



JAWAHARLAL NEHRU PORT AUTHORITY
Special Economic Zone



NOTICE INVITING APPLICATION


Jawaharlal Nehru Port Authority Special Economic Zone (JNPA SEZ) is inviting application for the following vacancies in the company.

1. Deputy Chief Executive Officer (Full Time)	4. Manager – Project (Full Time)
2. Chief Fire Officer (Full Time)	5. HR Manager (Full Time)
3. Chief Manager – Finance (Full Time)	6. Chief Architect & Planner (On Call/Part Time)


The application should be addressed to Chief Executive Officer, JNPA-SEZ, Udhyam Bhawan, Navi Mumbai – 400707 and can be emailed at ceo-sez@inport.gov.in or jnpsez@inport.gov.in. The last date of submission of application along with the copies of documents as stated above is 16-12-2025 till 5 PM (**Submission of hard copy on the above address is compulsory**). For more details, please refer to the advertisement available on the JNPA website <https://inport.gov.in> (click on career link). The shortlisted candidate can be called for interview which shall be notify in due course.

**For Jawaharlal Nehru Port Authority -
Special Economic Zone (JNPA SEZ)**

English : 8(W) x 6(H)



जवाहरलाल नेहरू पत्तन प्राधिकरण
विशेष आर्थिक क्षेत्र



आवेदन आमंत्रण सूचना


जवाहरलाल नेहरू पत्तन प्राधिकरण स्पेशल इकोनॉमिक ज़ोन (जेएनपीए-सेझ) में निम्नलिखित रिक्त पदों के लिए आवेदन आमंत्रित किए जाते हैं।

1. उप मुख्य कार्यकारी अधिकारी (पूर्णकालिक)	4. प्रबंधक – प्रोजेक्ट (पूर्णकालिक)
2. मुख्य अग्निशमन अधिकारी (पूर्णकालिक)	5. एच.आर. प्रबंधक (पूर्णकालिक)
3. मुख्य प्रबंधक – वित्त (पूर्णकालिक)	6. मुख्य वास्तुकार एवं योजनाकार (ऑन कॉल/पार्ट टाइम)


अर्जी मुख्य कार्यकारी अधिकारी, जेएनपीए-सेझ, उद्योग भवन, नवी मुंबई – 400707 के नाम संबोधित की जाए तथा ceo-sez@inport.gov.in या jnpsez@inport.gov.in इन ईमेल पत्तों पर भी भेजी जा सकती है। उपर्युक्त दस्तावेजों की प्रतियाँ सहित आवेदन जमा करने की अंतिम तिथि 16-12-2025 शाम 5 बजे तक है (ऊपर दिए गए पते पर आवेदन जमा करना अनिवार्य है)। अधिक जानकारी के लिए जेएनपीए की वेबसाइट पर उपलब्ध विज्ञापन देखें (<https://inport.gov.in>) - करियर लिंक पर क्लिक करें। चयनित उम्मीदवारों को साक्षात्कार हेतु बुलाया जा सकता है, जिसकी सूचना उपयुक्त समय पर दी जाएगी।

**जवाहरलाल नेहरू पत्तन प्राधिकरण
विशेष आर्थिक क्षेत्र (ज.ने.प.प्रा.-सेझ)**

Hindi : 8(W) x 6(H)



जवाहरलाल नेहरू बंदर प्राधिकरण
विशेष आर्थिक क्षेत्र



अर्ज आमंत्रण सूचना

जवाहरलाल नेहरू बंदर प्राधिकरण विशेष आर्थिक क्षेत्र (जेएनपीए सेझ) येथे खालील रिक्त पदांसाठी अर्ज मागविण्यात येत आहेत.

