



जवाहरलाल नेहरु पतन प्राधिकरण JAWAHARLAL NEHRU PORT AUTHORITY

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

पतन कार्यालय : प्रशासन भवन, शेवा, नवी मुंबई - 400707. Port Office : Administration Bldg., Sheva Navi Mumbai - 400 707.
मुख्य सतर्कता अधिकारी Chief Vigilance Officer - (022) 2724 4151 : मुख्य प्रबंधक (प्रशासन) एवं सचिव Chief Manager (Admn.) & Secy - (022) 2724 4021 :
मुख्य प्रबंधक (यातायात) Chief Manager (Traffic) - (022) 2724 4191 : मुख्य प्रबंधक (यां.एव.वि.अ.) Chief Manager (M&EE) - (022) 2724 4181 :
मुख्य प्रबंधक (वित्त) Chief Manager (Fin) - (022) 2724 4081 : मुख्य प्रबंधक (प.यो.वि.) Chief Manager (PP&D) - (022) 2724 4156
उप-संरक्षक Dy. Conservator (022) 2724 4171 : हार्बर मास्टर (022) 2724 4173.
Website : www.jnport.gov.in • Email : info@jnport.gov.in

Ref.: A/PE/A-02/2026/436

Date: 30/04/2026

To,
The Head of Organizations
(Government / Semi-Government /
Public Sector Undertakings / Autonomous Bodies)

**Sub. : Filling up of one post of Deputy General Manager (P&IR),
Class-I, in the pay scale of ₹80,000-2,20,000 at Jawaharlal Nehru
Port Authority (JNPA) on Deputation basis - Invitation of
applications thereof**

Sir/Madam,

Jawaharlal Nehru Port Authority (JNPA), an Autonomous Body under the administrative control of the Ministry of Ports, Shipping and Waterways, Government of India, invites applications from eligible and willing officers for filling up one (01) post of Deputy General Manager (P&IR) (Class-I), at Deputy Head of Department level, in the pay scale of ₹ 80,000-2,20,000 (IDA pattern) [pre-revised ₹32,900-58,000], on deputation basis, in accordance with the applicable Recruitment Rules and the guidelines issued by the Government of India from time to time.

1. Eligibility Criteria

- Officers of the Central Government / State Government / Union Territories / Public Sector Undertakings / Autonomous Bodies / Statutory Organizations:
- For deputation, Officers holding analogous posts or holding posts of Personnel Officer or equivalent posts in the respective discipline of Personnel & I.R. Division in the scale of pay of Rs. 24900-50500 in Govt. Semi Govt./PSUs or Autonomous Bodies with 3 years regular service in the grade will be eligible.
- The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "Very Good".
- Possessing the educational qualifications, experience, and other eligibility conditions as stipulated in the Recruitment Rules for the said post (**enclosed as Annexure-I**).

2. Period and Terms of Deputation

- The period of deputation shall ordinarily be 3 years, extendable as per Government of India rules.
- The terms and conditions of deputation, including pay, allowances, leave, joining time, etc., shall be governed by the provisions contained in the DoPT OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time, and other applicable Government instructions.
- The maximum age limit for appointment on deputation shall be as prescribed under Government norms.

3. Selection Procedure

- The selection shall be made strictly on merit, based on scrutiny of applications, Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs), vigilance status, and other relevant records.
- The benchmark for selection shall be "Very Good" in the overall grading of ACRs/APARs for the preceding five (05) years.
- JNPA reserves the right to shortlist candidates based on higher criteria, if required.

4. Submission of Applications

It is requested that the vacancy may kindly be circulated widely among eligible officers in your organization.

Applications of eligible and willing officers, in the prescribed format (Annexure-II), duly signed and verified, may be forwarded through proper channel, along with the following documents:

- i. Attested copies of ACRs/APARs for the last five (05) years, duly certified on each page by an officer not below the rank of Deputy Head of Department or equivalent.
- ii. Integrity Certificate.
- iii. Vigilance Clearance Certificate, clearly indicating that no disciplinary/vigilance case is pending or contemplated against the officer.
- iv. Statement of Major/Minor penalties, if any, imposed during the last ten (10) years.
- v. Certified copies of educational qualifications and experience certificates.
- vi. No Objection Certificate (NOC) from the parent organization.
- vii. Cadre Clearance Certificate.
- viii. Undertaking of the applicant (Annexure-III).
- ix. Vigilance Profile (Annexure-IV), duly filled and signed.

5. Important Instructions

- The applications, complete in all respects, must reach the undersigned on or before 30.05.2026.
- The cut-off date for determining eligibility shall be 01.05.2026.
- Applications received after the due date, or incomplete applications, or those not forwarded through proper channel, shall not be entertained.
- Advance copies of applications, if any, may be submitted; however, such applications shall be considered only if the complete application through proper channel is received within 15 days from the closing date.
- The forwarding authority must certify that the particulars furnished by the applicant are correct and that the officer fulfills the eligibility criteria.

6. Address for Communication

Applications should be forwarded to:

**The General Manager (Administration) & Secretary
Jawaharlal Nehru Port Authority
Administration Building
Sheva, Navi Mumbai – 400 707**

7. General Conditions

- JNPA reserves the right to modify, cancel, or withdraw the recruitment process at any stage without assigning any reason.
- JNPA also reserves the right to reject any or all applications without assigning reasons thereof.
- Mere fulfillment of eligibility criteria shall not confer any right for selection or appointment.
- The decision of JNPA in all matters relating to this recruitment shall be final and binding.

