

**General Administration & Human Resources Department**

Sl. No.	Name of the Post	No. of Post	Classification	Scale of Pay (Rs.)	Whether Selection or Non-Selection	Upper Age limit for direct recruitment (in years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b) educational qualifications (c) experience for direct recruits will apply in the case of promotion absorption/ deputation	Period of Probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/ absorption/ deputation/)	In case of promotion/ absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Asstt. Secretary Gr.I	3	Class-I	9100 - 250 - 15100	Selection	30	<p><b>Essential :-</b> A degree from a recognised university</p> <p><b>Desirable :-</b> (i) Post Graduate degree/diploma in Personnel Management Industrial Relations /Social/Work/Labour Welfare or allied subjects or degree in Law from a recognised University/ Institution.</p> <p>(ii) Two years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/ Commercial/ Government Undertaking.</p>	(a) No (b) Yes (c) No	2	<p><b>By direct recruitment</b> 66<sup>2</sup>/<sub>3</sub>%</p> <p><b>By promotion</b> 33<sup>1</sup>/<sub>3</sub>%</p>	<p><b>Class III employees who having put in not less than 15 years regular service and hold the post of Jr. Asstt. in the scale of pay of Rs.4640-9500 and have passed the qualifying departmental examination prescribed by the Chairman shall be eligible for promotion</b></p>	Existing posts of Asstt. Secretary in the scale of pay of Rs. 9100-15100 will be re-designated as Assistant Secretary Gr-I/Asstt. Personnel Officer Gr.I

1	2	3	4	5	6	7	8	9	10	11	12	13
2	<b>Hindi Officer</b>	1	Class-I	9100-250 - 15100	Selection	35	<p><b>Essential :-</b></p> <p>(i) Degree of a recognised university in Hindi with English as a subject or Degree of a recognised university in English with Hindi as a subject or Degree of a recognised university in any subject with Hindi and English as subjects or Degree of a recognised university in any subject with Hindi medium and English as a subject.</p> <p>(ii) 5 years' experience of terminological work in Hindi and/or translation work from English to Hindi or vice versa preferable of technical or scientific literature or 5 years' experience of teaching, research writing or Journalism in Hindi.</p>	(a) No (b) Yes (c) No	2	<p><b>By promotion</b> from the employees of the Hindi Cell of the Mumbai Port Trust, failing which</p> <p><b>By absorption/deputation</b> failing both</p> <p><b>By direct recruitment</b></p>	<p><b>Class III employees</b> who having put not less than 5 years regular service and hold the post in the pay grade of Rs.6170-11975 shall be eligible for <b>promotion</b>.</p> <p><b>Absorption/deputation</b> will be of officers holding analogous posts or post of Hindi Officer in the scale of pay of Rs.9100-15100 in a Major Port Trust.</p>	Existing post of Asstt. Secretary (Hindi) in the pay scale of Rs.9100-15100 will be redesignated as Hindi Officer

1	2	3	4	5	6	7	8	9	10	11	12	13
3	<b>Senior Assistant Secretary</b>	3	Class-I	10750-300-16750	Selection	35	<p><b>Essential:</b></p> <p>(i) A degree from a recognised university</p> <p>(ii) Five years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/Commercial/Govt. Undertaking.</p> <p><b>Desirable :-</b></p> <p>(i) Post Graduate degree/diploma in Personnel Management Industrial Relation Social Work/Labour Welfare or allied subjects or degree in Law from a recognised University/Institution.</p>	(a) No (b) Yes (c) No	2	<p><b>By promotion</b> failing which</p> <p><b>By absorption/deputation</b> failing both</p> <p><b>By direct recruitment</b></p>	<p><b>Promotion</b> from Assistant Secretary Gr.I in the scale of pay of Rs.9100-15100 with 5 years regular service in the grade.</p> <p><b>Absorption/deputation</b> will of Officers holding analogous posts or post of Asstt. Secretary Gr.I in the scale of pay of Rs.9100-15100 with 5 years regular service in the grade in a Major Port Trust.</p>	

1	2	3	4	5	6	7	8	9	10	11	12	13
4	<b>Deputy Secretary/ Personnel Officer</b>	4	Class-I	13000-350-18250	Selection	40	<p><b><u>Essential :-</u></b></p> <p>(i) A degree from a recognised university</p> <p>(ii) Nine years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/ Commercial/Govt. Undertaking.</p> <p><b><u>Desirable :-</u></b></p> <p>Post Graduate degree/diploma in Personnel Management/ Industrial Relations/ Social work/Labour Welfare or allied subject or degree in Law from a recognised University/ Institution.</p>	(a) No (b) Yes (c) No	2	<p><b>By promotion</b> failing which</p> <p><b>By absorption</b> failing both</p> <p><b>By direct recruitment</b></p>	<p><b>Promotion</b> from Sr. Assistant Secretary in the scale of pay of Rs.10750-16750 with 4 years' regular service in the grade failing which Sr. Assistant Secretary in the scale of pay of Rs.10750-16750 with 2 years' regular service in the grade and a combined regular service of 9 years in the scales of pay of Rs.10750-16750 and Rs.9100-15100 in the respective discipline of General Admin. Deptt.</p> <p><b>Absorption/deputation</b> will be of Officers holding analogous posts or post of Sr. Assistant Secretary in the scale of pay Rs.10750-16750 with 4 years regular service in a Major Port Trust.</p>	

