



## **JAWAHARLAL NEHRU PORT AUTHORITY**

Administration Department (Personnel Section)

Advt. No. A/PE/A-01/2025/AD-02

Jawaharlal Nehru Port Authority invites applications  
for engagement of

- 1. Junior Engineers (Civil) - 6 Nos.**
- 2. Trainee Civil Engineers – 5 Nos.**
- 3. Technical PA to Chief General Manager (PP&D) – 1 No.  
on Contract Basis**

Candidates fulfilling following Qualifications, Experience and Age criteria are eligible

### **Qualifications and Experience:**

<b>Name of Post</b>	<b>Essential Educational and other qualifications</b>
<b>Junior Engineer (Civil) on contract - 06 nos.</b>	<b>Essential:</b> <ol style="list-style-type: none"><li>1) Degree in Civil Engineering or equivalent qualification from a Board/Institute recognized by Govt. of India.</li><li>2) 3 Years post qualification experience in Civil construction/maintenance.</li></ol> <b><u>OR</u></b> <ol style="list-style-type: none"><li>1) Diploma in Civil Engineering or equivalent qualification from a Board/Institute recognized by Govt. of India.</li><li>2) 6 Years post qualification experience in Civil construction/maintenance.</li></ol> <b>Desirable:</b> <p>Knowledge of Marathi &amp; Hindi.</p>

<b>Trainee Civil Engineer on contract – 5 Nos.</b>	<b>Essential:</b> <ol style="list-style-type: none"> <li>1) Diploma in Civil Engineering or equivalent qualification from a Board/Institute recognized by Govt. of India.</li> <li>2) 2 Years post qualification experience in Civil construction/maintenance.</li> </ol> <b>OR</b> <ol style="list-style-type: none"> <li>1) Degree in Civil Engineering or equivalent qualification from a Board/Institute recognized by Govt. of India.</li> </ol> <b>Desirable:</b> Knowledge of Marathi & Hindi.
<b>Technical PA to Chief General Manager (PP&amp;D) – 1 No.</b>	<b>Essential:</b> <ol style="list-style-type: none"> <li>1) Degree in Civil Engineering or equivalent qualification from a Board/Institute recognized by Govt. of India.</li> <li>2) 4 Years post qualification experience in Civil construction/maintenance.</li> <li>3) Proficiency in computer knowledge viz Generating reports, preparing PPT etc.</li> </ol> <b>OR</b> <ol style="list-style-type: none"> <li>1) Diploma in Civil Engineering or equivalent qualification from a Board/Institute recognized by Govt. of India.</li> <li>2) 7 Years post qualification experience in Civil construction/maintenance.</li> <li>3) Proficiency in computer knowledge viz Generating reports, preparing PPT etc.</li> </ol> <b>Desirable:</b> Knowledge of Marathi & Hindi.

**Note 1:** Qualifications should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes duly approved by AICTE or any of the recognized State/ Central board of Higher Secondary education. The course mentioned, if any, should be from recognized institute/University. The candidate must possess valid Mark-sheet, Degree Certificate of the prescribed qualification as on mentioned date.

**Note 2:** Candidates must possess the essential qualifications mentioned against the post, candidates not possessing certificate of essential qualifications will not be eligible.

**Minimum/Maximum Age [To be reckoned as on 1<sup>st</sup> September, 2025]**

**Minimum Age:** 18 years    **Maximum Age:** 30 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 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. written test/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 as indicated against concerned posts.
- (iv) Experience Certificates on the letter head of concerned Company/Firm indicating dates of joining and date of relieving (if not presently working on the same organisation) with date wise details of posts held during the

period. For present organization appointment order and document certifying presently working (certificate from organization, last salary slip etc.).

- (i) Disability Certificate in prescribed format (Please refer to Annexure) issued by the Medical Board duly constituted by the Central or State Government in the prescribed format.

