



## **MUMBAI PORT AUTHORITY**

Advertisement No. 02/2024

Dated : 3.9.2024

Mumbai Port Authority invites applications from eligible Indian Nationals for position of **Heritage Advisor** purely on contract basis :

Sr. No.	Position	No. of posts	Consolidated remuneration per month (Rs.)
1.	Heritage Advisor	1	Rs. 1,80,000/- and Transport Allowance of Rs.35,000/- per month

1. **Role and responsibilities for above position:** Please refer to **Annexure-A.**

2. **Eligibility criteria:**

(i) **Educational qualifications:**

Master's degree or higher in Museum Studies, Museology, Heritage Management, Archaeology, History, Anthropology, or a related field.

(ii) **Experience and Skills required:**

(a) Minimum of 15 years of progressively responsible experience in the heritage sector, with a focus on museums, cultural heritage preservation, conservation, or related fields.

(b) Expertise in heritage conservation principles, museum best practices, creation of institutional archives and cultural heritage management.

(c) Strong knowledge of local, national, and international heritage regulations, policies, and standards.

(d) Strong orientation in preservation and development of heritage and cultural centres with a critical perspective on heritage policy & management

(e) Proven experience in project management, strategic planning, and interdisciplinary collaboration.

(f) Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders including government agencies, community groups, donors, and the public.

(g) Leadership experience, including the ability to mentor and supervise staff, and effectively manage budgets and resources.

(h)Excellent research skills

(i)Commitment to ethical standards and cultural sensitivity in working with diverse communities and heritage resources.

(iii) **Age Limit:**

Upto 70 years. Relaxable in deserving cases.

(iv) The crucial date for determining eligibility criteria viz., educational qualification, experience, age etc. shall be as on **1.09.2024**.

(v) The experience of the candidates after acquiring the essential qualifications shall only be reckoned.

(vi) Only eligible applicants who fulfill the criteria of essential qualification, experience, age, etc. shall apply.

(vii) 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.

(viii) Qualifications mentioned above should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes or recognized International Universities.

**3. Period of contractual engagement:**

The **Heritage Advisor** will be engaged **purely on contractual basis** for a period of 1 year extendable at the discretion of Mumbai Port Authority. This is only a contractual assignment and MbPA will not provide for regularization or permanency etc.

**4. Method of selection:**

Depending upon the response, the Administration reserves the right to restrict the number of candidates to be called for written examination and/or interview.

**5.** The other terms and conditions of the contract are given at **Annexure B**.

**6. 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 etc. will have to be submitted along with the

application and candidates shall produce the original certificates(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 candidates is subject to their 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 Port’s website only. Hence, candidates are requested to keep in regular watch on Port’s website, i.e., [www.mumbaiport.gov.in](http://www.mumbaiport.gov.in) under ‘(People & Career/ Jobs/ Advertisements)’ 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) 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 for any of the position(s) 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.

- (xiii) 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.
- (xiv) The candidates need to quote 2 reference persons related to their field with their contact details.

**7. How to apply:**

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

- (i) Downloading the application format 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. **4.10.2024** by superscribing on the envelope as **“Application for engagement of Heritage Advisor on contract basis”**.  
The Manager (HR), Mumbai Port Authority,  
General Administration Department,  
Port House, 2nd Floor, Shoorji Vallabhdas Marg,  
Ballard Estate, Mumbai – 400001.
- (iv) Merely submitting Resume/ CVs and incomplete application will liable to be rejected.

The last date for receipt of applications will be **4.10.2024**.

**MANAGER (HR)**  
**MUMBAI PORT AUTHORITY**

**Roles and responsibilities for position of  
Heritage Advisor on contractual basis**

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**Roles:**

The Heritage Advisor is a senior-level position entrusted with providing expert guidance and leadership in the conservation, management, and interpretation of cultural heritage resources of MbPA. This pivotal role necessitates extensive experience, a Master's degree in Museology or a related field, and involves advising on heritage policy, planning, and executing heritage projects of MbPA.

The responsibilities of the Heritage Advisor are dynamic, requiring the management of multiple stakeholders, leading various projects, and teams as necessary. Moreover, they will play a vital role in fostering partnerships and integrating cultural heritage into broader urban and regional development initiatives. In addition to this, the Heritage Advisor will be expected to develop new initiatives focused on preservation and heritage management. The Heritage Advisor will report to the Chairperson/ Dy. Chairperson and collaborate with multiple departments of MbPA.

