



# जवाहरलाल नेहरु पत्तन प्राधिकरण JAWAHARLAL NEHRU PORT AUTHORITY

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

पत्तन 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.अ.) 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; हार्बर मास्टर (022) 2724 4173.  
Website : www.jnport.gov.in • E-mail : info@jnport.gov.in

A/P/E/A-10/2025/576

Date: 29.08.2025

To  
The Chairperson,  
All Major Port Authorities.

**Sub.: Filling up the post of Deputy General Manager (Traffic) in JNPA on absorption through composite method of recruitment from Major Port Authorities - Reg.**

Sir/Madam,

One post of Deputy General Manager (Traffic) in the pay scale of Rs. 80,000-2,20,000 (Rs. 32,900-58,000 pre-revised) - Deputy HOD level - will fall vacant at Jawaharlal Nehru Port Authority due to the superannuation of the incumbent with effect from 01.11.2025.

Accordingly, it has been decided by the Competent Authority to fill up the said post through the Composite Method of Recruitment i.e., by promotion/transfer/deputation/absorption from among the eligible officers of Major Port Authorities, fulfilling the prescribed eligibility criteria as per the enclosed Schedule of Deputy General Manager (Traffic) under the Jawaharlal Nehru Port Trust Employees (Recruitment, Seniority & Promotion) Regulations, 2011 (Annex-I).

### Eligibility & Selection

- Selection to the post will be strictly on merit, subject to fulfillment of prescribed eligibility conditions.
- The overall grading in the ACRs for the last 5 years should not be below "Very Good."

### Submission of Applications

The Chairpersons of all Major Port Authorities are requested to circulate this vacancy among eligible officers of their respective Ports. Applications in the prescribed proforma (Annex-II), duly filled in and certified by the Competent Authority, along with the following documents, may kindly be forwarded to this office so as to reach on or before 30.09.2025:

1. Photo-copies of the ACRs of the applicant for the last 5 years, duly attested on each page by an Officer not below the rank of Deputy HOD.
2. Copies of disclosure certificates of the attached ACRs.

3. Attested photo-copies of all educational and other relevant certificates/testimonials.
4. Vigilance & Administrative clearance from the concerned Port Authority in the prescribed format (Annex-IV).

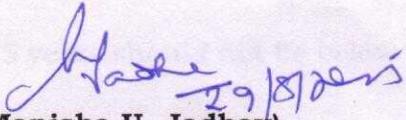
The cut-off date for determining eligibility shall be 01.08.2025.

**Important Conditions**

1. In case an advance copy of the application is received by JNPA, the candidature will not be considered unless the same is routed through proper channel within 15 days of the closing date.
2. Once the application(s) are forwarded with the approval of the Competent Authority, the concerned Port Authority shall ensure that the officer, if selected, is relieved within 30 days of issue of the selection order, since the post is at Deputy HOD level.
  - In case of non-relieving within 30 days, it shall be deemed that the officer stands relieved from his/her present post automatically.
3. As per Ministry of Ports, Shipping & Waterways advisory (Letter No. A-29018/4/2018-PE-I dated 11.08.2021), any candidate who withdraws his/her candidature after selection by the Service Selection Committee shall be liable for debarment from consideration for Dy. HOD level posts in all Major Port Authorities for a period of two years.

Your kind cooperation is requested in ensuring that applications of eligible officers are forwarded with prior approval of the Competent Authority, along with all requisite documents, so as to reach JNPA within the stipulated time.

**Yours faithfully,**

  
(Manisha U. Jadhav)

**General Manager (Administration) & Secretary**

**Encl.:**

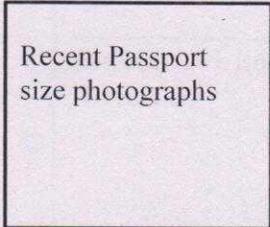
1. **Copy of Schedule (Annex-I)**
2. **Proforma of Application (Annex-II)**
3. **Undertaking (Annex-III)**
4. **Vigilance Profile Format (Annex-IV)**

Sr. 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 recruitments will apply in the case of promotion/ Absorption/ Deputation.	Period of probation (in years)	Method of recruitment (Whether by direct recruitment or by Absorption/Deputation)	In case of promotion/ Absorption/Deputation, Grades from which it should be made.	Remarks
4	Manager (Operations)	5	Class-I	3293/0-58000	Selection	42	<p><b>Essentials:</b>                      (i) A degree from a recognised University. Preference will be given to Engineering Graduates.                      (ii) Twelve years experience in shipping/transport operations/airway transportation in executive cadre in an industrial/Commercial/ Govt. Undertaking.</p>	<p>(a) No                      (b) Yes                      (c) No.</p>	N.A.	By absorption through Composite method failing which by deputation from other Govt. organisation and failing both by direct recruitment.	For absorption through composite method, Officers holding analogous posts or post of Dy. Traffic Manager (Operations) and equivalent posts in the respective scales of Rs. 24000-50500 with 3 years regular service in the grade of Sr. Dy. Traffic Manager (Operations) and equivalent posts in the respective discipline of Traffic Dept. with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs. 25500-48500 as Asst. Manager and 24500-50500 as Dy. Manager in the respective discipline of Traffic Dept. in a Major Port Trust will be eligible. For deputation Officer holding analogous posts or officers holding post of Dy. Traffic Manager and equivalent posts in the respective discipline of Traffic Dept. in the scale of pay of Rs. 24800-50500 with 3 years regular service in the grade in the respective discipline in Govt./PSUs/Autonomous Bodies etc will be eligible. The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "Very Good".	There would be automatic elevation of officers working in the pay scale of Rs. 24100-50500 to the pay scale of Rs. 24800-50500 to the extent of number of posts recommended.
5	Chief Manager (Operations)	1	Class-I (HOD)	51300-73000	Selection	45	<p><b>Essentials:</b>                      (i) A degree from a recognised University. Preference will be given to Engineering Graduate.                      (ii) Sixteen years experience in shipping/transport operations/airway transportation in executive cadre in an industrial/Commercial/ Govt. undertaking.</p>	<p>(a) No                      (b) Yes.                      (c) No.</p>	N.A.	By absorption through Composite method failing which by deputation failing both by direct recruitment.	For absorption through composite method, Officers holding analogous posts or post of Traffic Manager in Category-I posts with 2 years regular service in the grade or pay of Rs. 38500-62000 with 4 years regular service in the grade in the scale of pay of Rs. 32500-48000 with 5 years regular service in the grade in the Operations Dept. in MPT or in Traffic Department of a Major Port Trust will be eligible for deputation. Officers holding analogous posts or officers holding post of Traffic Manager and equivalent post in Traffic Dept. in the scale of pay of Rs. 42000-69000 with 2 years regular service in the grade or officers holding posts of Sr. Dy. Traffic Manager and equivalent posts in Traffic Dept. in the scale of pay of Rs. 22500-58000 and above with 5 years regular service in the grade in Govt./PSUs or Autonomous Bodies will be eligible. The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "Very Good".	

PROFORMA

BIO - DATA

Post applied for: **Deputy General Manager(Traffic) in JNPA.**



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 01/08/2025** : \_\_\_\_\_
  
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	To	Nature of duties
					Regular/Ad-hoc/ Officiating

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. Port has no objection to relieve him/her in case of selection.

SIGNATURE OF THE DY. CHAIRMAN/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)

**Annex-IV**

Particulars of the Officer for whom vigilance Comments/ clearance is being sought  
(To be furnished and signed by the CVO)

Sr.No.	Particulars	Details
1.	Name of Officer ( in full )	
2.	Father's Name	
3.	Date of Birth	
4.	Date of Retirement	
5.	Date of entry into service	
6.	Service to which the officer belongs including batch/ year cadre etc., wherever applicable.	
7.	Position held (during the ten preceding years)	

Sl. No.	Organisation (Name in full)	Designation & Place of Posting	Administrative/ nodal Ministry/Deptt. Concerned (in case of officers of PSU etc.)	From	To
8.	Whether the officer has been Placed on the "Agreed List " or "List of officers of Doubtful Integrity". ( If yes, details to be given )				
9.	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, with what result.(*)				
10.	Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and details of the penalty (*)				
11.	Is any disciplinary/criminal proceedings or charge sheet pending against the Officer as on date. ( If so, details to be furnished- Including reference no., if any, of the Commission)				
12.	Is any action contemplated against the officer as on date.( If so, details to be furnished) (*)				
13.	Whether the officer/officials has submitted his and her annual immovable property return of the previous year as required under rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed limit.				
14.	Details of compliant pending against the officer as on date.				

Date:

(Name and signature)

(\* ) If vigilance clearance had been obtained from the Ministry/CVC in the past, the information may be provided for the period thereafter.