



JAWAHARLAL NEHRU PORT AUTHORITY

ADMINISTRATION DEPARTMENT (Personnel Section)

Advt. No. A/PE/A-02/2025/AD-01/Contract

Jawaharlal Nehru Port Authority invites applications
for engagement on following posts **on Contract Basis**

Sr. No.	Contract Post Name	No. of post	Consolidated Monthly Remuneration (upto)
1	IT Professional	2 Nos.	Rs. 60,000/-
2	IT Support Executive	2 Nos.	Rs. 45,000/-
3	Hindi Typist	2 Nos.	Rs. 35,000/-
4	Hindi Translator	1 Nos.	Rs. 40,000/-
5	VTS Operator	6 Nos.	Rs. 50,000/-
6	Field Engineer – Electrical	4 Nos.	Rs. 60,000/-
7	Executive Assistant – Administration	1 Nos.	Rs. 60,000/-
8	Executive Assistant – M&EE	1 Nos.	Rs. 60,000/-
9	Sr. Executive - CSR	1 Nos.	Rs. 80,000/-
10	Executive - CSR	1 Nos.	Rs. 50,000/-

JNPA at its sole discretion may **increase or decrease** the number the above posts. Candidates fulfilling following Qualifications, Experience and Age criteria are considered eligible for the further selection process.

Qualifications and Experience:

Name of Post and Age	Essential Educational and other qualifications
IT Professional – 02 nos. Min Age: 25 years	Essential: 1) Bachelors of Engineering in Computer Engineering/Computer Science/Information technology/Electronics and Telecom. from

Name of Post and Age	Essential Educational and other qualifications
Max Age: 40 years	<p>recognized university.</p> <ol style="list-style-type: none"> 2) Experience in development of web based applications 3) Programming experience in various languages ie. Java, .net, python, JavaScript. 4) Experience in operating system and database administration. 5) Post Qualification experience of Minimum five years. <p>Desirable: Experience of Shipping Industry / Government / PSU Sector is preferred.</p>
IT Support Executive - 02 nos. Min Age: 25 years Max Age: 35 years	<p>Essential:</p> <ol style="list-style-type: none"> 1) Bachelors of Engineering in Computer Science/Engineering/Information Technology/ Electronics and Telecom. or Degree in Bachelors of Science in Computer Science/Information Technology from recognized university 2) Experience in management of – Windows, Linus, MacOS. 3) Experience in MS Office, MS Excel, Advance Excel. 4) Post Qualification experience of Minimum two years. <p>Desirable: Experience of Shipping Industry / Government / PSU Sector is preferred.</p>
Hindi Typist – 02 nos. Min Age: 25 years Max Age: 40 years	<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 Hindi is a MUST. 3) Experience of Translation work from Hindi to English and vice-versa <p>Desirable:</p> <ol style="list-style-type: none"> 1) Diploma in Translation would be preferred. 2) Knowledge Marathi language and Typing speed of 25 word-per-minute. 3) Preparation of word files, excel sheets and PowerPoint presentation in both Hindi and English.
Hindi Translator – 01 nos. Min Age: 25 years Max Age: 40 years	<p>Essential:</p> <ol style="list-style-type: none"> 1) Master's degree in Hindi with English as subject at the degree level or master's degree in English with Hindi as subject at the degree level. 2) Two years' experience in Govt./ Public Sector/ large private sector organizations in translation from English to Hindi and vice versa. <p>Desirable:</p> <ol style="list-style-type: none"> 1) Knowledge of Marathi language 2) Knowledge of computer.
VTS Operator – 06 nos.	<p>Essential:</p> <ol style="list-style-type: none"> 1) Regular full-time Diploma in Electronics Engineering from a recognized University / Institution.