1) उपमुख्य कार्यकारी अधिकारी (पूर्णवेळ)	4) व्यवस्थापक – प्रकल्प (पूर्णवेळ)
2) मुख्य अग्निशमन अधिकारी (पूर्णवेळ)	5) व्यवस्थापक – मानव संसाधन (पूर्णवेळ)
3) मुख्य व्यवस्थापक – वित्त (पूर्णवेळ)	6) मुख्य वास्तुशास्त्रज्ञ आणि नियोजक (ऑन कॉल/अर्धवेळ)

अर्ज मुख्य कार्यकारी अधिकारी, जवाहरलाल नेहरू बंदर प्राधिकरण विशेष आर्थिक क्षेत्र, उद्योग भवन, नवी मुंबई – 400707 यांच्या नावे पाठवावेत तसेच ceo-sez@inport.gov.in किंवा jnpsez@inport.gov.in या ई-मेल पत्त्यावरही पाठविता येतील. वरीलप्रमाणे नमूद केलेल्या कागदपत्रांच्या प्रतीसह अर्ज सादर करण्याची अंतिम तारीख 16-12-2025 सायंकाळी 5.00 वाजेपर्यंत आहे (वरील पत्त्यावर अर्जाची प्रत जमा करणे आवश्यक आहे). अधिक माहितीसाठी जेएनपीएच्या संकेतस्थळावरील जाहिरात पाहवी (<https://inport.gov.in>) करिअर या पर्यायावर क्लिक करावे. निवड यादीत समाविष्ट उमेदवारांना मुलाखतीसाठी बोलाविले जाऊ शकते, याबाबत पुढील सूचना योग्य वेळी प्रसिद्ध केली जाईल.

**जवाहरलाल नेहरू बंदर प्राधिकरण तर्फे
विशेष आर्थिक क्षेत्र (ज.ने.बं.प्रा.-सेझ)**

Marathi : 8(W) x 6(H)

**Detailed advertisement along with application format to be
uploaded on JNPA SEZ website**



JAWAHARLAL NEHRU

PORT AUTHORITY

SPECIAL ECONOMIC ZONE (JNPA SEZ)

Dated: 27/11/2025

Jawaharlal Nehru Port Authority- Special Economic Zone
invites applications **for engagement of Individual
Consultants/ Industry Professionals /Retired officers/ Government / Semi
Govt. officers including Port fraternity Officers (in service / retired) as Adviser
purely on contract basis.**

**Hardcopy submission of the application is mandatory. Only E-mail
submission will not be considered.**

1. Educational/Professional Qualification/Experience:

a. Post Name – Deputy Chief Executive Officer

Experience	At least 20 years of relevant experience, With at least 5 years as Dy. Mgr. level or above officer in any Major Port Authority/ Industrial cluster, Having experience like regulatory aspects of electricity licensee, Industrial Planning authority, Contract management for various services to be facilitated in industrial cluster.
Education Qualification	B.E / MBA from a recognized university

b. Post Name – Manager - Project

Experience	At least 25 years of relevant experience, preferably with contract compliance and coordination. At least 15 years as Dy. Mgr. or equivalent Port experience desirable, especially project management, tender preparation, contract, execution, etc.
Education Qualification	B.E/ Diploma in Engineering or equivalent from a recognized university

c. Post Name- Chief Architect & Planner

Experience	At least 25 years' experience in town planning out of which minimum 15 years at senior position. Relevant experience in DCPR and planning, knowledge of MR&TP Act, SEZ Act and other planning acts is desirable. Exposure to Special Planning Authority entities of Govt/ Semi Govt/ recognized Private SEZ project will be preferred. Knowledge of local language is desirable.
Education Qualification	Graduate in Architecture/ B. Arch and Post Graduate in Town Planning/ Urban Planning/ City Planning from reputed institute. Member of Institute of Town Planners, India (ITPI).

d. Post Name - Chief Fire Officer

Experience	Minimum 5 years' experience in port expert /State /Municipal /SPA Fire Department as Chief Fire Officer. Membership of the Institute of Fire Engineers (India) is desirable.
Education Qualification	Degree in Fire Engineering from National Fire Service College, Nagpur, or equivalent.

e. Post Name - HR Manager

Experience	Minimum 5 years' experience in HR specialist at reputed company.
Education Qualification	MBA in HR from a recognized university. LLB/Legal background is desirable.

f. Post Name - Chief Manager - Finance

Experience	Minimum 5 years of post-qualification experience (2-3 years of experience in SEZ / Port sector is desirable) Hands-on experience in - GST (returns, audits, refund mechanism for SEZ supplies), Income Tax compliance, Statutory audit & internal audit processes, Costing, MIS, and financial reporting, Budget preparation, Finalizations of Accounts, co-ordinate with Auditor's (CAG, Tax Auditor, Internal Auditor, Tax Consultant etc). Inventory control & reconciliation (for SEZ units) Good understanding of IND-AS, accounting standards, and ERP systems (SAP/Tally/etc.)
Education Qualification	Qualified Chartered Accountant (CA) or Cost & Management Accountant (CMA) from ICAI/ICMAI. Additional certifications in taxation, IND-AS, or GST, SAP (Desirable).