**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 [bharatmadhavi@jnport.gov.in](mailto:bharatmadhavi@jnport.gov.in) should forward mail with **Subject : Application for engagement of Junior Engineer (Civil) or Trainee Civil Engineer or Technical PA to Chief General Manager (PPD) on contract basis.**
- 2) Applications should reach, on or before **10<sup>th</sup> October, 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 fulfill 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. Admission to further recruitment process will be purely provisional without verification of age / qualification / experience / category (SC/ST/OBC/PWD) etc. of the Candidates with reference to documents.
7. Candidates serving in Government / Quasi Government Offices, Public Sector undertakings will be required to submit "No Objection Certificate" from their employer at the time of Interview/Verification/Certificate scrutiny, failing which their candidature may not be considered. Candidates who are selected are required to submit unconditional discharge letter / relieving letter from their employer (Govt./Public sector / Private) at the time of joining Jawaharlal Nehru Port Authority, WITHOUT WHICH THEY WILL NOT BE ALLOWED TO JOIN.
8. The candidates will have to appear for the interview, tests, verification of documents etc., at their own cost.
9. Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Jawaharlal Nehru Port Authority. Such appointments will also be subject to the service and conduct rules of the Jawaharlal Nehru Port Authority.
10. Decisions of the Jawaharlal Nehru Port Authority in all matters regarding eligibility, conduct of online examination, 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.

11. 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.
12. Selected candidates will be governed by the terms and conditions of the Service Regulations of the Jawaharlal Nehru Port Authority in force.
13. 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) Junior Engineer (Civil), Trainee Civil Engineer and Technical PA to Chief General Manager (PP&D) will be initially engaged on Contract basis and the period of such engagement shall be One years with one-year extension on same terms and conditions.
- 2) Junior Engineer (Civil), Trainee Civil Engineer and Technical PA to Chief General Manager (PP&D) on contract will have to work for minimum 8 hours per shift. However, no extra wages will be paid for extra hours of work needed to complete the work assigned from time to time.
- 3) The consolidated gross monthly remuneration to be paid as follows:

<b>Position</b>	<b>Consolidated Gross Monthly Remuneration (Up to)</b>
Junior Engineer (Civil)	Rs. 40,000/-
Trainee Civil Engineer	Rs. 30,000/-
Technical PA to Chief General Manager (PP&D)	Rs. 60,000/-

subject to tax deducted at source. No other financial benefits will be provided in any case.

- 4) Annual increment upto 10% (ten percent) will be considered based on recommendation and satisfactory performance report provided by the respective Head of the Department.
- 5) The remuneration will be based on the monthly attendance certified by the HOD of the PP&D Department. Unauthorized absence will be proportionately deducted from the monthly remuneration.
- 6) Junior Engineer (Civil), Trainee Civil Engineer and Technical PA to Chief General Manager (PP&D) on contract basis can avail transportation facility extended to the regular employees during the contract period on single route. Also, subsidized Canteen facility will be made available at the rate approved by the Administration Department for various food items.
- 7) Initially, contract period will be of one year from the effective date of this Contract. The period of contract may be extendable upto another one year on same terms and conditions.

- 8) The Contract can be terminated by either side by giving one months' notice.
- 9) The Junior Engineer (Civil), Trainee Civil Engineer and Technical PA to Chief General Manager (PP&D) on contract can avail total 24 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 a Junior Engineer (Civil), Trainee Civil Engineer and Technical PA to Chief General Manager (PP&D) 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.
- 10) Only emergency medical treatment shall be provided by JNPA in case of an accident while on duty.
- 11) The rules and regulations regarding conduct, discipline, etc., as applicable to JNPA, will be applicable to the Junior Engineer (Civil), Trainee Civil Engineer and Technical PA to Chief General Manager (PP&D) on contract.
- 12) Preference will be given to Project Affected Persons or belonging to Project Affected Persons family and son / Daughter of JNPA employees.

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## **PROFORMA**

Application for the engagement of .....on  
**contract basis in JNPA**

Recent  
Passport size  
Photo graph

**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 01<sup>st</sup> September, 2025 : \_\_\_\_\_ Years & \_\_\_\_\_ Months**

**6. Whether belongs to SC/ST/OBC/ :**

\_\_\_\_\_

**PWD/EX-SERVICEMAN**

**7. Educational & other qualification:**

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

**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 shortcomings are detected even after my selection, my services are liable to be terminated at any time.**

**Date:    /    /2025**

**(Signature of applicant)**