



जवाहरलाल नेहरु पत्तन प्राधिकरण JAWAHARLAL NEHRU PORT AUTHORITY

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

पत्तन 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.एच.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 • E-mail : info@jnport.gov.in

Ref.: A/PE/A-03/2025/ ४३

Date : 30/01/2025

To,
The Secretaries of Ministries/Departments of Government of India/
Chief Secretaries of State Governments/Union Territories.

Sub : Filling up the post of Deputy General Manager (Legal), Class-I post in the pay scale of 80000-220000 in JNPA on Deputation through absorption basis- Inviting applications from eligible candidates.

Sir/ Madam,

Applications are invited for filling up of one post of **Deputy General Manager (Legal) (Class-I)** in the pay scale of **Rs.80000-220000** (Rs. 32900-58000 unrevised) – Deputy HoD level in Jawaharlal Nehru Port Authority (JNPA) on deputation from eligible officers of Government/Semi Government/Public Sector Undertakings/Autonomous Body who are possessing the prescribed qualifications, experience and satisfy other conditions as mentioned in the Recruitment Rules for the said post is enclosed as Annexure-I.

Eligible and willing officers who satisfy the provisions of Recruitment Rules for the said post possessing the prescribed qualification and experience may submit their application as mentioned at Annexure-II.

The selection to the aforementioned post will be on merit, for which the bench mark in the overall grading in the ACRs shall not be below "Very Good".

The Head of Organizations are requested to kindly circulate the above vacancy among the eligible officers of the respective organization. The applications in the prescribed pro-forma duly filled by the officers who fulfil the eligibility criteria as prescribed at Annex-I, may be forwarded along with the following documents, so as to reach the undersigned on or before **17.03.2025**.

- 1) Photo copies of the ACRs of the applicant for the last 5 years duly attested by the officer not below the rank of Dy. HOD on each page.
- 2) Copies of disclosure certificates of attached ACRs.
- 3) Attested photo-copies of all educational and other certificates and testimonials.
- 4) Vigilance and Administrative clearance of the concerned Port.

The cut-off date for determining eligibility shall be **01.02.2025**.

The concerned organizations are requested to ensure that, the duly filled applications of the candidates are forwarded to

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

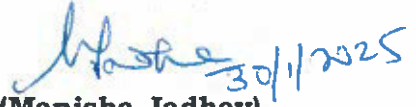
with the prior approval of the competent authority along with all requisite documents, before the date of closing. In case of receipt of an advance copy of application in respect of any applicant by the JNPA, candidature of such officer shall not be considered, if his/her application is not received within 15 days of the last date of receipt of applications, through proper channel.

Jawaharlal Nehru Port Authority reserves the right to select or reject the candidature.

Incomplete applications or application received after the due date will not be considered.

JNPA has the right to cancel the recruitment process any time without assigning any reasons(s).

This issue with the approval of the competent authority.


(Manisha Jadhav)

General Manager (Admn.) & Secy.

- Encl:** 1) Copy of Schedule (Annex-I).
2) Proforma of application. (Annex-II)
3) Undertaking (Annex-III).
4) Vigilance profile format. (Annex-IV).

RECRUITMENT RULES FOR CLASS-1 POSTS OF GENERAL ADMINISTRATION DEPARTMENT LEGAL DIVISION IN JAWAHARLAL NEHRU PORT TRUST

Sr No.	Name of the Post	No. of Posts	Class/Position	Scale of Pay (Rs.)	Whether Selection of Non-Selection	Upper Age limit for direct recruitment (years)	Educational and other Qualifications prescribed for direct recruitment	Whether (a) age qualifications (b) experience for direct recruitments will apply in the case of Promotory/Absorptory/Deputation.	Period of Probation (in years)	Method of recruitment (Whether by direct recruitment or by Promotory/Absorptory/Deputation)	In case of Promotion/Absorptory/Deputation, Grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Assistant Manager (Legal)	1	Class-1	20600-40500	Selection	35	Essential: (i) Degree in Law from a recognised university (ii) Five years executive experience in a Legal Establishment of an Industrial/Commercial/Govt Undertaking Desirable: Post Graduate degree in Law from a recognised university	(a) No (b) Yes (c) No	2	By promotion taking which by absorption/deputation, taking both by direct recruitment	Promotion from Officer in the scale of pay of Rs. 20600-40500 with 5 years regular service in the grade. Absorption/deputation will be of Officers holding analogous posts or Law Officer Gr-I or equivalent posts in the discipline of Legal Div. in the scale of pay of Rs. 20600-40500 with 5 years regular service in the grade in a Major Port Trust.	
2	Manager (Legal)	1	Class-1	32000-50000	Selection	42	Essential: (i) Degree in Law from a recognised university (ii) Twelve years executive experience in a Legal Establishment of an Industrial/Commercial/Govt Undertaking Desirable: Post Graduate degree in Law from a recognised university	(a) No (b) Yes (c) No	N.A	By absorption through composite method taking which by deputation from other Govt. Organisations and taking both by direct recruitment	For absorption through composite method Officers holding analogous posts or the post of Dy. Manager/ Dy. Chief Law Officer or equivalent posts in the discipline of Legal Div. in the scale of pay of Rs. 24000-50500 with 3 years regular service in the grade in a Major Port Trust, or Dy. Chief Law Officer/ Dy. Manager with 2 years regu. or service in the grade and a combined service of 7 years at the scale of pay of Rs. 20600-40500 as Asstt. Mgr. or Dy. Mgr. in the scale of Rs. 24000-50500 as Dy. Mgr. in the discipline of Legal Div. in a Major Port Trust will be eligible For deputation, Officers holding analogous posts or holding post of Dy. Chief Law Officer or equivalent posts in the discipline of Legal Div. in the scale of pay of Rs. 24000-50500 in 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 ACFTs will not be below Very Good	There would be automatic absorption of officers working in the pay scale of Rs. 20100-50500 to the pay scale of Rs. 24000-50500 to the extent of the number of posts recommended

PROFORMA

BIO - DATA

Post applied for: **DEPUTY GENERAL MANAGER(LEGAL)** on deputation 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 01.02.2025** :
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 fulfills 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/CHAIRMAN

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)

Annex-IV

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.
