



जवाहरलाल नेहरू पोर्ट ट्रस्ट

JAWAHARLAL NEHRU PORT TRUST

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

पत्तन कार्यालय : प्रशासन भवन, शेवा, नवी मुंबई - 400 707; Port Office : Administration Bldg Sheva, Navi Mumbai - 400 707;
मुख्य सतर्कता अधिकारी Chief Vigilance Officer-(022) 2724 2292; मुख्य प्रबंधक (प्रशासन) एवं सचिव Chief Manager (Admin) & Secy (022) 2724 2233;
मुख्य प्रबंधक (यातायात) Chief Manager (Traffic)-(022) 2724 2377; मुख्य प्रबंधक (यां.एवं.वि.अ.) Chief Manager (M&EE)-(022) 2724 2218;
मुख्य प्रबंधक (वित्त) Chief Manager (Fin)-(022) 2724 2241; मुख्य प्रबंधक (प. यो. वि.) Chief Manager (PP&D)-(022) 2724 2326;
उप-संरक्षक Dy. Conservator (022) 2724 2301; हार्बर मास्टर Harbour Master - (022) 2724 4173.

Website : www.jnport.gov.in E-mail : info@jnport.gov.in

Ref.: A/PE/A-02/2020/ 011

Date : 04/01/2022

To,
The Chairman,
All Major Port Trusts.

**Sub.: Filling up the post of Manager(Finance) in JNPT on
Absorption through composite method from Major Port Trusts.**

Sir,

In JNPT, one post of **Manager(Finance)** in the pay scale of **Rs. 80000-220000** (Rs. 32900-58000 un-revised)-Dy. HoD level, is vacant w.e.f. 29.10.2021. Hence, it has been decided to fill up this post as per the JNPT Employees (Recruitment, Seniority and Promotions) Regulations, 2011.

The said post will be filled by composite method of recruitment i.e. through promotion/transfer/deputation on absorption basis of the officers from Major Ports, fulfilling the criteria of eligibility prescribed in the schedule of JNPT Employees (Recruitment Seniority & Promotion) Regulations, 2011(copy attached at Annex-I).

The selection will be by merit, for which the bench mark in the overall grading in the ACRs should not be below "Very Good".

You are requested to circulate the above vacancy among the eligible officers of your Port. The applications (in the prescribed proforma) of suitable and willing officers of your Port who satisfy 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 **25th January, 2022**.


- 1) Photo copies of the ACRs of the applicant for the last 5 years.
(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 certificates.
- 4) Vigilance & Administrative clearance of the concerned Port.

The cutoff date for determining the eligibility shall be last date of receipt of application.

The administrative Ports shall ensure that the applications of the candidates will be forwarded to Jawaharlal Nehru Port Trust with the prior approval of the Competent Authority and with all requisite documents before the date of closing. In case of receipt of advance copy of application in respect of any applicant by the Port, candidature of the candidate would not be considered if his/her application is not received within 15 days of the last date of receipt of applications

Once the application(s) is/are forwarded in respect of any employee with the prior approval of the Competent Authority, the concerned Port shall ensure that he/she would be relieved immediately in any case within 30 days of his/her present post in case of selection and appointment to Dy. HOD level post. In case he/she is not relieved within 30 days of his/her appointment to higher post at Dy. HoD level, it would be deemed as relieved of his/her present post after expiry of 30 days of his/her appointment.

The Port official, who withdraws his candidature for the post after his selection by the Service Selection Committee, will be liable for debarment from future selection to Dy. HoD level posts in all Major Port Trusts for a period of two years.



02/01/2022
(J. B. Dhawale)

Chief Manager(A) & Secy.

Encl: 1) Copy of Schedule(Annex-I).
2) Proforma of application.

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		2				7			10			
4	Manager (Finance)	3	Class-I	32900-58000	Selection	42	Essential: (i) Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India. (ii) Twelve years experience in executive cadre in the filled of finance, accounting in an industrial/commercial/ Govt. Undertaking.	(a) No. (b) Yes, however Existing officers who are in service on the date of notification of this RR with SAS qualification will also be eligible. (c) No.	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 Dy. Manager (Finance) / Dy. Chief Accounts Officer and Equivalent post in respective discipline of Finance Deptt. in scale of pay of Rs. 24900-50500 with 3 years regular service in the grade in a Major Post Trust Or Dy. Manager (Finance) / Dy. Chief Accounts Officer and Equivalent post in respective Discipline of Finance Deptt. with 2 years regular service in the grade and a combined regular service of 7 years in the scale of pay of Rs. 24900-50500 and Rs. 20600 - 46500 as Asstt. Manager and equivalent Post in respective discipline of Finance Deptt. in a Major Post will be eligible. For deputation, Officers holding analogous posts or holding posts of Dy. Chief Accounts Officer and equivalent posts in respective discipline of Finance Deptt. in the scale of pay of Rs. 24900-50500 in Govt./Semi-Govt./ P.SUs 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 ACR's will not be below "Very Good".	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 the number of posts recommended.

PROFORMA

BIO - DATA

Post applied for : **Manager(Finance) in JNPT.**

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 25.01.2022 . :**
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.

Particulars of the Officer for whom vigilance Comments/ clearance is being sought

(To be furnished and signed by the CVO)

Sr.No.	Particulars	Details		
01	Name of Officer (in full)			
02	Father's Name			
03	Date of Birth			
04	Date of Retirement			
05	Date of entry into service			
06	Service to which the officer belongs including batch/ year cadre etc., wherever applicable.			
07	Position held (during the ten preceding years)	Designation	From	To
08	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 chargesheet 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) (*)			

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

C.V.O.