2. **Age Limit:**

The maximum age limit for the above position is given below. Relaxable in deserving cases.

Sr. No.	Post Name	Individual Consultants	Retired Port/ Govt. officers/ employees
1	Deputy Chief Executive Officer	65 Years	65 Years
2	Manager - Project	55 Years	65 Years
3	Chief Architect & Planner	65 Years	65 Years
4	Chief Fire Officer	60 years	65 years
5	HR-Manager	55 Years	65 Years
6	Chief Manager - Finance	55 Years	65 Years

Note:

- (i) The crucial date for determining eligibility criteria viz., educational qualification, experience, age etc. shall be as on **01/07/2025**.
- (ii) The experience of the candidates after acquiring the essential qualifications shall only be reckoned.
- (iii) Only eligible applicants who fulfill the criteria of essential qualification, experience, age, etc. shall apply. Separate application shall be submitted for each position in case the candidate wishes to apply for more than one position.
- (iv) The candidates should clearly indicate the percentage of marks in the application form. If CGPA grading is mentioned in the mark sheet, the candidate shall convert the said grading into accurate percentage as per the criteria adopted by the respective University/Institution.
- (v) Qualifications mentioned above should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes or recognized International Universities.

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3. **Roles and responsibilities for the above position:**

Sr. No.	Post Name	Roles and responsibilities
1	Deputy Chief Executive Officer	1. Responsible for administrative, legal, financial issues in SEZ. 2. All services like water/ electricity/ security/ provide permission & timely compliance at all statutory requirement. 3. Electricity distribution licensee related compliance, regular unit holder compliance review, overall SEZ operational- maintenance coordination. 4. Serve as nodal point for coordination with Development Commissioner (DC), UAC, Plot holders and state/central authorities.

2	Manager - Project	<ol style="list-style-type: none"> 1. Oversee and manage SEZ contracts for SEZ operations and maintenance including engineering and procurement contracts, ensuring legal and technical accuracy, and tracking deliverables and obligations. 2. Coordinate across departments and with external stakeholders such as contractors, consultants, and government bodies to facilitate timely execution of works. 3. Conduct reviews, prepare MIS reports, and maintain clear communication across all project stakeholders. 4. Strong knowledge of contract laws, negotiation, and multi-agency coordination is desirable.
3	Chief Architect & Planner	<ol style="list-style-type: none"> 1. Oversee the implementation of Development Control & Promotion Regulations (DCPR) and ensure consistency in building permission decisions. 2. Scrutiny of proposals, recommendation of proposal for approval. 3. Mentor planning, architecture, and urban design team within JNPA SPA. 4. Updating of DCPR. 5. Review and approve architectural proposals for public buildings. 6. Provide technical advisory support to the CEO and governing board on planning matters
4	Chief Fire Officer	<ol style="list-style-type: none"> 1. Must have familiarity with implementation of the National Building Code and Maharashtra Fire Prevention and Fire Safety Act. 2. Ensure fire safety compliance across the SEZ. 3. Conduct inspections. 4. Provide training to mitigate fire risks and protect businesses and personnel. Contract management, discrepancy, mock drills.
5	HR Manager	<ol style="list-style-type: none"> 1. Personnel Management: Support recruitment, onboarding, training, and performance monitoring. Ensure adherence to HR policies, labor laws, and service rules. 2. Contract Management. 3. Local employment issues at SEZ. Handle requests and representations from local organizations/villages. Ensure compliance with SEZ/local employment engagement policies. Act as liaison between management and local stakeholders to resolve employment-related issues.
6	Chief Manager - Finance	<ol style="list-style-type: none"> 1. Excellent analytical and problem-solving skills, to deliver independently and work with team members. 2. Ability to draft replies to SEZ authority queries and statutory notices. 3. Put up various proposal based on the requirements and in alignment with the Port sector statutory provisions. 4. Strong communication and documentation skills. 5. Ability to work independently and manage deadlines. 6. Exposure to team handling (preferred). 7. SEZ compliances (monthly, quarterly, annual filings) 8. SEZ Online portal operations 9. Handling SOFTEX/BoA/SEZ Online approvals, Customs, bonded warehouse procedures. 10. Coordination with DC Office/SEZ authorities. All the activities as and when assigned.

