.10,000/- (Transport Allowance). Thus, consolidated maximum remuneration will be Rs.55,000/-. Applicable/ statutory taxes will be deductible.

**5. Period of contractual Engagement:**

The Jr. Associate (Nursing) will be engaged **purely on contractual basis** for a period of initially for 6 months and extendable for 6 months depend upon requirement or till finalization of tender of Paramedical Staff on Contract basis, whichever is earlier. This is only a contractual assignment and MbPA will not provide for regularization or permanency etc.

**6. The other terms and conditions of the contract are given at Annexure I.**

**7. General instructions:**

- (i) Mumbai Port Authority (MbPA) does not assume any responsibility for the candidates not being able to submit their applications within the last date whatsoever.
- (ii) Self- attested copies of documents/ certificates relating to Age/ Qualification/Experience etc. will have to be submitted along with the application and candidates shall produce the original certificate(s) for verification at the time of interview.
- (iii) Engagement of selected candidate is subject to being found medically fit as per the requirements of the Mumbai Port Authority. Such engagement will also be subject to the service and contract rules of the Mumbai Port Authority.
- (iv) Decisions of the Mumbai Port Authority in all matters regarding eligibility, shortlisting and engagement shall be final and binding on all candidates. No representation or correspondence will be entertained by the Mumbai Port Authority in this regard.
- (v) Any legal proceedings in respect of any matter of claim or dispute arising out of this circular and/ or an application in response thereto can be instituted only in Mumbai. Courts/ Tribunals/ Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.
- (vi) **No TA/DA** will be paid for appearing in interview, if called.
- (vii) Any update, corrigendum etc. of this advertisement will be displayed in the Mumbai Port's website only. Hence, candidates are requested to keep a regular watch on Port's website, i.e., [www.mumbaiport.gov.in](http://www.mumbaiport.gov.in) under 'Career > Vacancy> Advertisement' menu. Changes if any in the recruitment process will be displayed in this Port's website and no separate communication will be made to the individual applicant.
- (viii) Canvassing in any form will disqualify the candidate and no correspondence shall be entertained in this regard.

(ix) The Management reserves the rights to cancel or make any changes in the number of vacancies, alteration/additions/ deletions of any clause in the Terms and Conditions in the recruitment process, if need arises, without further notice and without assigning any reasons thereof. The Mumbai Port Authority also reserves the right to cancel the above recruitment exercise at any stage of the process without assigning any reason thereof.

(x) Application received in incomplete format or without relevant documents in support of eligibility or mere submission of CV/ Resume for the said position would not be considered for further recruitment process. Also, application received after the due date will be liable to be rejected.

(xi) Conflict of interest:

On selection, the Jr. Associate (Nursing) shall be expected to conduct themselves in accordance with the rules and regulations of the MbPA. He/She will be expected to demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his / her duties. In case the services of the Jr. Associate (Nursing) are not found satisfactory or found in conflict with the interest of the MbPA, his/her services can be terminated forthwith.

The Jr. Associate (Nursing) engaged by MbPA shall in no case take up any other assignment during the period of engagement. Further, the Jr. Associate (Nursing) in no case represent or give opinion or advice to others in any matter which is adverse to the interests of MbPA nor will he/she indulge in any activity outside the terms of the contractual assignment.

(xii) Confidential nature of documents and information:

On selection, Jr. Associate (Nursing) will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose any information/data acquired by him/her during their engagement to any unauthorised person(s) in the Department. Jr. Associate (Nursing), shall not except with the previous sanction of MbPA, or in the bona fide discharge of his/her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter to any newspaper(s) or periodical either in his/her own name or anonymously or pseudonymously in the name of any other person if such book, article, broadcast or letter relates to subject matter pertains to official business of MbPA.

The Jr. Associate (Nursing) shall be bound to hand-over the entire set of records of assignment to MbPA before the expiry of the contract and before the final payment is released by the MbPA.

(xiii) Termination of contractual engagement:

(a) This contractual engagement will be continued till the provision of the nursing staff by the outsourced contractor through tender process.

(b) The engagement of service can be terminated by the MbPA, without assigning any reason, by giving him/her not less than one month's prior notice in writing. In such case, no compensation or payment for remaining period of contract will be paid by the MbPA.

- (c) He/ She may terminate the engagement of service with the Port, without any cause, by giving not less than one month's prior notice during the subsistence of the contractual period.
- (d) If at any time, the declaration given or information furnished by the candidate is proved to be false or if the candidate is found to have willfully suppressed any material information for securing the job, he/she will be terminated forthwith without notice, apart from any other action, as may be deemed fit by the MbPA.
- (e) MbPA reserves the right to terminate his/her engagement summarily without any notice period, if it has reasonable ground to believe him/her guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss/damage to the Port.
- (f) The engagement of service can be terminated by the MbPA without notice if the Jr. Associate (Nursing) is unable to attend to the assigned work, quality of the work is not to the satisfaction of the department/division, fails in timely achievement of the assigned work, found lacking in honesty and integrity and if any adverse report is received from the Police while verification of antecedents.
- (g) On the termination of his/her contractual service for reason, whatsoever, he/she shall return to MbPA, all property, documents and papers, both original and copies thereof, including soft copies, any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data, etc. and Confidential Information etc., in his/ her possession.

## 7. How to apply:

Interested candidates may submit their application in the prescribed format (**Application form**) by:

- (i) Downloading the application format (**Annexure II**) from website [www.mumbaiport.gov.in](http://www.mumbaiport.gov.in) ('People & Career/ Jobs/ Advertisements' menu).
- (ii) Filling the application format with the required details and declaration.
- (iii) The filled-in application form along with required documents for determining eligibility is to be sent to the below mentioned address before the last date of application i.e. **23.03.2026** by super scribing on the envelope as "**Application for engagement of Jr. Associate (Nursing for Main Operation Theatre of MbPA Hospital on Contract Basis**".  
The Chief Medical Officer  
Medical Department  
MbPA Hospital,  
Nadkarni Park, Wadala (East)  
Mumbai – 400 037.
- (iv) Merely submitting Resume/ CVs and Incomplete application will be liable to be rejected.

The last date for receipt of applications will be **23.03.2026**.

8. An interview of eligible candidates for selection of Jr. Associate (Nursing) for Main Operation Theatre of MbPA hospital will be held. Date for the interview will be published on the website in due course.

**Other Terms and Conditions for engagement of appointment of Jr. Associate (Nursing )  
for Main Operation Theatre of MbPA Hospital on contract basis are as under:**

1. Medical Facility:

Medical facility will be as per the rules applicable to the Retired Port Personnel.

2. Leave Entitlement:

**10 days Casual Leave for a period of 6 months and Hospital Holidays.** No other leave will be admissible and for any absence beyond the said leave, pro-rata deduction will be made from the consolidated remuneration. No carry forward of the unconsumed leave as also no encashment of leave would be allowed.

3. Duty hours:

As decided by the Chief Medical Officer / Sr.DY. CMO (Anaesthesia) and if required may be called beyond the fixed working hours as well as without any additional remuneration.

4. Accommodation:

Accommodation at MbPA quarters can be provided, subject to availability of accommodation in the category equivalent to corresponding category in the Port in terms of consolidated remuneration and on the requests. The rent payable for accommodation will be @10% of consolidated remuneration plus license fees. In addition, electricity & water charges would be recovered on actual consumption basis. Quarters must be vacated before cessation of the contract.

5. The contract can be terminated by giving one month's notice in writing from either side.

6. If the contractual personnel leaves without notice or acceptance of notice of termination, the amount due, i.e., consolidated pay payable will be forfeited, to the extent of notice period.

7. The contractual personnel shall not claim any right/ title/ interest at par with the regular employees of the Port.

8. Engagement of the contractual personnel is subject to verification of antecedents by the Police. If any adverse report is received from the Police, his/her engagement is liable to be terminated forthwith.

9. Any other terms and conditions of contractual engagement at MbPA will be applicable.

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**MUMBAI PORT AUTHORITY**  
**MEDICAL DEPARTMENT**  
**Application Form**

Application for the position of Jr. Associate (Nursing) for Main Operation Theatre, MbPA Hospital  
**purely on Contract basis.**

Affix passport size  
Photograph

To,  
Chief Medical Officer

With reference to the Circular No. \_\_\_\_\_, dated \_\_\_\_\_, I am applying for the post of Jr. Associate (Nursing) for Main Operation Theatre, MbPA Hospital. I am fit and healthy for carrying out the said work.

1. Full Name (In block letters) :

2. Designation at the time of retirement :

3. Date of Birth :

Age as on \_\_\_\_\_

(Self-attested proof to be enclosed)

DD	MM	YYYY

4. Date of Retirement :

5. P.P.O. No. :

(Copy enclosed)

6. Last pay drawn :

7. Address for communication :
8. Permanent address :
9. Landline / Mobile No. : \_\_\_\_\_  
 E-mail id : \_\_\_\_\_
10. Nationality :
11. Whether belongs to SC/ST/OBC :
12. Marital status (Married/Unmarried) :
13. Name of Father/Spouse :
14. Educational/Professional and other qualifications. :  
 (Self-Attested certificates to be enclosed)

Sl. No.	Qualification	Name of Board/ University/ Institution	Duration of course	Year of passing	Percentage of marks obtained

15. (a) Details of present and past employments and experience.

Sl. No.	Name of the Organisation	Position held	Last Pay Drawn	Period		Field/ sector in which experience gathered	Details of relevant experience
				From	To		

(b) Details of any other relevant proficiencies/ skills, if any

16. Please mention details of outstanding achievement, if any, which was recognized by higher authority (enclose necessary documents) :
17. Any other information desired to be submitted by the applicant :
18. Enclosures :

### Declaration

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, my candidature/engagement may be cancelled/terminated without any notice.

Date :

(Signature of the Applicant)

Place :