



JAWAHARLAL NEHRU PORT AUTHORITY

Advt. No. A/PE/A-08/2022/AD-04-2022

Applications are invited for filling up the post of
Asstt. Manager(Official Language)

No. of Post : **1 (Un-reserved)**

Pay Scale : **50,000 - 1,60,000/-**

I. ELIGIBILITY CRITERIA:

Candidates, intending to apply for the above post 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 favour a certificate of eligibility has been issued by the Government of India.

2. Minimum/Maximum Age [To be reckoned as on 1st January, 2023]

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 Disability	10 years
2.	Ex-Serviceman	As mentioned below

Note :

- (i) As per Regulation 9 of JNPT Employees (RSP) Regulations, 2011, employees of the Board of any Major Port Authority possessing the prescribed qualifications and experience may also apply provided that the age limit in such cases shall not exceed fifty five years.
- (ii) 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.
- (iii) Person having minimum of 40% disability, will only be considered under the category of Persons With Disabilities(PWD) in the respective sub-category.
- (iv) 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, upto the extent of service rendered by him in the Defence Forces and dependent of those killed in action and upto the extent of the service rendered by him in the Defence Forces, where the vacancy to be filled is an unreserved vacancy."

**3. Educational Qualifications, Experience & other Qualifications
(As on 01.01.2023):**

Qualifications	Essential: Master's degree of a recognised university in Hindi with English as a subject at degree level OR Master's degree of a recognized university in English with Hindi as a subject at the degree level OR Master's degree of a recognised university in any subject with Hindi and English as a subject at the degree level OR Master's degree of a recognised university in any subject with Hindi medium and English as a subject at degree level. Desirable: Experience of organizing Hindi classes or workshops for noting and drafting or journalism in Hindi.
-----------------------	--

Experience	5 years' experience of termino-logical work in Hindi and or translation work from English to Hindi or vice versa preferably of technical or scientific literature OR 5 years' experience of Hindi teaching scheme of the ministry of Home Affairs Govt.of India research, writing of journalism in Hindi.
-------------------	--

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 recognised institute. The candidate must possess valid Mark-sheet, Degree/Diploma Certificate of the prescribed qualification as on date mentioned above.

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 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.

Note 4: 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 5 : The post is found suitable for PwBD sub-categories :

Found suitable for
a) B, LV b) D, HH c) OA,BA, OL,BL, OAL, BLOA, BLA, CP, LC, Dw, AAV,MDy d) ASD (M), SLD, MI e) MD involving (a) to (d) above

Abbreviations stand for: **PwBD:** Person with Benchmark Disabilities:-

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, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular

Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

II. SELECTION PROCEDURE:

Selection of the post advertised, will be made on the basis of performance in the written test/online test and/or 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 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 organisation) with date wise details of posts held during the period. For present organization appointment order and document certifying presently working(certificates from organization, last salary slip etc.). Copies of CDC in case of candidates applied for the posts of Pilot and AM(Marine Engineering).
- (iv) 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.

For un-reserved post, SC/ST/OBC candidates will be considered as General category candidate.

- (v) Candidates serving in Government / quasi Govt. offices/ Public Sector Undertakings (including Nationalised 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.
- (vi) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. Of India.
- (vii) Disability certificate in prescribed format issued by the District Medical Board in case of Persons With Disability (OH) category.
- (viii) Any other relevant documents in support of eligibility.

Note: JNPA reserves the 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/her 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.

If a person appointed on probation is not considered fit, on the basis of his conduct or performance, for confirmation at the end of the period of probation, he will be discharged from the services of the Board.

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 Asstt. Manager(Official Language)**" should be mentioned clearly.
- 2) Applications should reach, on or before **15th February, 2023 (upto 5 p.m.)** at:

Manager(P&IR)

Jawaharlal Nehru Port Authority,
Administration Building,
Sheva, NAVI MUMBAI – 400 707.

- 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, PWD 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 centres 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 are required if the nodes capacity is less or some technical disruption takes place at any centre 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 in the given address within the last date on account of any reason whatsoever.
8. The candidates should give their mobile number in the application form for SMS 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 as applicable. The Jawaharlal Nehru Port Authority reserves the right to hold any further test wherever deemed necessary as well as the right to add, delete or allot any centre at its discretion.
10. 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.
11. Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of verification.
12. At any stage if falsification of any of the certificates 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, 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.
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 shall 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 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 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.

**Manager(P&IR)
Jawaharlal Nehru Port Authority**

PROFORMA

Application for the post of Asstt. Manager(Official Language) 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 1st January,2023** : ____Years____Months____ Days
6. **Whether belongs to SC/ST/OBC/ EX-SERVICEMAN/ GENERAL.** :
7. **Whether belongs to PWD** : 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
Total Experience : _____ Years _____ Months _____ Days.					

**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 : / /

(Signature of applicant)