



JAWAHARLAL NEHRU PORT AUTHORITY
ADMINISTRATION DEPARTMENT (Personnel Section)

Advt. No. A/PE/A-02/2026/AD

Applications are invited for the following posts:

Name of post	No. of posts & Reservations
Manager (Finance) (pre-revised Asst. Manager (Finance)) Pay Scale: 50000 – 160000 (Pre-revised Scale 20600-46500 / 10750-16750)	1 (One): Unreserved

I. ELIGIBILITY CRITERIA:

Candidates, intending to apply for the above posts should ensure that they fulfil the minimum eligibility criteria specified below:

1. Nationality

A candidate applying for recruitment in the Jawaharlal Nehru Port Authority must be either-

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or the East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to category (a) shall produce such proof of his nationality as required by the JNPA, from time to time. Provided further that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.

2. Minimum/Maximum Age [To be reckoned as on 01/01/2026]

Minimum Age: 18 years **Maximum Age:** 35 years

Relaxation in upper age limit shall be as follows:

Sr. No.	Category	Age relaxation
1.	Persons with Benchmark Disability	10 years
2.	Ex-Serviceman	As mentioned below

Note 1:

(i) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification at the time of scrutiny/verification of documents and/or at the time of any stage of recruitment process as may be required by JNPA.

(ii) As per Regulation 9 of Jawaharlal Nehru Port Trust Employees' (Recruitment, Seniority and Promotion) Regulations, 2011, when the post is required to be filled by direct recruitment and advertised, employees of the Board of any Major Port Authority possessing the prescribed qualification and experience may also apply provided that the age limit in such cases shall not exceed 55 years.

(iii) The prescribed upper age limits will be relaxed in the case of a candidate who is an ex-serviceman i.e. Ex-employee of India's Defence Forces, and who has put in not less than 6 months' continuous service in the Defence Forces, up to the extent of service rendered by him in the Defence Forces and dependent of those killed in action and up to the extent of the service rendered by him in the Defence Forces, where the vacancy to be filled is an unreserved vacancy.

(iv) The Age relaxation for persons with Benchmark Disabilities (PwBD) is applicable for the identified categories as defined under "The Rights of Persons with Disabilities Act, 2016" is 10 years. The posts identified suitable for Benchmark disabilities as under –

Sr. No.	Post	Suitable Categories of Benchmark Disabilities identified for the Post
1.	Manager (Finance)	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c) above

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MD=Multiple Disabilities

3. Educational Qualifications, Experience & other Qualifications (As on 01.01.2026):

Post & Pay scale	Essential Educational and other qualifications
Manager (Finance) (pre-revised Asst. Manager (Finance)) Pay Scale: 50000 – 160000 (Pre-revised Scale 20600-46500 / 10750-16750)	Essential: (i) Member of Institute of Chartered Accountant of India or of Institute of Costs and Works Accountant of India. (ii) Five years' experience in executive cadre in the field of Finance, Accounting in an Industrial / Commercial / Govt. Undertaking.

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. The candidate must possess valid Mark-sheet, Degree/Diploma Certificate of the prescribed qualification as on 01.02.2025.

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: Please note that no change of category will be permitted and the result will be processed considering the category which has been indicated in the first received application, subject to guidelines of the Government of India in this regard. No request for considering the candidature under any category other than in which applied will be entertained.

Note 4: Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily attach self-attested relevant documents pertaining to category, nationality, age, educational qualifications etc.

II. SELECTION PROCEDURE:

Selection will be made on the basis of performance in the 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 post 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.

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) Mark-sheets & certificates of educational qualifications, relevant experience and other relevant eligibility criteria documents as indicated against concerned posts.
- (iii) 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.)
- (iv) Disability Certificate in prescribed format (Please refer to Annexure-I) issued by the Medical Board duly constituted by the Central or State Government in the prescribed format.
- (v) Caste Certificate, along with caste validity certificate, issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates. Prescribed formats are attached herewith. For unreserved posts, SC/ST/OBC candidates will be considered as General Category candidate.

In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil posts & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of verification, if called for/shortlisting (as applicable) [issued within one year prior to the

date of verification, if called for/shortlisting (as applicable)]. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.

