



## **JAWAHARLAL NEHRU PORT AUTHORITY**

Administration Department (Personnel Section)

Advt. No. A/P-E/Estate/2025/AD-01/Contract

Jawaharlal Nehru Port Authority invites applications from retired government Officials for engagement on following posts **on Contract Basis**

**1) Senior Estate Consultant – 01 No.**

**2) Estate Consultant – 01 No.**

**3) Analyst cum Programmer – 01 No.**

**4) Computer Operator – 2 Nos.**

Candidates fulfilling following Qualifications, Experience and Age criteria are considered eligible for the further selection process.

### **Qualifications and Experience:**

<b>Name of Post</b>	<b>Essential Educational and other qualifications</b>
<b>Senior Estate Consultant – 01 No.</b>	<b>Essential:</b> <ol style="list-style-type: none"><li>1) Any graduate from recognised University</li><li>2) Retired Deputy Collector with minimum 10 years of regular service in the post of Deputy Collector</li><li>3) Extensive experience in the field of Land Acquisition, Land Revenue matters, Dispute Resolution, Settlements and related legal procedures</li><li>4) Effective liaisoning with various Central/State Govt. entities, Police and other administrative / functional authorities</li><li>5) Efficient handling of Land Revenue related legal matters as well as public grievance</li></ol>

	<p>6) Excellent written and Verbal English/Marathi Language communication skills and understanding of Regional languages Marathi and Hindi</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1) Experience in Land Rehabilitation matter</li> <li>2) Expertise in preparing various reports and documents pertaining to land/estate matters</li> <li>3) Knowledge of Desktop Automation, email, MS Office, etc.</li> </ol>
<p><b>Estate Consultant on contract - 01 No.</b></p>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1) Graduate in LLB from recognised University</li> <li>2) Retired Tehsildar with minimum 10 years' regular service in the post of Tehsildar</li> <li>3) Co-ordination with State and Central Govt. entities on land/estate matters</li> <li>4) Excellent written and Verbal English/Marathi Language communication skills and understanding of Regional languages Marathi and Hindi</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1) Knowledge of Land Revenue matters</li> <li>2) Experience in Land Rehabilitation matter</li> <li>3) Knowledge of Desktop Automation, email, MS Office, etc.</li> </ol>
<p><b>Analyst cum Programmer on contract – 01 No.</b></p>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1) Any graduate from recognised University</li> <li>2) Experience in 12.5% Land Allotment Scheme Property Tax and other estate related matter</li> <li>3) Court matter related to land allotment scheme of 12.5% &amp; property tax</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1) MCA from recognised University</li> <li>2) Updating computerized records &amp; providing statistical information</li> <li>3) Experience in Land Rehabilitation matter</li> <li>4) Co-ordination with State and Central Govt. entities on land/estate matters</li> </ol>
<p><b>Computer Operator on contract – 02 Nos.</b></p>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1) HSC from recognised Education Board</li> <li>2) Knowledge of Marathi and English language</li> <li>3) Expertise in MS Word, Excel, Power-Point, etc.</li> <li>4) Typing experience in both English and Marathi language</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1) Updating computerized records &amp; providing statistical information</li> </ol>

**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> January, 2025]**

<b>Designation</b>	<b>Minimum Age(year)</b>	<b>Maximum Age(year)</b>
Senior Estate Consultant	58	65
Estate Consultant	58	65
Analyst cum Programmer	58	65
Computer Operator	30	55

No age, qualification or experience relaxation will be provided to any of the candidates applying for aforesaid contract posts. However, candidates from local Project Affected Persons (PAP) families of Jawaharlal Nehru Port Project, having valid PAP certificate in their own name, issued by the concerned appropriate Government authority and who have no other family member deployed in Jawaharlal Nehru Port Authority on regular basis / through Contract, will be given preference.

**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 and age 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.

Duly filled application in prescribed PRO-FORMA shall be forwarded before final date of submission. Self-attested copies proof of age, qualifications, experience, training, etc. as mentioned in clause (III) below, are required to be attached to the application. The crucial date of determining eligibility criteria viz., educational qualification, experience, age, etc., shall be as on 1<sup>st</sup> January, 2025.

The selection process will have 90% weightage for educational qualification and experience and 10% weightage for the interview. JNPA Management reserves the right to increase or decrease the number of posts based on requirements.

