



जनेप प्राधिकरण  
JNPA

# जवाहरलाल नेहरू पतन प्राधिकरण

## JAWAHARLAL NEHRU PORT AUTHORITY

पतन कार्यालय : प्रशासन भवन, शेवा, नवी मुंबई - 400707. Port Office : Administration Bldg., Sheva Navi Mumbai - 400 707.  
 मुख्य सतर्कता अधिकारी Chief Vigilance Officer - (022) 2724 4151 : मुख्य प्रबंधक (प्रशासन) एवं सचिव Chief Manager (Admn.) & Secy - (022) 2724 4021 :  
 मुख्य प्रबंधक (यातायात) Chief Manager (Traffic) - (022) 2724 4191 : मुख्य प्रबंधक (यां.एव.वि.आ.) Chief Manager (M&EE) - (022) 2724 4181 :  
 मुख्य प्रबंधक (वित्त) Chief Manager (Fin) - (022) 2724 4081 : मुख्य प्रबंधक (प.यो.वि.) Chief Manager (PP&D) - (022) 2724 4156  
 उप-संरक्षक Dy. Conservator (022) 2724 4171 : हार्डर मास्टर (022) 2724 4173.  
 Website : [www.jnport.gov.in](http://www.jnport.gov.in) • Email : [Info@jnport.gov.in](mailto:Info@jnport.gov.in)

ISO 9001 : 2015  
 ISO 14001 : 2015  
 ISO 27001 : 2013  
 ISO 45001 : 2018

Ref.: A/PE/A-01/2026/49

Date: 19.01.2026

To,  
 The Chairpersons,  
 All Major Port Authorities.

**Subject: Filling up of one post of Deputy General Manager (P&IR) in Jawaharlal Nehru Port Authority (JNPA) by absorption through composite method of recruitment — Reg.**

**Sir/Madam,**

- One post of Deputy General Manager (P&IR) (Deputy HoD level) in the pay scale of ₹80,000–2,20,000 (pre-revised ₹32,900–58,000) has fallen vacant in Jawaharlal Nehru Port Authority (JNPA) due to the superannuation of the incumbent w.e.f. 28.02.2024. The Competent Authority has decided to fill up the said post as per the JNPT Employees (Recruitment, Seniority and Promotions) Regulations, 2011.
- The post shall be filled by composite method of recruitment, i.e., promotion/transfer/deputation (including deputation leading to absorption) / absorption, from amongst officers of the Major Port Authorities who fulfil the eligibility criteria prescribed in the relevant Schedule of the Regulations, 2011 (Annex-I).
- Selection to the above post will be on merit. The benchmark for the overall grading in the ACRs/APARs shall be not below "Very Good".
- The Chairpersons of all Major Port Authorities are requested to kindly circulate this vacancy amongst the eligible officers of the respective Port and forward the applications (in the prescribed pro-forma at Annex-II) of eligible and willing officers through proper channel so as to reach the undersigned on or before 19.02.2026.
- The applications must be forwarded with the prior approval of the Competent Authority and accompanied by the following documents:
  - Photocopies of ACRs/APARs for the last five (05) years, duly attested on each page by an officer not below the rank of Deputy HoD.
  - Copies of disclosure certificates pertaining to the enclosed ACRs/APARs (where applicable).
  - Attested photocopies of all educational qualifications and other certificates/testimonials.

- iv. Vigilance clearance and Administrative clearance of the concerned Major Port Authority.
- v. Undertaking (Annex-III), duly filled and signed.
- vi. Vigilance profile in the prescribed format (Annex-IV), duly completed.

6. The cut-off date for determining eligibility (including service eligibility, experience, etc. as per Annex-I) shall be 01.01.2026.

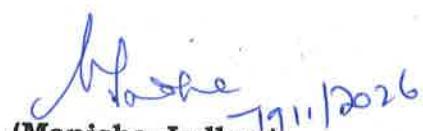
7. It is reiterated that applications must be routed only through proper channel. If an advance copy of an application is received directly by JNPA from any applicant, such candidature shall not be considered unless the application through proper channel, complete in all respects, is received by JNPA within 15 days of the last date of receipt of applications, failing which the application will be treated as rejected/closed.

8. Once the application(s) of officer(s) is/are forwarded with the prior approval of the Competent Authority, the concerned Major Port Authority shall ensure that, in the event of selection, the officer is relieved immediately, and in any case within 30 days of selection/appointment, as the post is at Deputy Head of Department level. If the selected officer is not relieved within the said period, it shall be deemed that the officer stands relieved from the post held in the parent organisation on expiry of 30 days from the date of appointment subject to vigilance clearance.

9. It may be noted that, as per the advisory issued by the Ministry of Ports, Shipping and Waterways, Government of India, vide communication No. A-29018/4/2018-PE-I dated 11.08.2021, any Port official who withdraws candidature after selection by the Service Selection Committee shall be liable for debarment for two (02) years from consideration for selection to Deputy HoD level posts in all Major Ports.

10. This issues with the approval of the Competent Authority.

**Yours faithfully,**



Manisha Jadhav  
11.11.2026

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

**Enclosures:**

1. Schedule (Annex-I)
2. Application Proforma (Annex-II)
3. Undertaking (Annex-III)
4. Vigilance Profile Format (Annex-IV)

Sl. No	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-Selection	Upper Age limit for direct recruitment (years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b) educational qualifications (c) experience for direct recruitment will apply in the case of 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		
5	Manager (P&IR)	1	Class-I	32900-58000	Selection	42	<b>Essential:</b> (i) Degree from a recognised university/institution (ii) Twelve years experience in executive cadre in the Field of General Admin., Personnel, Industrial Relations etc. in an industrial/ Commercial/Genl. Undertaking <b>Desirable:</b> Post Graduate qualifications in Personal Management/ Industrial Relations/Social Work/Labour Welfare or allied subjects or degree in Law from a recognised University/ institution	(a) No (b) Yes (c) No	N.A	By absorption through composite method failing which by deputation from other Govt. organisations and failing both by direct recruitment.	For absorption through composite method, Officers holding analogous posts or the posts of Dy. Manager (Personnel/IR), Personnel Officer or Officer holding equivalent posts in the respective disciplines of Pers. & I.R. Division in the Scale of pay of Rs. 24900-50500 with 3 years regular service in the grade in a Major Port Trust or Dy. Mgr (Personnel/IR) (Personnel Officer or equivalent Officer in the respective discipline of Pers. & I.R. Div. with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs. 20600-48500 as Asstt. Manager and Rs. 24900-50500 as Dy. Manager in the respective discipline of Personnel & IR Division. Ch. in a Major Port Trust will be eligible.	(i) For absorption through composite method, Officers holding analogous posts or the posts of Dy. Manager (Personnel/IR), Personnel Officer or Officer holding equivalent posts in the respective disciplines of Pers. & I.R. Division in the Scale of pay of Rs. 28100-50500 to the pay scale of Rs. 32800-58000 to the extent of number of posts recommended.	There would be automatic elevation of officers working in the pay scale of Rs. 28100-50500 to the pay scale of Rs. 32800-58000 to the extent of number of posts recommended.	

The selection is by merit for which the bench mark in overall grading in the ACGRs will not be below "Very Good".

Annexure-II

PROFORMA

BIO-DATA

Post applied for: **Deputy General Manager (P&IR) in JNPA.**

Recent Passport  
Size photographs

1. Full name (in block letters) : \_\_\_\_\_
  
2. (a) Address for communication : \_\_\_\_\_  
(b) Telephone No./Mobile No. : \_\_\_\_\_  
(c) Fax / E-Mail address : \_\_\_\_\_
  
3. Present post with scale of pay : \_\_\_\_\_
  
4. Date of Birth : \_\_\_\_\_
  
5. Age as on 01.01.2026 : \_\_\_\_\_
  
6. Date of Superannuation/retirement : \_\_\_\_\_
  
7. Whether belongs to SC/ST/OBC : \_\_\_\_\_
  
8. Date of initial appointment  
(in the Port sector) : \_\_\_\_\_
  
9. Educational & other qualification :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. Details of employment / experience in Chronological order**

Name of the Organization	Post held	Scale of pay	From		Nature of duties
					<b>(Regular Ad-hoc/ Officiating</b>

**11. State clearly whether in the light of entries made by you above, you meet the requirement of the post** : \_\_\_\_\_

**12. Nature of present employment/ post held i.e. whether ad-hoc/ temporary/permanent/contract/ transfer/deputation** : \_\_\_\_\_

**13. In case the present employment/ post held is on deputation/contract basis, please state** : \_\_\_\_\_

**(a) Date of initial appointment** : \_\_\_\_\_

**(b) Period of appointment on deputation/contract** : \_\_\_\_\_

(c) Name of the parent office/ Organization to which you belong : \_\_\_\_\_

14. Training / Courses if any attended : \_\_\_\_\_  
Abroad

15. Papers submitted if any : \_\_\_\_\_

16. Any other information, if any : \_\_\_\_\_

In the event of my selection to the above post, I will not withdraw and undertake to accept the posting.

(Signature of applicant)

Certificate to be given by Head of Office of the applicant:

1. The particulars furnished by the applicant are correct and he/she fulfils the eligibility criteria.
2. No disciplinary /vigilance case is pending or contemplated against the applicant, and he/she is clear from vigilance angle.
3. His/ Her integrity is certified.
4. No major/minor penalties have been imposed on the applicant during the last 10 years.
5. Attested copies of ACRs for the last five years are enclosed.
6. Department has no objection to relieve him/her in case of selection.

**SIGNATURE OF THE  
DY. CHAIRPERSON / CHAIRPERSON  
ALONGWITH SEAL**

Note: (1) Attested copies of certificates in support of the educational and other qualifications may please be enclosed.

(2) Copies of documents in support of employment, other than in Major Ports may please be enclosed,

**UNDERTAKING**

**The information provided in the application is correct and if at any time it is found that the information furnished is incorrect/false, my candidature will stand cancelled. If any shortcoming/s is/are detected even after appointment, my services are liable to be terminated. In the event of my selection to the above post, I will not withdraw and undertake to accept the posting.**

**Date:** \_\_\_\_\_

**(Signature of applicant)**

Annexure-IV

**Particular of the Officer for whom vigilance Comments/clearance is being sought**

(To be furnished and signed by the CVO)

Sr. No.	<b>Particulars</b>			<b>Details</b>	
1.	Name of Officer/official (In full)				
2.	Father's Name				
3.	Date of Birth				
4.	Date of Retirement				
5.	Date of entry into service				
6.	Designation and Staff No.				
7.	Purpose for which vigilance clearance is sought for				
8.	Department / Service in which the Officer/official belongs including batch/year cadre etc., wherever applicable.				
9.	Whether the officer/official has functioned as CVO in part time or additional charge capacity (During the ten preceding years)				
<b>Positions held (During the ten preceding years)</b>					
Sr. No.	Organization (Name in Full)	Designation & Place of Posting	Administrative/nodal Ministry/Dept. concerned (in case of officers/officials of PSUs)	From	To
1					
2					
3					
..					
..					
10.	Whether the Officer/official has been placed on the "Agreed List" or "List of officers of Doubtful Integrity". (If yes, details to be given)				
11.	Whether any allegation of misconduct involving vigilance angle was examined against the Officer/official during the last 10 years and if so, with what result				
12.	Whether any punishment was awarded to the Officer/official during the last 10 years and if so, the date of imposition and details of the penalty				
13.	Is any disciplinary/ criminal proceedings Or charge sheet pending against the Officer/official as on date				

	(If so, details to be furnished - including reference no., if any, of the Commission)	
<b>14.</b>	Is any action contemplated against the Officer/official as on date (If so, details to be furnished)	
<b>15.</b>	Whether any complaint is pending against the officer/official [If so, details to be furnished].	
<b>16.</b>	Whether the Officer/official has submitted his/her annual immovable property return of the previous year as required under Rule 18 of the CCS(Conduct) Rules , 1964 within the prescribed limit.	
<b>17.</b>	Date of Filing of annual immovable property return of the previous year	

Date:

(Name and Signature)