(vi) Special instructions for SC/ST/OBC:

a) The Caste/Tribe/Community certificate issued by the following Authorities in the prescribed form for SCs/STs and for OBCs will only be accepted as proof in support of a candidate's claim as belonging to the SC/ST/OBC categories:

- (1) District Magistrate / Additional District Magistrate /Collector/Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).
- (2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (3) Revenue Officer not below the rank of Tehsildar (as per the policy of the respective state Government).
- (4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

Note: a) Caste validity certificate in original, from the appropriate authorities of the state/union territory from which the caste certificate was issued along with self-attested Photostat copy is to be submitted at the time of Verification.
b) Please refer to Annexure-II for the prescribed formats of (SC, ST, OBC) certificates to be submitted at the time of verification etc.

(vii) Candidates serving in Government / quasi Govt. offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection certificate" from their employer at the time of verification of documents, in the absence of which their candidature will not be considered.

(viii) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. Of India.

(ix) Disability certificate in prescribed format (Please refer to Annexure-III) issued by the District Medical Board in case of Persons with Disability (OH) category.

(x) Any other relevant documents in support of eligibility.

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. Appointment of selected candidates shall be subject to receipt of fitness certificate/medical report from the JNPA Hospital.

V. PROBATION PERIOD:

Every person appointed to a post by direct recruitment shall be on probation for a period of two years. The period of probation may, if the Appointing Authority deems fit, be extended for a specific period. During the period of his probation, an employee may be required to undergo such departmental training and pass such departmental tests as the appointing authority may, from time to time, specify in this behalf.

VI. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting application.

At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

- i) Using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or (iv) resorting to any irregular or improper means in connection with his/her candidature or (v) obtaining support for his/her candidature by any unfair means or (vi) carrying mobile phones or similar electronic devices of communication in the examination / interview hall, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - a) To be disqualified from the examination for which he/she is a candidate.
 - b) To be debarred, either permanently or for a specified period, from any examination conducted by Jawaharlal Nehru Port Authority.
 - c) For termination of service, if he/she has already joined the Port Authority (The Jawaharlal Nehru Port Authority).

VII. SUBMISSION OF APPLICATION

- 1) Applications shall be accepted only by post / speed post / registered post / courier on working hours only. On the envelop "**Application for the post of Manager (Finance)**" should be mention clearly (strikeout whichever is not applicable).
- 2) Applications should reach, on or before **23.02.2026** at:

Dy. General Manager (P&IR) I/c
Jawaharlal Nehru Port Authority,
Administration Building, Sheva,
NAVI MUMBAI – 400707.

- 3) 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, PwBD Certificate, Ex-Servicemen discharge book (as applicable), etc. and a passport size photograph are required to be attached to the application.
- 4) JNPA takes no responsibility to consider any certificate sent separately.

VIII. 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 employment in the Port. No request for considering the candidature under any category / post other than the one in which applied will be entertained.
2. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or conducting another examination if considered necessary. Decision of the Jawaharlal Nehru Port Authority in this regard shall be final. Candidates not willing to accept such change shall lose their candidature for this exam.
3. 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.
4. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session is required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
5. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in Jawaharlal Nehru Port Authority recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
6. 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 appointment, his/her services are liable to be terminated.**

7. Jawaharlal Nehru Port Authority does not assume any responsibility for the candidates not being able to submit their applications on the given address within the last date on account of any reason whatsoever.
8. Applicants are advised to register online themselves and to keep their email id alive during the recruitment exercise. The candidates should give their mobile number in the application form for SMS/Call service from the Jawaharlal Nehru Port Authority.
9. The shortlisting of the candidates for further selection process will be on the basis of performance in Test/s as applicable. The Jawaharlal Nehru Port Authority reserves the right to hold any test wherever deemed necessary as well as the right to add, delete or allot any center at its discretion.
10. Admission to further recruitment process will be purely provisional without verification of age / qualification / experience / category (SC/ST/OBC/PwBD) etc. of the Candidates with reference to documents.
11. Original documents relating to Age/Qualification/Category etc. will have to be produced at the time of verification. **Caste certificate accompanied with caste validity certificate** must be submitted by candidates seeking reservation/relaxation as SC/ST/OBC in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the village/town the candidate is originally a resident of.
12. At any stage if falsification of caste certificate is noticed, the candidature will stand cancelled automatically.
13. 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 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.
14. The candidates will have to appear for the tests, verification of documents etc., at their own cost.
15. 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.
16. Decisions of the Jawaharlal Nehru Port Authority in all matters regarding eligibility, conduct of online examination, 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.