Yours faithfully,



(Manisha Jadhav)

General Manager (Administration) & Secretary

Enclosures:

1. Annexure-I – Recruitment Rules / Schedule of the Post
2. Annexure-II – Application Proforma
3. Annexure-III – Undertaking
4. Annexure-IV – Vigilance Profile Format

Sr. No.	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-Selection	Upper Age limit for direct recruitment (years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b) educational qualifications (c) experience for direct recruitments will apply in the case of Promotion/Absorption/Deputation.	Period of Probation (in years)	Method of recruitment (Whether by direct recruitment or by Promotion/Absorption/Deputation)	In case of Promotion / Absorption/Deputation, Grades from which it should be made	Remarks
1		3	4	5	6	7	8	9	10	11	12	13
5	Manager (P&IR)	1	Class-I	32900-58000	Selection	42	<p>Essential:</p> <p>(i) Degree from a recognised university/institution.</p> <p>(ii) Twelve years experience in executive cadre in the field of General Admin., Personnel, Industrial Relations etc., in an Industrial/Commercial/Govt Undertaking.</p> <p>Desirable:</p> <p>Post Graduate degree/diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare or allied subjects or degrees in Law from a recognised University/institution.</p>	<p>(a) No</p> <p>(b) Yes.</p> <p>(c) No.</p>	N.A.	By absorption through composite method failing which by deputation from other Govt. organisations and failing both by direct recruitment.	For absorption through composite method, Officers holding analogous posts or the post of Dy. Manager (Personnel/IR) / Personnel Officer or for officers holding equivalent posts in the respective discipline of Pers. & I.R. Division in the Scale of pay of Rs. 24900-50500 with 3 years regular services in the grade in a Major Port Trust or Dy. Mgr. (Personnel/IR) / Personnel Officer or equivalent officer in the respective discipline of Pers. & I.R. Div. with 2 years regular services in the grade and a combined regular service of 7 years in the scale of pay of Rs. 20600-46500 as Asst. Manager and Rs. 24900-50500 as Dy. Manager in the respective discipline of Personnel & IR Division. In a Major Port Trust will be eligible.	There would be automatic elevation of officers working in the pay scale of Rs. 29100-50500 to the pay scale of Rs. 32900-58000 to the extent of number of posts recommended.
<p>For deputation, Officers holding analogous posts or holding posts of Personnel Officer or equivalent posts in the respective discipline of Pers. & I.R. Div. in the scale of pay of Rs. 24900-50500 in Govt. Semi Govt./PSUs or Autonomous Bodies with 3 years regular services in the grade will be eligible.</p> <p>The selection is by merit for which the bench mark in overall grading in the ACRs will not be below "Very Good".</p>												

PROFORMA

B I O – D A T A

Post applied for: **Deputy General Manager(P&IR) in JNPA.**

Recent Passport
size photographs

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

- (b) Telephone No./Mobile No.** : _____
- (c) Fax / E-Mail address** : _____
3. **Present post with scale of pay** : _____
4. **Date of Birth** : _____
5. **Age as on 01/05/2026** : _____
6. **Date of Superannuation/retirement:** _____
7. **Whether belongs to SC/ST/OBC** : _____
8. **Date of initial appointment
(in the Port sector)** : _____
9. **Educational & other qualification:** _____

10. Details of employment / experience in Chronological order

Name of the Organization	Post held	Scale of pay	From	To	Nature of duties
					Regular/Ad-hoc/Officiating

11. State clearly whether in the light of entries made by you above, you meet the requirement of the post :

12. Nature of present employment/ post held i.e. whether ad-hoc/ temporary/permanent/contract/ transfer/deputation :

13. In case the present employment/ post held is on deputation/contract basis, please state :

(a) Date of initial appointment :

(b) Period of appointment on deputation/contract :

(c) Name of the parent office/ Organization to which you belong :

14. Training / Courses if any attended; abroad

15. Papers submitted if any :

16. Any other information, if any :

In the event of my selection to the above post, I will not withdraw and undertake to accept the posting.

(Signature of applicant)

Certificate to be given by Head of Office of the applicant:

1. The particulars furnished by the applicant are correct and he/she fulfils the eligibility criteria.
2. No disciplinary /vigilance case is pending or contemplated against the applicant and he/she is clear from vigilance angle.
3. His/her integrity is certified.
4. No major/minor penalties have been imposed on the applicant during the last 10 years.
5. Attested copies of ACRs for the last five years are enclosed.
6. Port has no objection to relieve him/her in case of selection.

**SIGNATURE OF THE DY. CHAIRMAN/CHAIRPERSON
ALONGWITH SEAL**

Note: (1) Attested copies of certificates in support of the educational and other qualifications may please be enclosed.

(2) Copies of documents in support of employment, other than in Major Ports may please be enclosed.

UNDERTAKING

The information provided in the application is correct and if at any time it is found that the information furnished is incorrect/false, my candidature will stand cancelled. If any shortcoming/s is/are detected even after appointment, my services are liable to be terminated. In the event of my selection to the above post, I will not withdraw and undertake to accept the posting.

Date: _____

(Signature of applicant)

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

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

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

Date:

(Name and signature)

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