

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 महा प्रबंधक (प्रशासन) एवं सचिव Chief General Manager (Admn.) & Secy - (022) 2724 4021;  
मुख्य महा प्रबंधक (यातायात) Chief General Manager (Traffic) - (022) 2724 4191; मुख्य महा प्रबंधक (यां. एवं वि. अ.) Chief General Manager (M&EE) - (022) 2724 4181;  
मुख्य महा प्रबंधक (वित्त) Chief General Manager (Fin) - (022) 2724 4081; मुख्य महा प्रबंधक (प. यो. वि.) Chief General 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/P/E/A-08/2025 1264/24

Date: 07.04.2025

To  
The Chairperson,  
All Major Port Authorities

**Sub.: Filling up the post of Deputy General Manager (Traffic) in JNPA on absorption through composite method of recruitment from Major Port Authorities**

Sir/Madam,

One post of **Deputy General Manager (Traffic)** in the pay scale of **Rs. 80,000–2,20,000** (pre-revised: Rs. 32,900–58,000) at Deputy Head of Department (Dy. HOD) level has fallen vacant at Jawaharlal Nehru Port Authority (JNPA) due to the superannuation of the incumbent w.e.f. 01.08.2023.

It has been decided by the Competent Authority to fill up the aforesaid post of Deputy General Manager (Traffic) (earlier known as Manager (Operations)) in accordance with the provisions of the Jawaharlal Nehru Port Trust Employees (Recruitment, Seniority and Promotion) Regulations, 2011, through composite method of recruitment, from among eligible officers of other Major Port Authorities.

The eligibility criteria for the post are prescribed in the Schedule of the aforementioned Regulations, a copy of which is enclosed at Annex-I.

The selection to the post will be made on merit basis, and the minimum benchmark in the overall grading of the ACRs/APARs should not be below "Very Good".

You are requested to kindly circulate this vacancy among the eligible officers of your Port Authority. Applications in the prescribed proforma (enclosed at Annex-II) duly filled and signed by eligible officers may be forwarded along with the following documents so as to reach the undersigned on or before **28.04.2025**:

1. Attested photocopies of ACRs/APARs for the last five years (each page duly attested by an officer not below the rank of Deputy HOD).
2. Copies of disclosure certificates in respect of the ACRs/APARs.
3. Attested photocopies of all educational and other relevant certificates/testimonials.
4. Vigilance and Administrative Clearance from the Competent Authority of the Port.



The cut-off date for determining eligibility shall be **01.04.2025**.

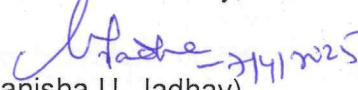
It may kindly be ensured that the applications of eligible officers are forwarded with the prior approval of the Competent Authority along with all the requisite documents within the stipulated time. In case an advance copy of an application is received directly by JNPA, such candidature will not be considered unless the application through the proper channel is received within 15 days of the last date for receipt of applications.

Further, it may be noted that upon selection, the concerned Port Authority shall ensure relieving of the selected officer within 30 days from the date of issuance of appointment order. In case the selected officer is not relieved within the stipulated period of 30 days, it will be deemed that the officer stands relieved from the present post by the concerned Port Authority upon the expiry of the said period.

It is also brought to your attention that as per the advisory issued by the Ministry of Ports, Shipping and Waterways, Government of India, vide its letter No. A-29018/4/2018-PE-I dated 11.08.2021, any official who withdraws his/her candidature after selection by the Service Selection Committee will be debarred from future selection to Dy. HOD level posts in all Major Port Authorities for a period of two years.

This may kindly be given due priority.

Yours faithfully,

  
(Manisha U. Jadhav)

General Manager (Administration) & Secretary  
Jawaharlal Nehru Port Authority





## PROFORMA

### BIO-DATA

### Annexure-II

Recent Passport  
Size photographs

Post applied for: **Deputy General Manager (Traffic) in JNPA.**

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 01.04.2025 : \_\_\_\_\_
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			
Sl. No.	Name of the Employer	From	To
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

10. Details of employment / experience in Chronological order					
Name of the Organization	Post held	Scale of pay	From		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. Department has no objection to relieve him/her in case of selection.

SIGNATURE OF THE  
DY. CHAIRPERSON / 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)

**Particular 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/official (In full)																																					
2.	Father's Name																																					
3.	Date of Birth																																					
4.	Date of Retirement																																					
5.	Date of entry into service																																					
6.	Designation and Staff No.																																					
7.	Purpose for which vigilance clearance is sought for																																					
8.	Department / Service in which the Officer/official belongs including batch/year cadre etc., wherever applicable.																																					
9.	<p><b>Whether the officer/official has functioned as CVO in part time or additional charge capacity</b> (During the ten preceding years)</p> <p><b>Positions held</b> (During the ten preceding years)</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Organization (Name in Full)</th> <th>Designation &amp; Place of Posting</th> <th>Administrative/nodal Ministry/Deptt. concerned (in case of officers/officials of PSUs)</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>..</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>..</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sr. No.	Organization (Name in Full)	Designation & Place of Posting	Administrative/nodal Ministry/Deptt. concerned (in case of officers/officials of PSUs)	From	To	1						2						3						..						..						
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3																																						
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10.	Whether the Officer/official has been placed on the "Agreed List" or "List of officers of Doubtful Integrity". (If yes, details to be given)																																					
11.	Whether any allegation of misconduct involving vigilance angle was examined against the Officer/official during the last 10 years and if so, with what result																																					
12.	Whether any punishment was awarded to the Officer/official during the last 10 years and if so, the date of imposition and details of the penalty																																					
13.	Is any disciplinary/ criminal proceedings Or charge sheet pending against the Officer/official as on date																																					



		(If so, details to be furnished - including reference no., if any, of the Commission)	
14.		Is any action contemplated against the Officer/official as on date (If so, details to be furnished)	
15.		Whether any complaint is pending against the officer/official [If so, details to be furnished].	
16.		Whether the Officer/official has submitted his/her annual immovable property return of the previous year as required under Rule 18 of the CCS(Conduct) Rules , 1964 within the prescribed limit.	
17.		Date of Filing of annual immovable property return of the previous year	

**Date:**

**(Name and Signature)**