17. 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.
18. Selected candidates will be governed by the terms and conditions of the Service Regulations of the Jawaharlal Nehru Port Authority in force.
19. Candidate's admission to the online test/written exam other tests is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by the Jawaharlal Nehru Port Authority.
20. 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 CAREER SECTION OF OUR WEBSITE <http://www.jnport.gov.in> > 'Employee corner' > '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.

In case of any specific query related to this Advertisement the candidates can contact on following email: shishirbansode@jnport.gov.in or on the landline number: 022-67814045/ 022-67814031 during office working hours.

CANVASSING IN ANY FORM WILL BE A STRICT DISQUALIFICATION.

**Dy. General Manager (P&IR) I/c.
JAWAHARLAL NEHRU PORT AUTHORITY**

PROFORMA

Application for the post of Manager (Finance) in JNPA

Recent
Passport
size Photo
graph

1. **Full name (in block letters)** :
2. **(a) Address for communication** :

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

3. **Name of present employer, post held with pay scale** :
4. **Date of Birth** :
5. **Age as on 01st February, 2025** :
6. **Whether belongs to SC/ST/OBC** :
EX-SERVICEMAN
7. **Whether belongs to PwBD** : Yes/No. If yes type _____ & _____ %
8. **Educational & other qualification :**

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

9. Details of employment/experience in chronological order:

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

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

11. Nature of present employment & post held.

12. Documents attached to the application :

13. 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)

FORM OF CERTIFICATE TO BE PRODUCED BY
A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM

1. This is to certify that
Sri/Smt./Kum* _____
son/daughter* of _____ of
village/town* _____ in District/Division* _____
of the State/Union Territory* _____ belongs to the _____
Caste/Tribe* which is recognized as a Scheduled
Caste/Scheduled Tribe* under:

- * The Constitution (Scheduled Castes) Order, 1950;
- * The Constitution (Scheduled Tribes) Order, 1950;
- * The Constitution (Scheduled Castes) (Union Territories) Orders, 1951;
- * The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganization Act, 1960; the Punjab Reorganization Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976]:

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- * The Constitution (Pondicherry) Scheduled Castes Order 1964;
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970;
- * The Constitution (Sikkim) Scheduled Castes Order, 1978;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978;
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
- * The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1991;
- * The Constitution (ST) Orders (Second Amendment) Act, 1991;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1996.

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons, who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes Scheduled Tribes* Certificate issued to Shri/Smt/Kumari* _____
Father/Mother* of Shri/Smt/Kumari* _____
of village/ town _____ in District/ Division* _____
of the State/Union Territory* _____ who belongs

to the _____ Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____ [Name of the authority]
vide their order No. _____ dated _____.

3. Shri/Smt/Kumari* _____ and/or
* his/her* family ordinarily reside(s) in village/town* _____
of _____ District / Division* of the State / Union Territory* of _____

Signature

Designation

[With
Seal of
Office]

Place: _____
Date : _____ State/Union Territory

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

----- * Please delete the words which are not applicable.
Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

- (1) District Magistrate/ Additional District Magistrate/Collector/ Deputy Commissioner/Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).
- (2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (3) Revenue Officer not below the rank of Tehsildar (as per State Govt. policy).
- (4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD
CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE
GOVERNMENT OF INDIA**

This is to certify that Shri/ Smt./ Kumari son/daughter of of village/town In District/ Division in the State / Union Territory belongs to the community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. dated *. Shri/ Smt./ Kumari And/or his/her family ordinarily reside (s) in the District/ Division of the State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personal & Training O. M. No. 36012/22/93 – Estt. (SCT) dated 08.09.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**- As amended from time to time.

Note: - The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the people Act, 1950.