



**JAWAHARLAL NEHRU PORT AUTHORITY**  
ADMINISTRATION DEPARTMENT  
(Personnel Section)

Advt. No. A/PE/2025/AD-01

Jawaharlal Nehru Port Authority invites applications  
for engagement of

**ENCROACHMENT PREVENTION OFFICER**  
**on Contract Basis – 01 No.**

Candidates fulfilling following Qualifications, Experience and Age criteria are eligible

**Qualifications and Experience:**

<b>Name of Post</b>	<b>Essential qualifications</b>
<b>Encroachment Prevention Officer</b>	<b>Essential:</b> 1) Asstt. Commissioner of Police / Senior Police Inspector / Police Inspector. 2) Retired from State Government. <b>Desirable:</b> Working knowledge of law & order regarding removal of encroachment.

**Note 1 :** Candidates must possess the essential qualifications mentioned against the post, candidates not possessing certificate of essential qualifications will not be eligible.

**Age [To be reckoned as on 1<sup>st</sup> February 2025]**

**Maximum Age:** 62 years.

**Terms and conditions of the contract are attached at Annex-I.**

**I. ELIGIBILITY CRITERIA:**

Candidates, intending to apply for the above posts should ensure that they fulfil the minimum eligibility criteria mentioned above.

**II. SELECTION PROCEDURE:**

The selection of shortlisted candidates for the engagement 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/her 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. 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) Proof of Nationality.
- (iii) Mark-sheets & certificates of educational qualifications and other relevant eligibility criteria documents.
- (iv) Reliving order from Govt. of Maharashtra, Last Pay Certificate, Pension Order etc.

**Note: JNPA reserves 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. Engagement of selected candidates shall be subject to receipt of fitness certificate/medical report from the Government recognized reputed Hospital.

#### **V. SUBMISSION OF APPLICATION**

- 1) Applications shall be accepted only by e-mail on [shishirbansode@jnport.gov.in](mailto:shishirbansode@jnport.gov.in) Applicant should forward mail with **Subject: Application for engagement of Encroachment Prevention Officer on contract basis.**
- 2) Applications should reach, on or before **21<sup>th</sup> February, 2025.**
- 3) Along with the application, details of applicants shall be given in the **prescribed format** given below. Scan copies in proof of age, qualifications, experience, training, etc. are required to be attached to the application.
- 4) JNPA takes no responsibility to consider any certificate sent separately.

#### **VI. 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 position in the Port.
- 2) 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.
- 3) 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 fulfil 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 joining, his/her services are liable to be terminated.**
- 4) Jawaharlal Nehru Port Authority does not assume any responsibility for the candidates not being able to submit their applications in the given email id within the last date on account of any reason whatsoever.
- 5) The candidates should give their mobile number in the application form for Calling / SMS service from the Jawaharlal Nehru Port Authority, if needed.

- 6) The candidates will have to appear for the interview, tests, verification of documents etc., at their own cost.
- 7) 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.
- 8) Decisions of the Jawaharlal Nehru Port Authority in all matters regarding eligibility, 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.
- 9) 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.
- 10) 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.**

**General Manager(Admn.) & Secy.  
Jawaharlal Nehru Port Authority**

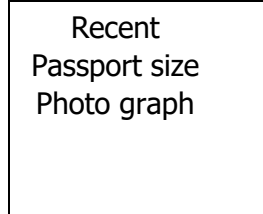
**Terms & Conditions of contract engagement**

- 1) Encroachment Prevention Officer will be initially engaged on Contract basis and the period of such engagement shall be Two years with one-year extension on same terms and conditions subject to satisfactory performance.
- 2) Encroachment Prevention Officer on contract will have to work for minimum 8 hours daily. However, no extra wages will be paid for extra hours of work needed to complete the work assigned from time to time.
- 3) The gross monthly emoluments of Rs. 75,000/- per month will be paid, subject to tax deducted at source. No other financial benefits will be provided in any case.
- 4) The remuneration will be based on the monthly attendance certified by the concern officer of the Department. Unauthorized absence will be proportionately deducted from the monthly remuneration.
- 5) Encroachment Prevention Officer on contract basis will be provided transportation facility i.e. CNG vehicle with 2000 km limit per month.
- 6) The Contract can be terminated by either side by giving one months' notice.
- 7) The Encroachment Prevention Officer on contract can avail total 12 Casual leaves per year. The un-availed leave if any, will not be carried forwarded for next year. No encashment will be allowed for un-availed leave. If an Encroachment Prevention Officer on contract remains absent from duty on any working day/days (without prior permission), a deduction of a proportionate amount calculated on the basis of monthly emoluments divided by 30 will be made.
- 8) The rules and regulations regarding conduct, discipline, etc., as applicable to JNPA, will be applicable to the Encroachment Prevention Officer on contract.

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**PROFORMA**

Application for engagement of **Encroachment Prevention Officer on contract basis in JNPA**



1. **Full name (in block letters) :**
  
2. **(a) Address for communication :**
  
- (b) Telephone No./Mobile No. :**
- (c) Fax / E-Mail address :**
  
3. **Name of present employer,  
post held with pay scale :**
  
4. **Date of Birth :**
  
5. **Age as on 1<sup>st</sup> February, 2025: \_\_\_\_\_ Years & \_\_\_\_\_ Months**
  
6. **Whether belongs to SC/ST/OBC/:                      PWD/EX-SERVICEMAN**
  
7. **Educational & other qualification:**

Sr. No.	Degree/Diploma	Name of University/ Institution	Year of passing	Marks obtained/ Out of	% of Marks

**8. Details of employment / experience in chronological order:**

<b>Name of the Organization</b>	<b>Post held</b>	<b>Scale of pay</b>	<b>From</b>	<b>To</b>	<b>Nature of duties</b>

**9. State clearly whether in the light: of the entries made by you above, you meet the requirements of the post.**

**10. Nature of present employment : post held.**

**11. Documents attached to the application:**

**12. 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: / /2025**

**(Signature of applicant)**