



# 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.एव.वि.अ.) Chief Manager (M&EE) - (022) 2724 4181 ;  
मुख्य प्रबंधक (वित्त) Chief Manager (Fin) - (022) 2724 4081; मुख्य प्रबंधक (प.वो.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-03/2025/06/181

Date : 28/01/2025

To,  
The Chairperson,  
All Major Port Authorities.

**Sub.: Filling up the post of Manager (Legal) in JNPA on Deputation basis method of recruitment from Major Port Authorities.**

Sir/ Madam,

One post of **Manager (Legal)** in the pay scale of **Rs.50000-160000** (Rs. 10750-16750 un-revised) has fallen vacant since 01.01.2025 at Jawaharlal Nehru Port Authority (JNPA) due to the deputation of existing Manager (Legal) to Vadhvan Port Project Ltd for an initial period of 3 years, extendable by 2 more years. Hence, it has been decided by the competent authority to fill up the post of Manager (Legal) (earlier known as Asstt. Manager (Legal)) as per the prevailing JNPT Employees (Recruitment, Seniority and Promotions) Regulations-2011.

The said post will be filled on deputation basis from among the officers of the Major Ports, fulfilling the criteria of eligibility as prescribed in the Schedule of Manager (Legal) (earlier known as Asstt. Manager (Legal)) of JNPT Employees (Recruitment Seniority & Promotion) Regulations, 2011 (copy attached at Annex-I).

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 Chairpersons of all the Major Port Authorities are requested to kindly circulate the above vacancy among the eligible officers of the respective Port. The applications in the prescribed pro-forma duly filled by the officers of the Port 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 **28.02.2025**.

- 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 Major Port Authorities 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.

Once the application(s) is/are forwarded in respect of officer(s) with the prior approval of the competent authority, the concerned Major Port Authority has to ensure that, in the event of selection of its officer to the aforementioned post, he/she is relieved immediately from the present post held by him/her. In case, the selected officer is not relieved within 30 days of his/her appointment, it will be deemed that, such officer is relieved of his/her present post by the concerned Major Port Authority, after expiry of 30 days of his/her appointment.

It may be noted that as per the advisory issued by the Ministry of Ports, Shipping and Waterways, Govt. of India, vide its communication No. A-29018/4/2018-PE-I, dated 11<sup>th</sup> August, 2021, 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 the said post in all Major Port Trusts for a period of two years.



(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-I POSTS OF GENERAL ADMINISTRATION DEPARTMENT (LEGAL DIVISION) IN JAWAHARLAL NEHRU PORT AUTHORITY

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	1 Manager (Legal)	3	4	5	6	7	8	9	10	11	12	13
		1	Class-I	50000 - 160000 (Pre-revised 20600 - 46500)	Selection	35	<b>Essential:</b> (i) Degree in Law from a recognised university. (ii) Five years executive experience in a Legal Establishment of an Industrial / Commercial / Govt. Undertaking. <b>Desirable:</b> Post Graduate degree in Law from a recognised university.	(a) No. (b) Yes. (c) No.	2	By promotion falling which by absorption/deputation, failing both by direct recruitment.	Promotion from Dy. Manager in the scale of pay of Rs. 50000 - 160000 (Pre-revised 9100-15100) 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. 50000 - 160000 (Pre-revised 9100-15100) with 5 years regular service in the grade in a Major Port Authority.	
2	2 Deputy General Manager (Legal)	1	Class-I	80000 - 220000 (Pre-revised 32900 - 58000)	Selection	42	<b>Essential:</b> (i) Degree in Law from a recognised university. (ii) Twelve years executive experience in a Legal Establishment of an Industrial / Commercial / Govt. Undertaking. <b>Desirable:</b> Post Graduate degree in Law from a recognised University.	(a) No. (b) Yes. (c) No.	N.A.	By absorption through composite method/falling which by deputation from other Govt. Organisations and falling both by direct recruitment.	For absorption through composite method, Officers holding analogous posts or the post of Senior Manager(Legal) or equivalent posts in the discipline of Legal Div. in the scale of pay of Rs.60000 - 180000 with 3 years regular service in the grade in a Major Port Authority or Senior Manager(Legal) with 2 years regular service in the grade and a combined service of 7 years in the scale of pay of Rs. 50000 - 160000 (Pre-revised 10750-16750) as Manager and Rs. 60000 - 180000 as Senior Manager in the discipline of Legal Div. in a Major Port Authority 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.60000 - 180000 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 ACRs will not be below "Very Good".	

**PROFORMA**

**BIO-DATA**

**Annexure-II**

Recent Passport  
Size photographs

Post applied for: **Manager (Legal) in JNPA.**

1. Full name (in block letters) : \_\_\_\_\_
  
2. (a) Address for communication : \_\_\_\_\_  
(b) Telephone No./M0bile 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		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,**

**Annexure-III**

**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)



**Verification Form for Vigilance Clearance**

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.	<b>Whether the officer/official has functioned as CVO in part time or additional charge capacity (During the ten preceding years)</b>				
<b>Positions held (During the ten preceding years)</b>					
<b>Sr. No.</b>	<b>Organization (Name in Full)</b>	<b>Designation &amp; Place of Posting</b>	<b>Administrative/nodal Ministry/Deptt. concerned (in case of officers/officials of PSUs)</b>	<b>From</b>	<b>To</b>
1					
2					
3					
..					
..					
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)**