



JAWAHARLAL NEHRU PORT AUTHORITY

Administration Department (Personnel Section)

Advt. No. A/PE/A-02/2024/AD-01/Contract

Jawaharlal Nehru Port Authority invites applications through

WALK-IN INTERVIEW

for engagement on following posts **on Contract Basis**

1) Marketing Executive – 01 Nos.

2) HR Executive – 02 Nos.

3) Hindi Typist cum Translator – 2 Nos.

Candidates fulfilling following Qualifications, Experience and Age criteria are considered eligible for the further selection process.

Qualifications and Experience:

Name of Post	Essential Educational and other qualifications
Marketing Executive on contract - 01 nos.	Essential: <ol style="list-style-type: none">1) Post Graduate degree in Public Relations /Journalism from a recognised University / Institution as per extant rules.2) Excellent written and Verbal English Language communication skills and understanding of Regional languages Marathi and Hindi3) Proficiency in writing all format content (Press Release, Social Media Copies, Authored articles, etc.)4) Creative and strategic thinking to plan and execute effective PR plans and Social Media Campaigns.5) Strong Media Relations and knowledge of Industry trends

	<p>6) Minimum 2 to 3 years of post-qualification Industry experience</p> <p>Desirable: Experience of Shipping Industry / Government / PSU Sector is preferred.</p>
HR Executive on Contract – 2 Nos.	<p>Essential:</p> <ol style="list-style-type: none"> 1) 2-year full time post-graduate Degree in Human resources/ Personnel Management/ Labor Laws from recognized University / Institution. 2) Minimum 3 to 5 years of post-qualification experience in HR Generalist role in large scale public / private sector organizations. 3) Proficiency in MS Office Suite, drafting letters and correspondences <p>Desirable:</p> <ol style="list-style-type: none"> 1) Experience of Payroll processing / taxation 2) Experience of working in government / PSU setup 3) Knowledge of Marathi language
Hindi Typist cum Translator on Contract – 02 nos.	<p>Essential:</p> <ol style="list-style-type: none"> 1) Any degree from recognized University / Institution with Hindi as subject and English as medium of examination or vice-versa. 2) Typing speed of 25 word-per-minute and above in both Hindi and English is a MUST. 3) Experience of Translation work from Hindi to English and vice-versa <p>Desirable:</p> <ol style="list-style-type: none"> 4) Diploma in Translation would be preferred. 5) Knowledge of Marathi language and Typing speed of 20 word-per-minute. 6) Preparation of word files, excel sheets and PowerPoint presentation in both Hindi and English.

Note 1: Qualifications should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes duly approved by AICTE or any of the recognized State/ Central board of Higher Secondary education. The course mentioned if any, should be from recognized institute/University. The candidate must possess valid Mark-sheet, Degree Certificate of the prescribed qualification as on mentioned date.

Note 2: Candidates must possess the essential qualifications mentioned against the post, **candidates not possessing certificate of essential qualifications will not be eligible.**

Minimum/Maximum Age [To be reckoned as on 1st May, 2024]

Minimum Age: 18 years **Maximum Age:** 30 years.

No age, qualification or experience relaxation will be provided to any of the candidates

applying for aforesaid contract posts. However, candidates from local Project Affected Persons (PAP) families of Jawaharlal Nehru Port Project, having valid PAP certificate in their own name, issued by the concerned appropriate Government authority and who have no other family member deployed in Jawaharlal Nehru Port Authority on regular basis / through Contract, will be given preference.

Terms and conditions of the contract are attached at Annex-I.

I. ELIGIBILITY CRITERIA:

Candidates, intending to apply for the above posts should ensure that they fulfil the minimum eligibility criteria mentioned above.

II. SELECTION PROCEDURE:

The selection of shortlisted candidates for the engagement will be subject to verification of required documents as indicated in this advertisement, **in original**. Non submission of requisite documents by the candidate during this process will disqualify his/her candidature from further participation in the recruitment process. Further, during the verification if it is found that the requisite documents do not meet the prescribed criteria, his candidature will not be considered further in the recruitment process.

JNPA reserves the right to call only the requisite number of candidates for the selection process, i.e. written test/interview, based on the preliminary screening/short-listing with reference to qualifications, age, relevant experience, etc. of the candidates.