Name of Post and Age	Essential Educational and other qualifications
Min Age: 25 years Max Age: 40 years	2) Certificate of Radio Telephone Operator issued by Ministry of Communication or First Class Operators(Special) Certificate issued by the Indian Army. 3) Deck Officer with competency certificate of second Mate (FG) or Home trade or NCV Desirable: 1) VTS operators course (V103) approved by DGLL 2) Through knowledge of ROR / COLLISION regulations.
Field Engineer – Electrical – 04 nos. Min Age: 25 years Max Age: 35 years	Essential: 1) Electrical Engineering Degree from recognized University / Institution. 2) Five years' work experience in the 3.3 Kv level substations in large commercial establishments or Govt. Organizations. Desirable: 1) Knowledge of smart systems i.e. lightening, SVGs, solar system.
Executive Assistant – Administration – 01 nos. Min Age: 25 years Max Age: 35 years	Essential: 1) Bachelor's Degree in Business Administration, Management, Communications, or a related field of Administration from recognized University / Institution. 2) Five years' post qualification work experience in Executive Assistant or equivalent role in large commercial establishments or Govt. Organizations. 3) Excellent organizational skills, strong time management and multitasking abilities, 4) Proficiency in computer applications (MS Office - Word, Excel, PowerPoint, Outlook, Artificial Intelligence etc.) 5) Effective communication (both written and verbal) in English, and strong interpersonal abilities. Desirable: 1) Relevant certifications in office management/administration or executive assistance will be an advantage (e.g., Certified Administrative Professional (CAP), Professional Administrative Certification of Excellence (PACE)) 2) Knowledge of Marathi & Hindi. Typing skill both will be preferred. 3) An MBA or other advanced degree can be an asset, especially for roles that involve complex organizational tasks and higher levels of responsibility.
Executive Assistant – Mechanical & Electrical Engineering – 01 nos.	Essential: 1) Bachelor's Degree in Mechanical or Electrical Engineering from recognized University / Institution. 2) Five years' post qualification work experience in Executive Assistant or equivalent role in large commercial establishments or Govt. Organizations.

Name of Post and Age	Essential Educational and other qualifications
Min Age: 25 years Max Age: 35 years	<ol style="list-style-type: none"> 3) Excellent organizational skills, strong time management and multitasking abilities, 4) Proficiency in computer applications (MS Office - Word, Excel, PowerPoint, Outlook, Artificial Intelligence etc.) as well as knowledge of other technical software. 5) Effective communication (both written and verbal) in English, and strong interpersonal abilities. <p>Desirable:</p> <ol style="list-style-type: none"> 1) An MBA or other advanced degree can be an asset, especially for roles that involve complex organizational tasks and higher levels of responsibility.
Sr. CSR Executive – 01 nos. Min Age: 34 years Max Age: 44 years	<p>Essential:</p> <ol style="list-style-type: none"> 1) Any full-time Degree from a recognised University / Institution 2) Full-time Master's Degree in Social Work or equivalent from a reputed recognised University / Institution. 3) Minimum Ten (10) years of post-qualification experience in CSR related work from Government / PSU / large scale Commercial Organization having a turnover of more than 500 Crores per annum. 4) Excellent communication and interpersonal skills, strong organizational and project management skills, ability to work independently and as part of a team. 5) Proficiency in MS Office Suite, drafting and documentation etc. <p>Desirable:</p> <ol style="list-style-type: none"> 1) Certifications in CSR, project management, or sustainability 2) Candidates with actual work experience in CSR within government ministries or PSU organizations will be preferred. 3) Excellent liaison work experience with entities related to CSR such as government, NGOs etc. 4) Proven ability to build and maintain professional relationships with key stakeholders. 5) Candidates who have Commerce graduation will be preferred.
CSR Executive – 01 nos. Min Age: 25 years Max Age: 35 years	<p>Essential:</p> <ol style="list-style-type: none"> 6) Any full-time Degree from a recognised University / Institution 7) Full-time Master's Degree in Social Work or equivalent from a reputed recognised University / Institution. 8) Minimum Five (05) years of post-qualification experience in CSR related work from Government / PSU / large scale Commercial Organization having a turnover of more than 500 Crores per annum. 9) Excellent communication and interpersonal skills, strong organizational and project management skills, ability to work independently and as part of a team. 10) Proficiency in MS Office Suite, drafting and

Name of Post and Age	Essential Educational and other qualifications
	<p>documentation etc.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 6) Certifications in CSR, project management, or sustainability 7) Candidates with actual work experience in CSR within government ministries or PSU organizations will be preferred. 8) Excellent liaison work experience with entities related to CSR such as government, NGOs etc. 9) Proven ability to build and maintain professional relationships with key stakeholders. <p>Candidates who have Commerce graduation will be preferred.</p>

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.**

Note 3: Certificate of equivalence issued by the competent authority **MUST** be produced by the candidate at the time of interview without which the candidature will be summarily rejected.