		11. Willingness to coordinate with multiple departments (Finance, Customs, Logistics, HR).
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1. Consolidated Remuneration:

Considering the job profile and nature of expertise prescribed, a consolidated remuneration and Transport Allowance per month as given below. Applicable/Statutory taxes will be deductible.

Sr. No.	Post Name	Consolidated Remuneration (per Month)	Transport allowance (per Month)
1	Deputy Chief Executive Officer	Rs.1,50,000/-	Rs.30,000/-
2	Manager - Project	Rs. 80,000/-	Rs. 20,000/-
3	Chief Architect & Planner (Part Time)	Rs. 10,000/- Per Day	
4	Chief Fire Officer	Rs. 1,00,000/-	Rs. 25,000/-
5	HR - Manager	Rs. 80,000/-	Rs. 20,000/-
6	Chief Manager - Finance	Rs. 1,00,000/-	Rs. 25,000/-

2. Period of contractual engagement:

The 1. Deputy Chief Executive Officer, 2. Manager (Project), 3. Chief Architect & Planner, 4. Chief Fire Officer, 5. HR – Manager, 6. Chief Manager – Finance will be engaged **purely on contractual basis** for a period of **two years** extendable at the discretion of Jawaharlal Nehru Port Authority – Special Economic Zone (JNPA-SEZ). This is only a contractual assignment and Jawaharlal Nehru Port Authority – Special Economic Zone (JNPA-SEZ) will not provide for regularization or permanency etc.

3. The other terms and conditions of the contract are given at **Annexure IV-A**.

4. General instructions:

- Jawaharlal Nehru Port Authority – Special Economic Zone (JNPA-SEZ) does not assume any responsibility for the candidates not being able to submit their applications within the last date whatsoever.
- Self- attested copies of documents/ certificates relating to Age/ Qualification etc. will have to be submitted along with the application and candidates shall produce the original certificates(s) for verification at the time of interview.
- Candidates serving in Government/ Semi Government, Public Sector Undertakings/ Autonomous Bodies will be required to submit “No Objection Certificate” from their employer at the time of application, failing which their candidature may not be considered.
- Candidates who are selected are required to submit discharge letter/ relieving letter from their employer (Govt/ Semi Government Public

Sector/ Autonomous Bodies/ Private Sector) at the time of joining Jawaharlal Nehru Port Authority – Special Economic Zone (JNPA-SEZ), without which they will not be allowed to join.

- e. Engagement of selected candidates is subject to their being found medically fit as per the requirements of the Jawaharlal Nehru Port Authority – Special Economic Zone (JNPA-SEZ). Such engagement will also be subject to the service and contract rules of the Jawaharlal Nehru Port Authority – Special Economic Zone (JNPA-SEZ).
- f. Decisions of the Jawaharlal Nehru Port Authority – Special Economic Zone (JNPA-SEZ) in all matters regarding eligibility, shortlisting and engagement shall be final and binding on all candidates. No representation or correspondence will be entertained by the Jawaharlal Nehru Port Authority – Special Economic Zone (JNPA-SEZ) in this regard.
- g. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai. Courts/ Tribunals/ Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.
- h. **No TA/DA** will be paid for appearing in written examination/ interview, if called.
- i. Any update, corrigendum etc. of this advertisement will be displayed in the Port's website only. Hence, candidates are requested to keep in regular watch on Port's website, i.e., <https://www.jnport.gov.in/> under 'Careers> Vacancy> Advertisement' menu.
- j. Changes if any in the recruitment process will be displayed in this Port's website and no separate communication will be made to the individual applicant.
- k. Canvassing in any form will disqualify the candidate and no correspondence shall be entertained in this regard.
- l. The Management reserves the rights to cancel or make any changes in the number of vacancies, alteration/additions/ deletions of any clause in the Terms and Conditions for any of the position(s) in the recruitment process, if need arises, without further notice and without assigning any reasons thereof. The Jawaharlal Nehru Port Authority – Special Economic Zone (JNPA-SEZ) also reserves the right to cancel the above recruitment exercise at any stage of the process without assigning any reason thereof.
- m. Application received in incomplete format or without relevant documents in support of eligibility or mere submission of CV/ Resume for the said position would not be considered for further recruitment process. Also, application received after the due date will be liable to be rejected.
- n. **Conflict of interest:**
On selection, the Consultant/ Advisor shall be expected to conduct themselves in accordance with the rules and regulations of the JNPA SEZ. He / She will be expected to demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his/her duties. In case the services of the Consultant are not found satisfactory or found in conflict with the interest of the JNPA SEZ, his/her services can be terminated forthwith.

