



JAWAHARLAL NEHRU PORT AUTHORITY
SPECIAL ECONOMIC ZONE (JNPA SEZ)

Dated: /02/2026

The advertisement published in the newspaper on 27/11/2025 has been revised and is being republished, wherein the post of Chief Fire Officer is renamed as Fire Superintendent.

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 for Fire Superintendent.**

Hardcopy submission of the application is mandatory.

1. **Educational/Professional Qualification/Experience:**

a. Post Name – Fire Superintendent

Experience	Minimum 5 years' experience in port expert /State /Municipal /SPA Fire Department as Chief Fire Officer/Chief Fire Superintendent or Fire Superintendent.
Education Qualification	1. Degree in any discipline and Advanced Diploma in Fire Engineering Or "M.I. (Fire – U.K.)" Or "M.I. (Fire – India)" Or 2. A person holding a Higher Education Qualification in the subject of Fire Engineering. 3. Membership of the Institute of fire Engineers (India) is desirable.

2. **Age Limit:**

The maximum age limit for the above position is given below. This can be relaxed in deserving cases.

Sr. No.	Post Name	Individual Consultants	Retired Port/ Govt. officers/ employees
1	Fire Superintendent	60 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.

3. Roles and responsibilities for the above position:

Sr. No.	Post Name	Roles and responsibilities
1	Fire Superintendent	<ol style="list-style-type: none">1. Shall be responsible on overall Administrative, Executive and Establishment of Duties of the SEZ Fire Station.2. Shall be responsible for setting up of New Fire Station’/s in the SEZ are3. Shall be responsible for the formulation of policy for strengthening the fire services in sez area.4. Shall be responsible for suggesting entrepreneurs about fire prevention and fire safety measures.5. Shall be responsible for deciding policies in line with the orders/circulars issued by fire advisor government of India/directorate of Maharashtra fire services within the sez fire station area.6. Shall be responsible for the implementation of SEZ DC rules and Fire Act. For The various Projects in Sez Area.7. Shall be responsible for preparing the policies to increase the revenue of fire department.8. Shall be responsible for preparing a detailed report about accidents and emergency situation occurring in JNPA SEZ premises.9. Shall be responsible in preparing proposals about the man power/machineries requirement for operationalizing fire stations in JNPA SEZ Area.10. To carry out the tasks entrusted by the superiors from time to time.11. Shall be responsible on organizing necessary training/workshops for the Employees of the JNPA SEZ Fire Station.

		<p>12. Shall develop module to provide all the approvals online for sez area to enhance ease of doing business for the stake holders of JNPA SEZ.</p> <p>13. Shall be responsible to organize and manage the JNPA SEZ fire station in accordance with policies.</p> <p>14. To ensure appropriate systems and structure are in place for the e-office management and control of JNPA SEZ fire station and Resource including development, control, direction and discharge of all duties of SEZ Fire Staff.</p> <p>15. To establish an administrative setup to ensure accountability of all departments and staff for fulfilling the mission. objectives and strategic plan of sez fire station.</p> <p>16. To Develop and Implement the safety policy in sez and report to the management as necessary in respect of the safety awareness training program.</p> <p>17. Ensuring Compliance of All Govt. Regulation and Liability with all statutory bodies for JNPA SEZ fire station and execution of all standard operation procedure Of JNPA SEZ.</p> <p>18. To Submit Monthly Report To CEO, SEZ. For Functioning of SEZ Fire Station.</p> <p>19. Any other work as assigned by the Management from time to time.</p> <p>20. Developing, implementing, and maintaining accident preventive methods and organizing & formulating all fire safety policies and procedure as per rules and regulations of statutory bodies and insuring that same are implemented.</p> <p>21. Conducting Mock Drills Training (Fire & Safety Awareness) and Fire Drills as per the Eap at various location of JNPA SEZ and conduct fire audit at JNPA SEZ.</p> <p>22. Preparing and executing tender for various fix/mobile/ firefighting system, safety system and equipment through Gem portal.</p> <p>23. Must have familiarity with implementation of the National Building Code and Maharashtra Fire Prevention and Fire Safety Act.</p> <p>24. Ensure Fire Safety Compliance across the SEZ.</p> <p>25. Conduct Inspections.</p> <p>26. Provide training to mitigate fire risks and protect businesses and personnel. contract management, discrepancy, mock drills.</p>
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4. 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	Fire Superintendent	Rs. 1,00,000/-	Rs. 25,000/-

5. Period of contractual engagement:

The Fire Superintendent 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.

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

7. General instructions:

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) 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.
- (v) 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).
- (vi) 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.
- (vii) 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.
- (viii) **No TA/DA** will be paid for appearing in written examination/ interview, if called.
- (ix) 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.

- (x) 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.
- (xi) Canvassing in any form will disqualify the candidate and no correspondence shall be entertained in this regard.
- (xii) 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.
- (xiii) 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.
- (xiv) 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.

- (xv) 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).

- (xvi) Termination of contractual engagement:
 - (a) 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).
 - (b) 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.
 - (c) 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.
 - (d) 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.
- (xvii) 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.
- (xiii) 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. 09/03/2026 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, Savarkar, Uran, Navi Mumbai: 400707.
- (v) Merely submitting Resume/ CVs and incomplete application will liable to be rejected.
- (vi) **Hardcopy submission of the application is mandatory.**
The last date for receipt of applications will be **09/03/2026**.

(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 :

3. Landline No. : _____
Mobile No. : _____
E-mail id : _____
4. Date of Birth & Age :

 (dd/mm/yy)
(self-attested proof to be enclosed) (in years)
5. Nationality :
6. Whether belongs to SC/ST/OBC :
7. Marital status (Married/Unmarried) :
8. Name of Father/Spouse :
9. 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

10. (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 :

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

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

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

14. 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)