**Responsibilities:**

- (i) To co-ordinate with various Government Authorities, Organisations, NGOs etc. related in the field of heritage conservations and obtain necessary approvals for various projects of heritage conservation of MbPA.
- (ii) Take lead in the heritage management and initiatives as and when identified by MbPA.
- (iii) Development and implementation of strategic plans, policies, and programs to safeguard and promote the cultural heritage resources of Mumbai Port in accordance with international standards and best practices.
- (iv) Recruit a team to work under the Heritage Advisor for the smooth operation of the projects, this includes having proper identification and responsibilities for each member of the team. And creation of a proposal for the same, which will then be approved by the Board.
- (v) Provide training, mentorship, and professional development opportunities for staff, interns, and volunteers involved in heritage conservation and museum activities.
- (vi) Creation of SOP and Budget proposal for the Heritage Team, which will be led by the Heritage Advisor.
- (vii) Lead and develop international collaborations, which includes identification of potential collaborators, and creation of experienced advisory panels to help with the same.
- (viii) Heritage Advisor will also carry out the procurement of goods or appointment of consultants/contractors through a tendering process as and when required for the heritage projects
- (ix) Develop and implement a social media & communication strategy to market the Heritage initiatives of MbPA
- (x) Lead and contribute to heritage assessments, surveys, and inventories to identify significant heritage resources and assess their condition and conservation needs.

- (xi) Lead and collaborate with interdisciplinary teams to develop and implement conservation and interpretation projects for archived documents, heritage sites, monuments, artifacts, and collections.
- (xii) Lead the development of the Mumbai Port Experience centre to become an engaging destination for students, tourists and citizens and build awareness of the Port and Maritime Ecosystem
- (xiii) Monitor and evaluate the effectiveness of heritage programs and projects, and recommend improvements based on best practices and stakeholder feedback.
- (xiv) Provide expertise and guidance on heritage conservation and management practices to government agencies, non-profit organizations, museums, and other stakeholders.
- (xv) Conduct research, produce scholarly publications, and deliver presentations on topics related to heritage conservation, museum studies, and cultural heritage management.
- (xvi) Represent the organisation or agency at meetings, conferences, and public events, and cultivate partnerships with government agencies, academic institutions, cultural organisations, and funding bodies.
- (xvii) Any additional tasks contributing to the advancement of heritage initiatives shall fall under the purview of the Heritage Advisor.

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**Other Terms and conditions of contractual engagement:**

1. **Period of contract:**

The contract for engagement will be for a period of 1 year, extendable at the discretion of Mumbai Port Authority.

2. **Medical facility:**

Emergency medical treatment will be provided in case of accident while on duty at MbPA hospital/ dispensary. No other medical facilities would be available to the contractual personnel and his family.

3. **Leave entitlement:**

12 days Casual Leave in a year and Public 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.

4. **Duty hours:**

Duty hours are from 10.00 A.M. to 6.00 P.M. or as decided by the Administration. In case of requirement, contract personnel may have to work beyond the normal duty hours for which there will not any other compensation, monetary or otherwise.

Normally contract personnel will be entitled to a weekly off (Sunday). If situation warrants, the weekly day of rest may be changed with prior intimation. For work on any weekly day off/ declared national holiday in exigencies of work, a compensatory day of rest conveniently in lieu thereof will be granted and for which no other compensation, monetary or otherwise will be considered. Failure to report for duty will entail deduction of wages on pro-rata basis.

5. **Accommodation:**

Accommodation shall be offered in the MbPA quarters subject to availability. If availed, the rent will be deducted equal to 25 times of the licence fee recoverable from Port employee for that type of accommodation, prevailing from time to time. In addition, electricity & water charges would be recovered on actual consumption basis.

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

7. 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.

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

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

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

# **MUMBAI PORT AUTHORITY**

## **Application Form**

Application for the position of \_\_\_\_\_ **on Contract basis.**

Affix pass-port  
size Photograph

1. Name (In block letters) :
2. Gender :
3. Address for communication :
4. Permanent address :
5. Landline No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
E-mail id : \_\_\_\_\_
6. Date of Birth & Age : 


 (dd/mm/yy)  
(self-attested proof to be enclosed) (in years)
7. Nationality :
8. Whether belongs to SC/ST/OBC :
9. Marital status (Married/Unmarried) :
10. Name of Father/Spouse :
11. Educational/Professional and other qualifications. (Attested certificates to be enclosed) :

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



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

Sl. No.	Name of the organisation	Position held	Annual pay	Period		Field/sector in which experience gathered	Details of relevant experience
				From	To		

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

13. Please mention details of outstanding achievement, if any, which was recognized by higher authority (enclose necessary documents) :

14. Any other information desired to be submitted by the applicant :

15. Contact details of two references (email & mobile number) :

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)