The application should be addressed to the  
**Manager (Personnel),  
Jawaharlal Nehru Port Authority,  
Administration Building, JNPA,  
Sheva, Navi Mumbai – 400 707.**

superscribing on the envelope as "Application for the engagement of Senior Estate Consultant / Estate Consultant / Analyst cum Programmer / Computer Operator (strikeout whichever is not applicable) on Contract basis".

**(The last date for receipt of the application is 8<sup>th</sup> February, 2025.)**

JNPA takes no responsibility to consider any certificate sent separately.

**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.)
- (v) Last drawn salary slip/pension order in case of retired Govt. employees.

- (vi) 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. 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 and candidate will be de-barred from any of the future recruitment process of JNPA for a year of 2 years.**
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 clearly and conspicuously mention their valid mobile number and email address in the application form for correspondence through voice Call / SMS /email service from the Jawaharlal Nehru Port Authority, if needed. No other mode of correspondence will be accepted / entertained.
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. NO Travel Allowance will be provided in any case.
9. 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.
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 and other Regulations of the Jawaharlal Nehru Port Authority in force. However, no claim for direct or implied benefits at par with the regular JNPA employee, if any, arising out of any such rules / regulations / orders / guidelines save as otherwise explicitly provided by the appropriate government or competent authority in writing, shall be entertained
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) **Remuneration:** In case of the candidate applying for the post of Senior Estate Consultant / Estate Consultant, he/she will be paid consolidated fee which will comprise last pay drawn minus uncommuted value of Pension on the date of retirement. The payment would be made on monthly basis on production of valid tax invoice. The consolidated gross monthly remuneration of Rs. 65,000/- to Analyst cum Programmer contract post and Rs. 20,000/- to Computer Operator contract post will be paid, subject to tax deducted at source in each case. In case the consultant has to proceed on official tour, his/her TA DA claim shall be regulated as per his/her entitlement at the time of retirement. Annual Increment of 10% of Gross Monthly Fees will be paid subject to satisfactory performance report in writing from the Reporting Authority.

No other financial benefits will be admissible to you in any case. The monthly remuneration will be based on day to day attendance certified by the HOD of the concerned department. Unauthorized absence will be proportionately deducted from the monthly remuneration.

- 2) **Work Hours, Attendance and Reporting:** You will have to work for minimum 8 hours per shift. However, no extra wages/ remuneration will be paid for extra hours of work needed to complete the work so assigned from time to time. The HOD of concerned user department or any senior officer of suitable rank identified by the HOD of said Department, shall be the reporting officer.
- 3) **Tenure of Engagement:** The engagement will be for a period of three years, extendable for another two years on same terms and conditions, subject to satisfactory performance report from the reporting authority duly concurred by the HOD of the concerned Department.
- 4) **Termination:** If any situation arises to terminate this contractual engagement as Senior Estate Consultant / Estate Consultant / Analyst cum Programmer / Computer Operator, either of the parties can terminate it by giving one month's notice.
- 5) **Claim for permanent absorption:** The contract engagement shall not confer any right to lay claim to permanent absorption in the Port service against any post whatsoever.
- 6) **Accommodation:** If you need accommodation, the same will be provided at JNPA Township on chargeable basis and on prevailing terms and conditions.

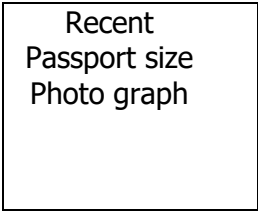
- 7) **Leaves & paid Holidays:** You may avail weekly day of rest and general holidays as observed by the JNPA employees from time to time. Further, you may avail total 18 days of Casual Leave per year, not exceeding 3 days at a time, including holidays and/ or weekly day of rest as pre-fix or suffix, if any. The un-availed Casual Leave, if any, will not be carried forward to the next year. No encashment will be allowed for un-availed leave.
- 8) **Emergency medical care:** Only emergency medical treatment shall be provided by JNPA, in case of an accident while on duty.
- 9) The rules and regulations regarding conduct, discipline, etc., as applicable to JNPA employees, will be applicable to you. However, no claim for direct or implied benefits at par with the regular JNPA employee, if any, arising out of any such rules / regulations / orders / guidelines save as otherwise explicitly provided by the appropriate government or competent authority in writing, shall be entertained.

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**PROFORMA**

Application for the engagement of \_\_\_\_\_ 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 01<sup>st</sup> Jan, 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 shortcoming/s is/are detected even after my selection, my services are liable to be terminated at any time.**

**Date: / /2025**

**(Signature of applicant)**