1	2	3	4	5	6	7	8	9	10	11	12	13
5	<b>Senior Deputy Secretary/ Senior Personnel Officer</b>	3	Class-I	16000-400-20800	Selection	42	<p><b>Essential :-</b></p> <p>(i) A degree from a recognised university.</p> <p>(ii) Twelve years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/ Commercial/ Govt. Undertaking.</p> <p><b>Desirable :-</b></p> <p>(i) Post Graduate degree/diploma in Personnel Management Industrial Relations Social Work/Labour Welfare or allied subjects or degree in Law from a recognised University/ Institution.</p>	(a) No (b) Yes (c) No	N.A.	<p><b>By absorption</b> through composite method failing which</p> <p><b>By deputation</b> from other Govt. organisations and failing both</p> <p><b>By direct recruitment</b></p>	<p><b>For absorption</b> through composite method, Officers holding analogous posts or the post of Dy. Secretary and equivalent posts in the respective discipline of GAD (such as CPRO/Dy. Estate Manager/Dy. Chief Law Officer/Personnel Officer) in the scale of pay of Rs.13000-18250 with 3 years regular service in the grade in a Major Port Trust or Dy. Secretary and equivalent posts in the respective discipline of GAD with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs.10750-16750 and Rs.13000-18250 in the respective discipline of GAD in a Major Port Trust will be eligible.</p> <p><b>For deputation,</b> Officers holding analogous posts or post of Dy. Secretary and equivalent posts in the respective discipline of GAD in the scale of Rs.13000-18250 in Govt./ Semi Govt./PSUs or Autonomous bodies with 3 years regular service in the grade will be eligible.</p> <p>The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "Very Good".</p>	

1	2	3	4	5	6	7	8	9	10	11	12	13
6	Secretary	1	Class-I (HOD)	1 Rs.100000-260000 (the pay scale will be elevated to the scale of pay of Rs.120000-280000 after three years regular service with the approval of Central Government.	Selection	45	<p><b>Essential :-</b></p> <p>(i) A degree from a recognised university.</p> <p>(ii) Seventeen years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial Commercial Govt. Undertaking.</p> <p><b>Desirable :-</b></p> <p>(i) Post Graduate degree/diploma in Personnel Management/ Industrial Relations/ Social Work/Labour Welfare or allied subjects or degree in Law from a recognised University/ Institution.</p>	(a) No (b) Yes (c) No	N.A.	<p><b>By absorption</b> through composite method failing which</p> <p><b>By deputation</b> and failing both</p> <p><b>By direct recruitment</b></p>	<p><b>1 For absorption</b> through composite method, officers holding posts in the scale of pay of Rs. 80000-220000 with three years regular service in the General Administration or Human Resource Department or Legal Department of a Major Port Trust shall be eligible.</p> <p><b>For deputation,</b> Officers holding analogous posts or post of Secretary and equivalent posts in GAD/HRD in the scale of pay of Rs.18500-23900 (revised Rs.100000-260000 ) with 2 years regular service in the grade or officers holding post of Sr. Dy. Secretary and equivalent posts in GAD/HRD in the scale of pay of Rs.16000-20800 (revised Rs. 80000-220000) and above with 5 years regular service in the grade in Govt./Semi Govt./PSUs or Autonomous Bodies <b>2</b> (other than Major Port Trust) will be eligible.</p> <p>The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "Very Good".</p>	
<p>1 - Substituted by TR No. 217 dated 28.11.2019 and G.S.R. No. 530 (E) dated 26.8.2020</p> <p>2 - Substituted by TR No. 148 dated 24.9.2020 and G.S.R. No. 533 (E) dated 26.8.2020</p>												

1	2	3	4	5	6	7	8	9	10	11	12	13
7	<b>Manager (HRD)</b>	1	Class-I (HOD)	20500-500-26500	Selection	45	<p><b>Essential :-</b></p> <p>(i) A degree from a recognised university.</p> <p>(ii) Seventeen years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc.in an Industrial/ Commercial/ Govt. Undertaking.</p> <p><b>Desirable :-</b></p> <p>(i) Post Graduate degree/diploma in Personnel Management/ Industrial Relations Social Work/Labour Welfare or allied subjects or degree in Law from a recognised University/ Institution.</p>	<p>(a) No</p> <p>(b) Yes</p> <p>(c) No</p>	N.A.	<p><b>By absorption</b> through composite method failing which</p> <p><b>By deputation</b> and failing both</p> <p><b>By direct recruitment</b></p>	<p><b>For absorption</b> through composite method, Officers holding analogous posts or the post of Secretary in Category-II Ports with 2 years' regular service in the grade or officers holding posts in the scale of pay of Rs.17500-22300 with 4 years regular service in the grade or officers holding posts in the scale of pay of Rs.16000-20800 with 5 years regular service in the grade in the General Administration/ Human Resources Development Department of a Major Port Trust will be eligible.</p> <p><b>For deputation,</b> Officers holding analogous posts or post of Secretary and equivalent posts in GAD/ HRD in the scale of pay of Rs.18500-23900 with 2 years regular service in the grade or officers holding post of Sr. Dy. Secretary and equivalent post in GAD/HRD in the scale of pay of Rs.16000-20800 and above with 5 years regular service in the grade in Govt./Semi Govt./PSUs or Autonomous Bodies will be eligible.</p> <p>The selection is by merit for which the benchmark in overall grading in the ACRs will not be below "Very Good".</p>	