DIRECTORATE GENERAL OF MARITIME ADMINISTRATION, MUMBAI
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
GOVERNMENT OF INDIA

RECRUITMENT NOTICE FOR MANAGEMENT SUPPORT ASSOCIATE (MSA) ON PURELY CONTRACTUAL BASIS

Advertisement No.: [PER-DGS-1/2026]

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The Directorate General of Maritime Administration (DGMA) invites online applications from eligible Indian citizens for engagement as Management Support Associate (MSA) on a purely contractual basis. The recruitment process is intended to create a merit-based panel for deployment at DGMA, Mumbai. The engagement does not constitute permanent Government appointments and shall not confer any right to regularization, absorption or continuation.

"GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY"

Important: Dates, final number of posts, remuneration, application fee, examination cities, qualifying standards and related operational parameters shall be subject to change as per the directions of the competent authority.

1. Important Dates

Activity	Date / Details
Opening of online registration	23rd October, 2026
Closing date and time for applications	12th November, 2026
Last date for fee payment, if applicable	Nil application fees
Application correction window*	15th November, 2026
Tentative CBT date	To be notified
Interview / functional assessment	To be notified by DGMA
Declaration of result / merit list	To be notified

*Only Name, Father's Name, Category and Address will be provided for correction by the applicants.

2. Post Details

Particular	Details
Post	Management Support Associate (MSA)
Nature	Purely contractual
Number of Posts	30
Monthly Remuneration	Consolidated remuneration of Rs. 75,000/- per month (inclusive of all mandatory deductions such as EPF, ESI, TDS, Prof. Tax etc.)
Place of Posting	Mumbai
Initial Contract Period	1 Year, extendable on an annual basis upto 3 Years subject to performance and subsequent approval by the Competent Authority
Reporting / Deployment	As decided by DGMA

3. Eligibility

Category	Requirement
Nationality	Citizen of India
Educational Qualification	Graduate in any discipline or equivalent from a recognised University / Institution
Age	18 to 35 years. The application start date i.e., 23.10.2026 shall be taken in consideration for age calculation.
Reservation Criteria	No Reservation applicable, only merit based selection
Computer Proficiency	Working knowledge of computer operations, MS Office, spreadsheets, data entry, internet and email
Desirable	Post Graduation &/or relevant experience in office automation, data management, record digitisation, Government or PSU office work
Qualification Cut-off	Opening date of online application, unless otherwise notified

4. Selection Process

- Stage I: Computer Based Test (CBT)
- Stage II: Typing Test (15 Mins). Typing Test will be qualifying in nature.
- Stage III: Document and eligibility verification.
- Stage IV: Interview and/or functional proficiency assessment to be conducted by DGMA.
- Final selection shall be based on the approved merit methodology and fulfilment of all eligibility and contractual conditions.

5. CBT Scheme

Part	Subject	Questions	Marks	Duration
I	English Language and Comprehension	25	50	90 minutes
II	General Intelligence and Reasoning	25	50	
III	Quantitative Aptitude	25	50	
IV	General and Digital Awareness	25	50	
Total	All four sections	100	200	

CBT shall consist of objective multiple-choice questions. The examination shall be in English. Negative marking shall not apply. If CBT is conducted in multiple shifts, a normalisation method will be applied.

CBT shall be followed by a **15 Minute Typing test.** The Typing Test will be conducted in English medium only. Candidates should have typing speed of 35 words per minute (w.p.m.) 35 w.p.m. which corresponds to about 10500 key depressions per hour. The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 15 minutes.

6. Indicative Syllabus

Subject	Indicative Coverage
English Language and Comprehension	Vocabulary, grammar, sentence correction, comprehension, synonyms, antonyms, idioms, cloze test and usage.
General Intelligence and Reasoning	Analogies, classification, coding-decoding, series, problem solving, judgement, verbal and non-verbal reasoning.
Quantitative Aptitude	Number systems, arithmetic, percentages, ratio, averages, time and work, time and distance, mensuration, algebra, geometry and data interpretation.
General and Digital Awareness	Current affairs, polity, Constitution, economy, geography, history, science, environment, Government schemes, digital governance and basic maritime awareness, Computer fundamentals, MS Office awareness, email, internet, file management, data privacy, confidentiality and cyber-security basics

7. How to Apply

- Applications shall be submitted online only through the designated portal once notified.
- Candidates shall ensure that all particulars are correct and supported by documentary evidence.
- Photograph, signature and prescribed documents shall be uploaded in the specified format.
- Corrections shall be permitted only during the notified correction window, if provided.
- No offline application shall be accepted.

8. Application Fee

Nil

9. Examination Cities and Centre Allocation

The Examination center shall be solely within the Greater Mumbai Metropolitan, Thane & Navi Mumbai region.

10. Admit Card and Examination-Day Instructions

- E-admit cards shall be downloaded from the designated portal.
- Candidates shall carry the e-admit card and valid Government photo identity proof.
- Candidate photograph, biometric verification, attendance recording, identity verification and frisking may be undertaken at the centre.
- Optional security arrangements shall be used only as approved by DGMA.
- Unfair means, impersonation, prohibited articles, document tampering or misconduct shall result in cancellation and/or debarment.
- Any other instructions available on the portal must be adhered too.

Any Legal dispute/objection arising from the CBT Examination result & subsequent final selection shall be held under the jurisdiction of the Bombay High Court.

12. Document Verification

Document	Purpose
Matriculation / Birth Certificate	Proof of date of birth
Educational Certificates	Essential qualification
Post Graduation certificate, if any	Desirable qualification
Computer proficiency certificate, if any	Supporting certificates
Experience certificate, if any	Experience verification
Government photo identity proof	Identity verification
Recent photograph and any other specified document	Record / verification
Domicile Certificate	Domicile Verification

13. Contractual Terms

Clause	Condition
Purely contractual engagement	No right to regularisation, absorption, permanent appointment, seniority, pensionary benefit or continuation.
Contract period	As specified in the offer; extension, if any, shall depend on requirement, satisfactory performance and approval.
Place of posting	Mumbai. Deployment among DGMA offices / units at Mumbai shall be as decided by DGMA.
Working arrangement	Office timings, attendance, leave, reporting and work allocation shall be governed by the contract. No work-from-home provision shall apply unless specifically authorised in writing.
Remuneration	Consolidated remuneration of Rs. 75,000/- per month (inclusive of all mandatory deductions such as EPF, ESI, TDS, Prof. Tax etc.)
Confidentiality	Official records, data, credentials and information shall remain confidential during and after engagement.
Conduct	Integrity, punctuality, professional conduct, data accuracy and adherence to official instructions shall be mandatory.
Termination / resignation	As per the Terns & Conditions stated in the contract.
No TA/DA	No TA/DA shall be payable for CBT, interview / assessment, document verification or joining unless notified.

15. General Instructions

- Consideration of candidature remain provisional until verification of original documents and police verification.
- CBT qualification or inclusion in a list of shortlisted candidates for interview does not confer a right to engagement.
- Candidates are responsible for the accuracy and authenticity of information submitted.
- Canvassing or an attempt to influence the process shall result in disqualification.
- Corrigenda, addenda and updates shall be published on the official website / designated portal.
- The decision of the Competent Authority shall be final in matters of eligibility, examination, merit and engagement.

Date	Place	Issuing Authority
22.10.2026	Mumbai	Deputy Director General (Personnel), DGMA

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