Note 4: **Cut-off date for Age, qualifications and experience will be 1st June 2025.**

NO age, qualification or experience relaxation will be provided to any of the candidates applying for aforesaid contract posts. However, age or experience norms may be relaxed for deserving candidates with **excellent educational track record and additional supporting qualification over and above the existing requirement against concerned post**, only in cases where the candidate fulfills all the below mentioned conditions -

- 1) He / She belong to local Project Affected Persons (PAP) families of Jawaharlal Nehru Port Project,
- 2) Have valid Jawaharlal Nehru Port PAP certificate in his/her own name, issued by the concerned appropriate Government authority
- 3) A self-declaration in this regard will be obtained from such candidates which will be subjected to scrutiny at any time. If the same is found to be incorrect, the employment, if offered, shall stand terminated with immediate effect and said candidate shall be debarred for two years from obtaining employment in JNPA under in any recruitment / tender process of JNPA.
- 4) **No relaxation will be provided to any candidate under any circumstances for the educational qualification criteria provided in the above table.** Age and experience relaxation is available for only those candidates who are eligible as per the above clause No. 1 to 3.

Detailed 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:

Selection will be made on the basis of performance in the one or more rounds of trade test and / or Oral interview, Experience, Additional Qualifications etc. However, if required Written/Online test will also be conducted and in this case, selection will be made on the basis of performance in written/online test, oral interview, experience, additional qualifications etc.

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.

Applications shall be accepted only by post / speed post / registered post / courier on working hours only. On the envelop “**Application for the post of** (Mention the post name) ” should be mention clearly.

Applications should reach, on or before **22.07.2025** on the following address:

Manager (Personnel)

Jawaharlal Nehru Port Authority,
Administration Building, Sheva,
NAVI MUMBAI – 400707.

Along with the application, details of applicants shall be given in the prescribed format given below. Self-attested photocopies in proof of age, qualifications, experience, training, caste, PWD Certificate, Ex-Servicemen discharge book (as applicable), etc. and a passport size photograph are required to be attached to the application. A valid local Jawaharlal Nehru Port Project Affected Persons candidate will be given preference in selection process subject to fulfillment of all the essential criteria for the concerned post to the such person has made application.

There will be short typing test conducted for assessment of typing speed of candidates applying for the post of Hindi Typist. While a separate test will be conducted for Hindi Translator post. Only those candidates having typing speed test result of 25 word-per-minute and above in Hindi 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. Certificate of Equivalence issued by the competent authority, wherever required as per the essential qualification.
- (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 organization) 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, either by advertisement or through tender process, for a period of 2 years.

4. Jawaharlal Nehru Port Authority does not assume any responsibility for the candidates submitting their applications after the expiry of last date of submission of application, on account of any reason whatsoever. Such applications shall be summarily rejected without assigning any reasons thereof.
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, increasing or decreasing the no. of posts, 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 shall 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 OR ANY RELATED CORRIGENDUM 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 to be paid to various posts on contract basis are as follows:

Position	Consolidated Gross Monthly Remuneration (Up to)
IT Professional	Rs. 60,000/-
IT Support Executive	Rs. 45,000/-
Hindi Typist	Rs. 35,000/-
Hindi Translator	Rs. 40,000/-
VTs Operator	Rs. 50,000/-
Field Engineer – Electrical	Rs. 60,000/-
Executive Assistant – Administration	Rs. 60,000/-
Executive Assistant – M&EE	Rs. 60,000/-
Sr. Executive – CSR	Rs. 80,000/-
Executive – CSR	Rs. 50,000/-

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 department concerned. Unauthorized absence will be proportionately deducted from the monthly remuneration.

- 2) **Annual Increment:** Annual increment upto 10% (ten percent) will be considered based on recommendation and satisfactory performance report provided by the respective Head of the Department. The work performed during the appraisal year, achievements, own initiatives, proactiveness, technical & soft skills deployed by the candidate, quantum of work completion, discipline and observance of organizational ethics, rules and regulations, knowledge and promptness etc. will be some of the parameters of assessment, other than technical aspects of assigned job role.

- 3) **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.
- 4) **Tenure of Engagement:**
- a **IT Professional** – 5 years,
 - b **IT Support Executive, Field Engineer – Electrical, Executive Assistant – Administration, Executive Assistant – M&EE, Senior CSR Executive and CSR Executive** - Three years plus two-year extension on the same terms and conditions,
 - c **Hindi Typist, Hindi Translator & VTS Operator** - Two years plus one-year extension on the same terms and conditions,
 - d All the above extensions are subject to satisfactory performance report from the reporting authority duly concurred by the HOD of the concerned Department.
- 5) **Training:** Only in case of VTS operators, following clauses are applicable
- a. The candidate will be initially put on the training for 2 months. After successfully completing the training, he/she will be work as VTS Operator.
 - b. If the shortlisted candidate does not possess VTS operator course certificate, he/she will be sent for VTS operator course approved by Directorate General of Lighthouses and Lightships (DGLL).
 - c. Course fees expenses will be borne by JNPA which shall be recovered from the candidate's monthly fees in equal installments over a predetermined period.
 - d. In the event that the candidate absconds or otherwise fails to fulfill their contractual obligations within specified period of completing the certification, the remaining balance of the certification cost will be immediately due and payable. JNPA reserves the right to take legal action to recover any outstanding certification costs from the absconding candidate in such case.
- 6) **Termination:** If any situation arises to terminate the contractual engagement as IT Professional, IT Support Executive, Hindi Typist, Hindi Translator, VTS Operator, Field Engineer – Electrical and Executive Assistant – Administration and Executive Assistant – M&EE, either of the parties can terminate it by giving forty-five days' notice.
- 7) **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.
- 8) **Accommodation:** If you need accommodation, the same will be provided at JNPA Township on chargeable basis and on prevailing terms and conditions.
- 9) **Canteen facility:** You can avail subsidized canteen facility at the rates approved by JNPA for various food items.
- 10) **Leaves & paid Holidays:** You may avail weekly day of rest and total twenty-four 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.

- 11) **Emergency medical care:** Only emergency medical treatment shall be provided by JNPA, in case of an accident while on duty.
- 12) 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.

DUTIES AND RESPONSIBILITIES

A) VTS Operator

1. Reporting to Dock Master and /or VTS supervisor.
2. To carry out duties in accordance with the competency standards as per VTS operator course (V-103) for VTS area of MbPA and JNPA.
3. To carry out ship –shore-ship communication.
4. Coordinate between Pilots, tugs, Launches.
5. To maintain log related to VTS and associated activities.
6. Checking and monitoring various equipment and sensors of VTS/VTMS for their proper functioning and reporting the defects to Dock Master or concern officer.
7. VTS /VTMS operators shall be responsible for logging down entries in the VTMS log book during his shift as per the direction of reporting authority.
8. Numbers of hours' equipment worked/not worked due to failure (mention causes)
9. Remarks on technical functions of equipment and record any faults if noticed.
10. Any other functions and other lawful orders as per directions of Duty Pilot/Dock Master/Harbour Master/Deputy Conservator.
11. After completion of training they will be put in shift work including night duties.

B) Executive Assistant – Administration

1. **Office Management:** Oversee the office's day-to-day operations, ensuring a well-organized and efficient working environment.
2. **Scheduling:** Manage schedules, appointments, and meetings for senior management.
3. **Communication:** Facilitate organizational communication by managing emails, phone calls, and inter-departmental correspondence.
4. **Record Keeping:** Maintain and update records, files, and databases, ensuring data accuracy and easy retrieval.
5. **Supplies and Inventory:** Monitor office supplies, order new materials, and maintain inventory levels.
6. **Visitor Management:** Greet and assist visitors, ensuring a positive impression of the organization.
7. **Event Coordination:** Coordinate events, seminars, and workshops, handling logistics and arrangements.
8. **Support to Management:** Provide backup assistance to lead executive administrative assistants and other senior staff.
9. **Document Preparation:** Prepare and edit correspondence, reports, and presentations.
10. **Drafting and Noting:** Draft minutes of meetings, reports, and other official documents.
11. **Excel Reports:** Create, maintain, and analyse Excel spreadsheets for various administrative and operational needs.
12. **Data Gathering and Analysis:** Collect and analyse data to generate insights and support decision-making processes.
13. **PA/PS Work:** Assist the HOD with personal assistant (PA) or private secretary (PS) duties, including travel arrangements, personal schedule management, and other lawful administrative support tasks as assigned by them from time to time

C) Executive Assistant – Mechanical & Electrical Engineering

1. **Office Management:** Oversee the office's day-to-day operations, ensuring a well-organized and efficient working environment.
2. **Scheduling:** Manage schedules, appointments, and meetings for senior management.
3. **Communication:** Facilitate organizational communication by managing emails, phone calls, and inter-departmental correspondence.
4. **Record Keeping:** Maintain and update records, files, and databases, ensuring data accuracy and easy retrieval.
5. **Supplies and Inventory:** Monitor office supplies, order new materials, and maintain inventory levels.
6. **Visitor Management:** Greet and assist visitors, ensuring a positive impression of the organization.
7. **Event Coordination:** Coordinate events, seminars, and workshops, handling logistics and arrangements.
8. **Support to Management:** Provide backup assistance to lead executive administrative assistants and other senior staff.
9. **Document Preparation:** Prepare and edit correspondence, reports, and presentations.
10. **Drafting and Noting:** Draft minutes of meetings, reports, and other official documents.
11. **Excel Reports:** Create, maintain, and analyse Excel spreadsheets for various administrative and operational needs.
12. **Data Gathering and Analysis:** Collect and analyse data to generate insights and support decision-making processes.
13. **Other Work:** Provide high-level administrative support to the HOD and undertake any other lawful tasks as assigned by them from time to time

D) Senior Executive - CSR / Executive – CSR

1. **Develop and Implement CSR Strategies:**
 - i. Create and execute comprehensive CSR plans that align with the company's mission and values.
 - ii. Identify opportunities for CSR initiatives that address key social and environmental issues.
2. **Stakeholder Engagement:**
 - i. Build and maintain strong relationships with internal and external stakeholders, including community organizations, government bodies, and non-profits.
 - ii. Act as the primary point of contact for all CSR-related inquiries.
3. **Project Management:**
 - i. Plan, coordinate, and oversee CSR projects from inception to completion.
 - ii. Plan and execute site visits and inspections.
 - iii. Ensure projects are delivered on time, within budget, and meet desired outcomes.
 - iv. Monitor and evaluate the impact of CSR initiatives and make recommendations for improvements.
4. **Reporting and Communication:**
 - i. Prepare reports for Ministerial Correspondence, minutes, presentations, notings, proposals, work estimations, agreements etc.
 - ii. Prepare detailed reports on CSR activities, outcomes, and impact.
 - iii. Communicate CSR efforts and achievements to stakeholders through various channels, including newsletters, websites, and social media.
5. **Compliance:**
 - i. Ensure all CSR activities comply with relevant laws, regulations, and company policies.

- ii. Stay updated on industry trends and best practices in CSR.
- 6. **Event Management:**
 - i. Organize and manage CSR events, workshops, and community engagement activities.
 - ii. Coordinate with vendors, partners, and volunteers to ensure successful execution of events.
- 7. **Corporate Partnerships:**
 - i. Identify and develop partnerships with other corporations, non-profits, and governmental organizations to further CSR goals.
 - ii. Negotiate and manage partnership agreements.
- 8. **Employee Engagement:**
 - i. Foster a culture of social responsibility within the organization by engaging employees in CSR activities.
 - ii. Develop and implement employee volunteer programs

PROFORMA

Application for the engagement of _____ in JNPA

Recent
Passport
size Photo
graph

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 June, 2025 : _____ 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: / /2025

(Signature of applicant)