The Consultant/ Advisor engaged by JNPA SEZ shall in no case take up any other assignment during the period of engagement. Further, the Consultant/ Advisor in no case represent or give opinion or advice to others in any matter which is adverse to the interest of JNPA SEZ nor will he indulge in any activity outside the terms of the contractual assignment.

o. Confidential nature of documents and information:

On selection, Consultants / Advisors will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose any information/data acquired by him during their engagement to any unauthorized persons(s) in the Department. Consultants / Advisors, shall not except with the previous sanction of JNPA SEZ, or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter to any newspaper(s) or periodical either in his own name or anonymously or pseudonymously in the name of any other person if such book, article, broadcast or letter relates to subject matter pertains to official business of JNPA SEZ.

The Consultant/ Advisor shall be bound to hand-over the entire set of records of assignment to Jawaharlal Nehru Port Authority – Special Economic Zone (JNPA-SEZ) before the expiry of the contract and before the final payment is released by the Jawaharlal Nehru Port Authority – Special Economic Zone (JNPA-SEZ).

p. Termination of contractual engagement:

- i. The engagement of service can be terminated by the Jawaharlal Nehru Port Authority – Special Economic Zone (JNPA-SEZ), without assigning any reason, by giving him/her not less than one month's prior notice in writing. In such case, no compensation or payment for remaining period of contract will be paid by the Jawaharlal Nehru Port Authority – Special Economic Zone (JNPA-SEZ).
- ii. He/ She may terminate the engagement of service with the Port, without any cause, by giving not less than one month's prior notice during the subsistence of the contractual period.
- iii. If at any time, the declaration given or information furnished by the candidate is proved to be false or if the candidate is found to have willfully suppressed any material information for securing the job, he/she will be terminated forthwith without notice, apart from any other action, as may be deemed fit by the JNPA SEZ.
- iv. JNPA SEZ reserves the right to terminate his/her engagement summarily without any notice period, if it has reasonable ground to believe him/her guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss/damage to the Port and JNPA SEZ.
- v. The engagement of service can be terminated by the Jawaharlal Nehru Port Authority – Special Economic Zone (JNPA-SEZ), if the Consultant/Advisor is unable to address the assigned work, quality of the work is not to the satisfaction of the department/division, fails in timely achievement of the assigned work, found lacking in honesty and integrity and if any adverse report is received from the Police while verification of antecedents.

- vi. On the termination of his/her contractual service for reason, whatsoever, he/she shall return to Jawaharlal Nehru Port Authority – Special Economic Zone (JNPA-SEZ), all property, documents and papers, both original and copies thereof, including soft copies, any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data, etc, and Confidential Information etc., in his/her possession.

- (xiv) The candidates need to quote 2 reference persons related to their field with their contact details.

7. How to apply:

Interested candidates may submit their application(s) in the prescribed format (**Application form**) by:

- (i) Downloading the application format **(Annexure -IV-B)** from website <https://www.jnport.gov.in/> '(Careers/ Jobs/ Advertisements)' menu).
- (ii) Filling the application format with the required details and declaration.
- (iii) The filled in application form along with required documents for determining eligibility is to be sent to the below mentioned address before the last date of application i.e. **16/12/2025** by superscribing on the envelope as **"Application for engagement of Individual Consultants/ Industry Professionals /Retired officers/ Government / Semi Govt. officers including Port fraternity Officers (in service / retired) as Adviser purely on contract basis"**.
(communication address of respective department/ division).
- (iv) The application should be addressed to Chief Executive Officer, JNPA SEZ, Udhyam Bhavan, Sawarkhar, Uran, Navi Mumbai: 400707 and can be emailed at jnpsez@jnport.gov.in or ceo-sez@jnport.gov.in
- (v) Merely submitting Resume/ CVs and incomplete application will liable to be rejected.
- (vi) **Hardcopy submission of the application is mandatory. E-mail only submission will not be considered.**

The last date for receipt of applications will be **16/12/2025** till 5 PM.

