



JAWAHARLAL NEHRU PORT TRUST

**Applications are invited for filling up two posts of
ACCOUNTS OFFICER**

**NUMBER OF POSTS : 2 (One reserved for SC and
One reserved for OBC-PWD-(OH-Locomotor disability))**

QUALIFICATIONS & EXPERIENCE :

Essential:

Member of Institute of Chartered Accounts of India or of Institute of Cost and Works Accountants of India.

Desirable :

Two years' experience in executive cadre in the field of Finance/Accounting in an industrial/commercial / Govt. undertaking.

AGE LIMIT : 30 years.

PAY SCALE : Rs. 20600-3%-46500.

OTHER DETAILS

PWD-OH RESERVED POST :

- (i) **The post which is reserved for OBC is also reserved for PWD-OH person of Locomotor disability.**
- (ii) **Locomotor disability** means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.
- (iii) Persons suffering from not less than 40% of the disability shall alone be eligible.

REMUNERATION :

An employee shall draw salary in the scales attached to the post. He/she shall also be eligible for DA, H.R.A. (in case accommodation not provided in JNPT Township), Cafeteria(as applicable) and medical scheme/facilities as per JNPT rules.

AGE LIMIT & EXPERIENCE:

Age & Experience are to be counted as on 1st May, 2013.

RESERVATIONS & CONCESSIONS :

Reservation/concession for candidates belonging to SC/ST/OBC/XSM & PWD categories would be as under:

- Upper age limit is relaxable upto five years in respect of SC/ST candidates, three years in respect of OBC candidates. Candidates belonging to OBC category are required to produce, at the time of interview, recently obtained community certificate from a competent authority in the prescribed format, stating that they do not come under the creamy layer, and candidates belonging to the SC/ST category are also required to produce at the time of interview their caste certificate in the prescribed format.
- Upper age limit is also relaxable by ten years for Persons With Disabilities.
- In the case of candidate who is an ex-serviceman, i.e. ex-employee of India's Defence Forces, and who has put in not less than six months' continuous service in the Defence Forces, upto the extent of the service rendered by him in the Defence Forces, plus three years where the vacancy to be filled is a vacancy reserved for such ex-servicemen and dependents of those killed in action and upto the extent of the service rendered by him in the Defence Forces, where the vacancy to be filled is an unreserved vacancy.

HEALTH:

Applicants should be of sound health and should meet the medical standards. Appointment of selected candidates shall be subject to receipt of fitness certificate/medical report from the JNPT Hospital.

SELECTION PROCEDURE:

Eligible candidates short-listed based on the initial screening only shall be called for written test and/or interview. Date, time and venue of the written test/interview shall be intimated to the short-listed /eligible candidates.

Candidates short-listed for written test/interview are required to bring the certificates/documents (original and attested photocopies) in proof of age, qualification, experience, training, caste, ex-servicemen discharge book(as applicable), etc. and one passport size photograph at the time of interview, failing which their candidature shall be rejected.

PAYMENT OF TRAVELLING ALLOWANCE FOR ATTENDING INTERVIEW :

All the shortlisted candidates (including persons already in the service of the Board), if called for written test/interview, may have to make travel arrangements on their own. However, candidates belonging to Scheduled Castes or Scheduled Tribes called for written test /interview shall be granted traveling allowance as per rules.

PROBATION PERIOD :

Every person appointed to a post by direct recruitment shall be on probation for a period of two years. The period of probation may, if the Appointing Authority deems fit, be extended for a specific period. During the period of his probation, an employee may be required to undergo such departmental training and pass such departmental tests as the appointing authority may, from time to time, specify in this behalf.

GENERAL CONDITIONS :

- