

MUMBAI PORT AUTHORITY
MEDICAL DEPARTMENT

Advertisement No. H/E/37A/Professional Interns of 2026-27 dated 02/06/2026

Mumbai Port Authority invites applications for engagement of Professional Interns (Professional Associates and Professional Assistant)) **purely on Contract basis.**

1. The total number of 10 Professional Associates and 18 Professional Assistants to be engaged on Contract.

2. Eligibility Criteria:

(i) Educational Qualification, Experience & Roles and Responsibilities

Sr. No.	Details of the post	Educational Qualification		Experience	Duties and Responsibilities
		Essential	Desirable		
Professional Associates – Consolidated Remuneration Rs. 50,000/- per month					
1.	Professional Associate (Hospital Admin – 1 Post)	a) BBA in healthcare management or b) Bachelor in Hospital Administration or c) Medical Science Graduate	a) Master of Hospital Administration or b) MBA in Hospital and Healthcare Management	Candidate with experience may be preferred	i) Support hospital administration in a 24x7 multi-specialty institutional setting, including regulatory compliance, statutory licensing, accreditation-related documentation, interdepartmental coordination, and monitoring of service delivery standards. ii) Domain-oriented hospital administration exposure beyond routine clerical support.
2.	Professional Associate (Bio Medical Engineer- 1 Post)	a) B.E./ B.Tech/ BSc in Biomedical Engineering or b) Biotechnology Or c) related core engineering fields	M.Tech/M.S/MSC for specialization and advance roles.	Candidate with experience may be preferred	i) Technical oversight of diagnostic and therapeutic medical equipment, including installation coordination, preventive maintenance planning, AMC/CMC monitoring, breakdown analysis, calibration follow-up, and technical support during procurement of modern medical devices.
3.	Professional Associate (Store and Billing – 2 posts)	Graduate in any discipline a) B.Com, or b) BBA or c) B.Sc or d) Bachelor in Hospital Administration e) Computer Proficiency mandatory	Diploma or Certification in Records and Store Management or Healthcare management is desirable	Candidate with experience may be preferred	i) Supervision of medical stores management involving inventory control of critical consumables, procurement planning, tender-linked material monitoring, stock audit coordination, expiry control, and integration with hospital service continuity. ii) Budget-linked scrutiny of procurement bills, contract Payment verification, expenditure monitoring, cost control inputs, financial reconciliation, and analytical support relating to hospital contracts, procurement, and reimbursement systems

4.	Professional Associate (Clinical Assistant- 6 Posts)	a) MBBS or b) BAMS – Bachelor of Ayurvedic Medicine and Surgery or c) BHMS- Bachelor of Homeopathic Medicine and Surgery or	----	Candidate with experience may be preferred	i) Provide technically trained support to doctors and specialists in OPD/IPD, assist during procedures, maintain patient clinical records, monitor basic patient parameters, support clinical workflow, and strengthen service delivery in wards and outpatient departments.
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Professional Assistant – Consolidated Remuneration Rs. 40,000/- per month

1.	Professional Assistant (Multitask – 15 Nos.)	a) Graduate in any discipline b) Certificate/ Diploma in Computer Applications (MS-Word, Excel Power Point, presentation PP through a course not less than 6 month duration preferred)	a) Fast and accurate Data Entry b) Knowledge of Typing in English/ Hindi/ Marathi c) Familiarity with Modules like MM, FICO, SD, SAP B1	Candidate with experience may be preferred	i) Day-to-day issue, receipt, stock reconciliation, bin-card maintenance, inward /outward documentation, ward / OT supply coordination, and digital stock updating for uninterrupted hospital operations. ii) Bill processing workflow, bill scrutiny support, vendor documentation verification, reimbursement data compilation, bill tracking, and maintenance of financial processing records. iii) HR process functions, engagement of contractual doctors, specialists, para-medical staff and service personnel. iv) Manpower planning inputs, preparation and scrutiny of engagement proposals, maintenance of service-related contractual records, coordination of selection documentation, compilation of manpower data, payroll-related input validation, and preparation of Management Information System (MIS) / reports for administrative decision-making. v) Maintaining hospital operational data relating to OPD / IPD records, ward statistics, billing datasets, vendor-related records, reimbursement particulars, inventory-linked entries and generation of periodic MIS reports.
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2.	Professional Assistant (Catering – 1 post)	a) Bachelor's in Hospitality Management or b) Relevant Catering/ Culinary Courses	Knowledge of food safety, Nutritional Standards, Procurement	Candidate with experience may be preferred	i) Co-ordinate with hospital dietary services including menu implementation support, supply coordination, dietary issue tracking, patient meal monitoring, vendor interface, and compliance with hygiene and nutrition protocols.
3.	Professional Assistant (IT – 2 Posts)	a) Graduate in information Technology or b) Computer Science Or c) BCA Or d) BSc IT or e) Diploma in IT f) Additional Certifications – Hardware & Networking, Tally/ERP/ HMIS, MS Office Certification, Data Management Course	--	Candidate with experience may be preferred	i) Support to hospital digital systems, health data management, reporting architecture, HCM/data interface workflow digitization, MIS generation, cybersecurity and technology-enabled process improvement.

Further, all the above professionals will have to carry out any other work given by CMO/ Sr. Dy. CMO (Admin.).

(ii) Age Limit – Candidate should be less than 35 years of age as on the date of advertisement and should be in good health.

(iii) Desirable – Preference will be given to persons with experience in relevant field supported by field work/policy papers/appraisal and monitoring of projects & Schemes.

(iv) Soft Skills:

- i) Eager to learn and work with various departments
- ii) Excellent verbal and written communication skills
- iii) Proficiency in Microsoft Office
- iv) Ability to multitask
- v) Cope well under pressure
- vi) Strong Data Modelling, Research and Analytical skills

(v) Crucial Date : The Crucial date for determining eligibility criteria viz. educational qualification, experience, age, etc. shall be as on **01.06.2026**.

3. Period of Engagement :-

- a. The initial period of engagement shall be 2 years which can be extended to additional 2 years on the basis of performance with no further extension. There shall be a performance review after every 6 months of engagement of the professional.
- b. The appointment of professional will be on Full Time Basis and they would not be permitted to take up any other assignment during the period of appointment as Young Professional with MbPA.

- c. Experience Certificate : A Certificate regarding successful completion of engagement shall be issued by the concerned Department/ Division. Professionals not completing a period of 1 year will not be issued any experience certificate.

4. Remuneration:-

- (i) Consolidated amount of Rs. 50,000/- per month for Professional Associates and Rs. 40,000/- per month for Professional Assistant. Payment of remuneration will be processed based on certification by concerned Heads of Division under whom professionals are posted.
- (ii) There shall be annual increment of 5% on last drawn remuneration based on satisfactory performance.
- (iii) Allowances: Young Professionals on Contractual basis engaged shall not be entitled to any kind of allowance e.g. Dearness Allowance, House Rent Allowance, Transport Allowance, Transport Facility, Personal Staff, CGHS and Medical Reimbursement, etc.
- (iv) TA/DA: Young Professionals shall not be entitled to TA/DA for joining the assignment or its completion. For any travel if required, compensation will be as per norms laid down by MbPA at the time of travel.
- (v) Tax Deduction at Source (TDS): TDS as admissible shall be deducted from the monthly remuneration of Young Professionals. A TDS certificate shall be issued by the Medical Department on demand.

5. Place of posting : The place of posting will be in Medical Department (Hospital and / or Dispensary as per the directives of the CMO / Sr. Dy. CMO (Admin).

6. Leave : Young Professional shall be eligible for **20 days Casual Leave in a Calendar Year on Pro Rata Basis**. His/her absence beyond 20 days in a Year (on pro-rata basis) shall lead to deductions in remuneration/ Any un-availed leave cannot be carried over to next calendar year. MbPA would be free to terminate the services of Young Professional in case of absence of more than 15 days beyond the entitled leave. No carry forward of the unconsumed leave as also no encashment of leave would be allowed.

7. Accommodation: As regards Accommodation facility, accommodation of MbPA quarters can be provided, subject to availability of accommodation in the category of Class III B quarters and on personnel engaged. 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.

8. Medical : As regards, Medical Facility, since MbPA has its own hospital, OPD as well as IPD facility will be provided the contractual personnel at MbPA Hospital/ Dispensary alongwith medicine. However, the contractual personnel will not be referred outside for treatment. No medical facilities would be available to family/dependent of contractual personnel.

9.1 Procedure and Conditions for Applicants :-

- a) Interested applicants may apply offline in the format given on the website of MbPA.
- b) A candidate can apply for engagement only once during a financial year. The applicant who do not fulfill the eligibility conditions, their applications shall be rejected.

- c) Applicants must clearly indicate their area(s) of interest.
- d) The applications received shall be scrutinized and shortlisted. Candidates will be shortlisted in the light of their qualification, experience and other details provided in the application form. Mere fulfillment of qualification or shortlisting shall not confer any right to be engaged as Young Professional. Shortlisted candidates may be called for test/interview, etc. before selection.
- e) The selected applicant has to produce original mark sheets alongwith character certificate and Self Declaration Certificate at the time of joining, failing which him/her candidature shall be cancelled.

9.2 Working hours and attendance:

Working hours shall normally be for eight hours as decided by Chief Medical Officer / Sr. Dy. CMO (Admin). However, in case of exigencies they may be required to sit late or attend office holidays for which there will not be any other compensation due, monetary or otherwise. The duty hours may be extended depending on work requirement. If situation warrants, the weekly day of rest may be changed with prior intimation. For work on any weekly day off/declared public holiday in exigencies of work, a compensatory day of rest in lieu thereof will be granted. No other compensation, monetary or otherwise will be admissible.

In case of less than satisfactory attendance and adherence to timings, engagement may be terminated and no experience certificate will be issued. The attendance record and details of work supervision shall be maintained by the Medical Department.

In exceptional cases, like need for professional development, training etc. the conditions may be relaxed with the approval of Secretary, MbPA, subject to official exigencies.

10. Other Conditions :

- (i) Only eligible applicants who fulfill the criteria of essential qualification, experience, age, etc. shall apply. Separate application shall be submitted for each position in case the candidate wishes to apply for more than one position.
- (ii) The candidates should clearly indicate the percentage of marks in the application form. If CGPA grading is mentioned in the mark sheet, the candidate shall convert the said grading into accurate percentage as per the criteria adopted by the respective University/Institution.
- (iii) Logistics & Support: Professionals will be required to have their own laptops. MbPA shall provide them working space, internet facility and other necessities as deemed fit by the concerned heads.
- (iv) Capacity Building: The Young Professionals shall be provided 1-2 weeks orientation training for acquiring job related skills.
- (v) Performance Appraisal: The screening committee shall periodically appraise the performance of Young Professionals. Professionals shall be required to submit a brief report/paper at scheduled intervals to the Chief Medical Officer/ Sr. Dy. Chief Medical Officer (Amin).
- (vi) Conflict of Interest: The Young Professional shall be expected to conduct themselves in accordance with the rules and regulations of 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 Young Professional are not found satisfactory or found in conflict with the interest of MbPA, his/her services can be terminated forthwith.

- (vii) Integrity Pact: The Young Professional shall sign an Integrity Pact with MbPA containing a clause on ethics and integrity.
- (viii) Travel, Medical Clearance and Service Incurred Death, Injury or illness: In the event of the death, injury or illness of the individual Young Professional which is attributable to the performance of services on behalf of MbPA under the terms of the contract, and/or while traveling for official duty or is performing any services under the contract in any offices or premises of MbPA, the individual Young Professional or the individual Young Professional's dependents, as appropriate shall not be entitled to any compensation or any claim whatsoever.
- (ix) Confidential Nature of Documents and Information: Young Professional will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose any information/data acquired by them during their engagement to any unauthorized person(s) in the Department/Division. Young Professional shall not, except with the previous sanction of MbPA, or in the bonafide discharge of his or 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 own name or anonymously or pseudonymously in the name of any other person if such book, article, broadcast or letter relates to subject matter pertaining to official business of MbPA.
- (x) Verification of Criminal Antecedents: The engagement of Young Professional is subject to verification of antecedents by the Police. If any adverse report is received from Police his/her services are liable to be terminated.

11. Use of Name, Emblem or Official Seal of MbPA:-

Individual Young Professional shall not represent themselves or otherwise make public with the intent to make a commercial advantage of the engagement with MbPA. The Young Professional shall not, in any manner, whatsoever, use the name, emblem or official seal of MbPA, or any abbreviation of the name of MbPA in connection with its business or otherwise without the prior permission of MbPA.

12. Relaxation : There will be no relaxation in any qualification or experience

13. Termination :

13.1 Engagement contract of Young Professional may be terminated at any time by MbPA without assigning any reason thereof, by giving a notice of one month or proportionate remuneration in lieu of the notice. Young Professional shall disengage themselves from MbPA, only after giving a notice of one month to MbPA.

13.2 MbPA may terminate the engagement forthwith **without** prior notice of one month in following conditions:-

- (i) The Young Professional is unable to address the assigned work;
- (ii) Quality of the work is not to the satisfaction of Department/ Division;
- (iii) The Young Professional fails to timely achievement of the milestones as finally decided by MbPA;

- (iv) The Young Professional is found lacking in honesty and integrity and not punctual in his work;
- (v) If any adverse report is received from the Police while verification of antecedents;
- (vi) Incorrect/ False credentials;

Any candidate who is found to have knowingly furnished any particulars which are false to have suppressed material information of a character which if known would ordinarily have debarred him from getting contractual engagement as Professional Associates and Professional Assistant, is liable to be disqualified and, if engaged, to be terminated from contractual engagement.

14. Right of the MbPA:-

MbPA has right to cancel the advertisement, and not go for engagement of Professional Associates and Professional Assistants, at any stage. It may accept or reject any or all applications without giving any reason therefore, whatsoever.

15 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) Candidates serving in Government/ Semi Government, Public Sector Undertakings/ Autonomous Bodies will be required to submit "No Objection Certificate" from their employer at the time of application, failing which their candidature may not be considered.
- (iv) Candidates who are selected are required to submit discharge letter/ relieving letter from their employer (Govt/ Semi Government Public Sector/ Autonomous Bodies/ Private Sector) at the time of joining Mumbai Port Authority, without which they will not be allowed to join.
- (v) 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.
- (vi) 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.
- (vii) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement 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.
- (viii) **No TA/DA** will be paid for appearing in written examination/ interview, if called.
- (ix) Any update, corrigendum etc. of this advertisement will be displayed in the Mumbai Port's website only. Hence, candidates are requested to keep in regular watch on Port's website, i.e., www.mumbaiport.gov.in under People & Career > Jobs' menu.
- (x) 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.
- (xi) Canvassing in any form will disqualify the candidate and no correspondence shall be entertained in this regard.

- (xii) 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.
- (xiii) The Professional Associates and Professional Assistants 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 MbPA.
- (xiv) In case no suitable SC/OBC candidates are found for the particular post, the vacancies may be filled up by candidate from other categories.

16. How to apply:

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

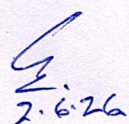
- (i) Downloading the application format (**Annexure I**) from website www.mumbaiport.gov.in ('People & Career/ Jobs/ Advertisements' menu).
- (ii) Filling the application format with the required details and declaration.
- (iii) The filled-in application form along with required documents for determining eligibility is to be sent to the below mentioned address before the last date of application i.e. **29.06.2026** by superscribing on the envelope as "**Application for engagement of Professional Associates (Name of the Post) or Professional Assistants (Name of the Post) on Contract Basis**".

CHIEF MEDICAL OFFICER
Medical Department
MbPA Hospital,
Nadkarni Park, Wadala (East)
Mumbai - 400 037.

Contact Details - Establishment Section - 022 24120274

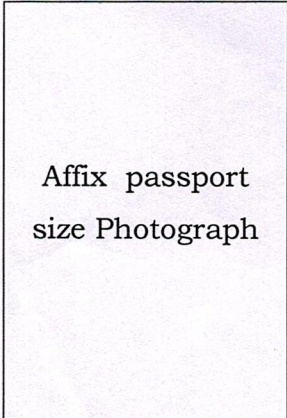
- (iv) Merely submitting Resume/ CVs and Incomplete application will liable to be rejected.

The last date for receipt of applications will be **29.06.2026**.


**CHIEF MEDICAL OFFICER
MEDICAL DEPARTMENT
MUMBAI PORT AUTHORITY**

MUMBAI PORT AUTHORITY
MEDICAL DEPARTMENT
Application Form

Application for the position of (_____) **Professional Associates/**
(_____) **Professional Assistants purely on Contract basis.**



1. Full Name (In block letters) : _____
2. Address for communication : _____

3. Permanent address : _____

4. Landline / Mobile No. : _____
E-mail id : _____
5. Date of Birth & Age :

			DD/MM/YY
			In years

(Self attested proof to be enclosed)
6. Nationality : _____
7. Whether belongs to SC/ST/OBC : _____
8. Marital status (Married/Unmarried) : _____
9. Name of Father/Spouse : _____
10. Educational/Professional and other : _____
Qualifications.
(Self-Attested certificates to be enclosed)

11. (a) Details of qualification & present and past employment and experience

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

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

12. Please mention details of outstanding achievement, if any, which was recognized by higher authority (enclose necessary documents) ÷ _____
13. Any other information desired to be submitted by the applicant : _____
14. Contact details of Two references (email & mobile number) : _____
15. 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 :
Place :

(Signature of the Applicant)