

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 (या.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.
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Ref: A/PE/A-15/2023/228/12

29.12.2023

01/01/2024

The Chairperson,
All Major Port Authorities.

Sub.: Filling up the post of Manager (Finance) in JNPA on
Absorption/Deputation basis from Major Port Authorities.

Sir,

In JNPA, following post of Finance Department is vacant and it has been decided to fill up this post on Absorption/Deputation basis from the officers of Major Ports, fulfilling the criteria of eligibility prescribed in the schedule of Jawaharlal Nehru Port Trust Employees (Recruitment, Seniority & Promotion) Regulations, 2011 as detailed given below:

- (1) Post: Manager(Finance) (Earlier known as Asst. Manager (Finance))
Pay Scale: Rs. 50000-160000 (10750-16750 pre-revised).
Vacancy: One post vacant w.e.f. 24.09.2022
Eligibility: Criteria as per Annex-I.

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 22nd January 2024. The cut-off date for determining the qualification, experience and age shall be 22nd January 2024 for the posts of Manager(Finance).

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. Attested Photo-copies of all certificates.
3. Vigilance & Administrative clearance of the concerned Port.


General Manager (Admin.) & Secy. I/c.

Encl:

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

RECRUITMENT RULES FOR CLASS-I POSTS OF FINANCE DEPARTMENT IN JAWAHARLAL NEHRU PORT TRUST

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	Accounts Officer	8	Class-I	20800-48500	Selection	30	Essential: Member of Institute of Chartered Accounts of India or of Institute of Cost and Works Accountants of India. Desirable: Two years experience in executive cadre in the field of finance, Accounting in an Industrial/Commercial/ Govt. Undertaking.	(a) No. (b) No, however a degree from a recognised university is essential. (c) No.	2	Up to 21st August, 2012 By direct recruitment - 33.1/3% By Promotion - 66.2/3 % After 21st August, 2012 By direct recruitment - 66.2/3% By Promotion - 33.1/3%	Promotion from Office Superintendent in the scale of pay of Rs. 13800-32400 with 5 years regular service in the grade.	
2	Assistant Manager (Finance)	7	Class-I	20800-48500	Selection	35	Essential: Member of Institute of Chartered Accounts of India or of Institute of Cost and Works Accountants of India. (ii) Five years experience in executive cadre in the field of finance, Accounting in an Industrial / Commercial / Govt. Undertaking.	(a) No. (b) No, however a degree from a recognised university is essential. (c) No.	2	By Promotion falling which by absorption/deputation, falling both by direct recruitment.	Promotion from Accounts Officer in the scale of pay of Rs. 20800-48500 with 5 years regular service in the grade. Absorption/deputation will be of: Officers holding analogous posts or post of Accounts Officer Gr-I in the scale of pay of Rs. 20800-48500 with 5 years regular service in the grade in a Major Port Trust.	
3	Deputy Manager (Finance)	5	Class-I	24800-50500	Selection	40	Essential: (i) Member of Institute of Chartered Accounts of India or of Institute of Cost and Works Accountants of India. (ii) Nine years experience in executive cadre in the field of finance, accounting in an Industrial / Commercial / Govt. Undertaking.	(a) No. (b) No, however a degree from a recognised university is essential. (c) No.	2	By promotion falling which by absorption/deputation, falling both by direct recruitment.	Promotion from Asst. Manager (Finance) in the scale of pay of Rs. 20800-48500 with 4 years regular service in the grade falling which Asst. Manager in the scale of pay of Rs. 20800-48500 with 2 years regular service in the grade and a combined regular service of 6 years in the scales of pay of Rs. 20800-14188 Accounts Officer & Rs. 20800-48500 as Asst. Mgr. in the Finance Department. Absorption/deputation will be of Officers holding analogous posts or post of Sr. Accounts Officer in the scale of pay of Rs. 20800-48500 with 4 years regular service in the grade in a Major Port Trust.	

PROFORMA
BIO-DATA

Post applied for : **Manager (Finance)** on absorption / deputation basis 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 17.01.2024 :
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

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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. Department has no objection to relieve him/her in case of selection.

**SIGNATURE OF THE COMPETENT AUTHORITY
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.**