(Head of Department)
JNPA SEZ

Other Terms and conditions of contractual engagement:

1. Period of contract:

The contract for engagement will be for a period of 2 years, extendable at the discretion of Jawaharlal Nehru Port Authority – Special Economic Zone (JNPA-SEZ).

2. Medical facility:

As regards, medical facility, since JNPA has its own Hospital, OPD as well as IPD facility will be provided to contractual personnel at JNPA hospital/ dispensary along with medicines. However, the contractual personnel will not be referred outside for treatment. No medical facilities would be available to family/ dependent of the contractual personnel.

3. Leave entitlement:

Consultants / Advisors/ person on contractual basis shall be eligible for medical leaves and 20 days Casual Leave in a year and Public Holidays. 10 medical leave will be admissible. For any absence beyond the admissible leave, pro- rata deduction will be made from the consolidated remuneration. No carry forward of the unconsumed leave as also no encashment of leave would be allowed.

4. Duty hours:

Duty hours are from 10.00 A.M. to 6.00 P.M. or as decided by the Administration. In case of requirement, contract employee may have to work beyond the normal duty hours for which there will not any other compensation, monetary or otherwise.

Normally contract employee will be entitled to a weekly off (Sunday). If situation warrants, the weekly day of rest may be changed with prior intimation. For work on any weekly day off/ declared national holiday in exigencies of work, a compensatory day of rest conveniently in lieu thereof will be granted and for which no other compensation, monetary or otherwise will be considered. Failure to report for duty will entail deduction of wages on pro-rata basis.

5. Accommodation:

As regards accommodation facility, accommodation at Jawaharlal Nehru Port Authority (JNPA) quarters may be provided, subject to availability of accommodation in the category equivalent to their corresponding category in the Port in terms of their consolidated remuneration and on the requests of Consultants/ Advisors/Contractual personnel engaged. The rent payable for accommodation will commensurate with the SoR of JNPA. In addition, electricity & water charges would be recovered on actual consumption basis. The above provision on rent for the accommodation will be applicable to all contractual personnel from the date of approval of these guidelines by the Board.

6. The contract can be terminated by giving one month's notice in writing from either side.

7. If the contractual personnel leaves without notice or acceptance of notice of termination, the amount due, i.e., consolidated pay payable will be forfeited, to the extent of notice period.

8. The contractual personnel shall not claim any right/ title/ interest at par with the regular employees of the Port.

9. Engagement of the contractual personnel is subject to verification of antecedents by the Police. If any adverse report is received from the Police, his engagement is liable to be terminated forthwith.

10. Any other terms and conditions of contractual engagement at JNPA SEZ will be applicable.

JAWAHARLAL NEHRU PORT AUTHORITY
SPECIAL ECONOMIC ZONE (JNPA-SEZ)

Application Form

Application for the position of _____ **purely on Contract basis.**

Affix pass-port
size Photograph

1. Name (In block letters) :
2. Address for communication :
4. Landline No. : _____
 Mobile No. : _____
 E-mail id : _____
5. Date of Birth & Age :

 (dd/mm/yy)
 (self-attested proof to be enclosed) (in years)
6. Nationality :
7. Whether belongs to SC/ST/OBC :
8. Marital status (Married/Unmarried) :
9. Name of Father/Spouse :
10. Educational/Professional and other qualifications. (Attested certificates to be enclosed) :

Sl. No.	Qualification	Name of Board/ University/ Institution	Duration of course	Year of passing	Percentage of marks obtained

11. (a) Details of present and past employments and experience.

Sl. No.	Name of the organization	Position held	Annual pay	Period		Field/ sector in which experience gathered	Details of relevant experience
				From	To		

(b) Details of any other relevant proficiencies/ skills, if any :

12. Please mention details of outstanding achievement, if any, which was recognized by higher authority (enclose necessary documents) :

13. Any other information desired to be submitted by the applicant :

14. Contact details of Two references (email & mobile number) :

15. Enclosures :

Declaration

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, my candidature/engagement may be cancelled/terminated without any notice.

Date :

Place :

(Signature of the Applicant)