Duly filled application in prescribed PRO-FORMA shall be accepted only at the time of Walk-in Interview. Self-attested copies proof of age, qualifications, experience, training, etc. as mentioned in clause (III) below, are required to be attached to the application. The date of Walk-in Interview will be as below

Sr. No.	Name of the Position	Walk-in Interview date
1	Marketing Executive on Contract	28-May-2024, 1000 Hrs
2	HR Executive on Contract	29-May-2024, 1000 Hrs
3	Hindi Typist cum Translator on Contract	30-May-2024, 1000 Hrs

The maximum count of participants will be initially restricted to 20 Nos. for each position. In case, if the suitable candidate(s) is not shortlisted from among these 20 candidates, then the interview process will continue with the next batch 20 candidates (if available) and the process will continue till all the positions are filled by walk-in panel interviews. A valid local Jawaharlal Nehru Port Project Affected Persons candidate will be given preference in interview process.

There will be short typing test conducted for assessment of typing speed of candidates applying for the post of Hindi Typist cum Translator. Only those candidates having typing speed test result of 25 word-per-minutes and above in Hindi and English will be considered for further interview process

JNPA takes no responsibility to consider any certificate sent separately.

III. LIST OF DOCUMENTS TO BE ATTACHED TO APPLICATION AND PRODUCED AT THE TIME OF VERIFICATION:

The self-attested photocopies of following documents in support of the candidate's eligibility and identity are required to be attached to the application and original of the same are required to be produced at the time of verification. **Non submission of requisite documents by the candidate will debar his/her candidature from further participation in the recruitment process.**

- (i) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB).
- (ii) Proof of Nationality.
- (iii) Mark-sheets & certificates of educational qualifications and other relevant eligibility criteria documents as indicated against concerned posts.
- (iv) Experience Certificates on the letter head of concerned Company/Firm indicating dates of joining and date of relieving (if not presently working on the same organisation) with date wise details of posts held during the period. For present organization appointment order and document certifying presently working (certificate from organization, last salary slip etc.)
- (i) Disability Certificate in prescribed format (Please refer to Annexure) issued by the Medical Board duly constituted by the Central or State Government in the prescribed format.

Note: JNPA reserves right not to consider the candidature if he/ she fails to produce the relevant eligibility documents as mentioned above.

IV. HEALTH:

Applicants should be of sound health and should meet the medical standards. Engagement of selected candidates shall be subject to receipt of fitness certificate/medical report from the Government recognized reputed Hospital.

V. GENERAL INFORMATION

1. Merely applying for the post and being shortlisted in the examination/interview and/ or any stage of recruitment process does not imply that a candidate will necessarily be offered position in the Port.
2. Decision of the Jawaharlal Nehru Port Authority in all matters relating to recruitment including shortlisting of candidates for examination and or interview will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained in this behalf.
3. While applying, the applicant should ensure that he/she fulfils the eligibility and other criteria mentioned above as on the specified dates and that the particulars

furnished by him/her are correct in all respects. **In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after joining, his/her services are liable to be terminated and candidate will be de-barred from any of the future recruitment process of JNPA for a year of 2 years.**

4. Jawaharlal Nehru Port Authority does not assume any responsibility for the candidates not being able to submit their applications in the given email id within the last date on account of any reason whatsoever.
5. The candidates should clearly and conspicuously mention their valid mobile number and email address in the application form for correspondence through voice Call / SMS /email service from the Jawaharlal Nehru Port Authority, if needed. No other mode of correspondence will be accepted / entertained.
6. Admission to further recruitment process will be purely provisional without verification of age / qualification / experience / category (SC/ST/OBC/PWD) etc. of the Candidates with reference to documents.
7. Candidates serving in Government / Quasi Government Offices, Public Sector undertakings will be required to submit "No Objection Certificate" from their employer at the time of Interview/Verification/Certificate scrutiny, failing which their candidature may not be considered. Candidates who are selected are required to submit unconditional discharge letter / relieving letter from their employer (Govt./Public sector / Private) at the time of joining Jawaharlal Nehru Port Authority, WITHOUT WHICH THEY WILL NOT BE ALLOWED TO JOIN.
8. The candidates will have to appear for the interview, tests, verification of documents etc., at their own cost. NO Travel Allowance will be provided in any case.
9. Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Jawaharlal Nehru Port Authority. Such appointment will also be subject to the service and conduct rules of the Jawaharlal Nehru Port Authority.
10. Decisions of the Jawaharlal Nehru Port Authority in all matters regarding eligibility, conduct of online examination, interview, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Jawaharlal Nehru Port Authority in this regard.
11. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in responses thereto can be instituted only in Mumbai. Courts/ Tribunals/Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

12. Selected candidates will be governed by the terms and conditions of the Service and other Regulations of the Jawaharlal Nehru Port Authority in force. However, no claim for direct or implied benefits at par with the regular JNPA employee, if any, arising out of any such rules / regulations / orders / guidelines save as otherwise explicitly provided by the appropriate government or competent authority in writing, shall be entertained
13. The Jawaharlal Nehru Port Authority reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.

IN CASE OF ANY DISCREPANCIES, THE DETAILED ADVERTISEMENT PUBLISHED IN THE CAREERS SECTION OF OUR WEBSITE <http://www.jnport.gov.in> 'Career' menu SHALL BE FINAL. CANDIDATES ARE ADVISED TO VISIT THE CAREER SECTION OF OUR WEBSITE FOR DETAILED ADVERTISEMENT AND FOR FURTHER UPDATES ON THE RECRUITMENT EXERCISE.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

**General Manager(Admn.) & Secy.
Jawaharlal Nehru Port Authority**

Terms & Conditions of contract engagement

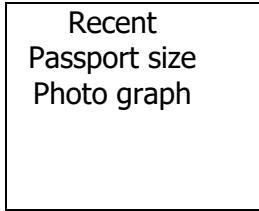
- 1) **Remuneration:** The consolidated gross monthly remuneration of Rs. 25000/- will be paid to Hindi Typist Cum Translator contract posts and Rs. 50000/- will be paid to Marketing Executive and HR Executive contract posts, subject to tax deducted at source in each case. No other financial benefits will be admissible to you in any case. The monthly remuneration will be based on day to day attendance certified by the HOD of the concerned department. Unauthorized absence will be proportionately deducted from the monthly remuneration.
- 2) **Work Hours, Attendance and Reporting:** You will have to work for minimum 8 hours per shift. However, no extra wages/ remuneration will be paid for extra hours of work needed to complete the work so assigned from time to time. The HOD of concerned user department or any senior officer of suitable rank identified by the HOD of said Department, shall be the reporting officer.
- 3) **Tenure of Engagement:** The engagement will be for a period of two years, extendable for another one year on same terms and conditions, subject to satisfactory performance report from the reporting authority duly concurred by the HOD of the concerned Department.
- 4) **Termination:** If any situation arises to terminate this contractual engagement as Junior Engineer (Civil), either of the parties can terminate it by giving one month's notice.
- 5) **Claim for permanent absorption:** The contract engagement shall not confer any right to lay claim to permanent absorption in the Port service against any post whatsoever.
- 6) **Accommodation:** If you need accommodation, the same will be provided at JNPA Township on chargeable basis and on prevailing terms and conditions.
- 7) **Canteen facility:** You can avail subsidized canteen facility at the rates approved by JNPA for various food items.
- 8) **BUS / Launch Facility:** You can avail free of cost Bus/Launch service provided to employees and no separate individual vehicles will be provided in any case during the period of contractual engagement.
- 9) **Leaves & paid Holidays:** You may avail weekly day of rest and general holidays as observed by the JNPA employees from time to time. Further, you may avail total 12 days of Casual Leave per year, not exceeding 3 days at a time, including holidays and/ or weekly day of rest as pre-fix or suffix, if any. The un-availed Casual Leave, if any, will not be carried forward to the next year. No encashment

will be allowed for un-availed leave.

- 10) **Emergency medical care:** Only emergency medical treatment shall be provided by JNPA, in case of an accident while on duty.
- 11) The rules and regulations regarding conduct, discipline, etc., as applicable to JNPA employees, will be applicable to you. However, no claim for direct or implied benefits at par with the regular JNPA employee, if any, arising out of any such rules / regulations / orders / guidelines save as otherwise explicitly provided by the appropriate government or competent authority in writing, shall be entertained.

PROFORMA

Application for the engagement of _____ in JNPA



- 1. **Full name (in block letters) :**

- 2. **(a) Address for communication :**

- (b) Telephone No./Mobile No. :**
- (c) Fax / E-Mail address :**

- 3. **Name of present employer, post held with pay scale :**

- 4. **Date of Birth :**

- 5. **Age as on 01st May, 2024 : _____ Years & _____ Months**

- 6. **Whether belongs to SC/ST/OBC/ : PWD/EX-SERVICEMAN**

- 7. **Educational & other qualification:**

Sr. No.	Degree/Diploma	Name of University/ Institution	Year of passing	Marks obtained/ Out of	% of Marks

8. Details of employment / experience in chronological order:

Name of the Organization	Post held	Scale of pay	From	To	Nature of duties

**9. State clearly whether in the light :
of the entries made by you above,
you meet the requirements of the post.**

**10. Nature of present employment :
post held.**

11. Documents attached to the application:

12. Any other information :

The above information is correct and if at any time it is found that the information furnished above is incorrect/false, my candidature will stand cancelled. If any shortcoming/s is/are detected even after my selection, my services are liable to be terminated at any time.

Date: / /2024

(Signature of applicant)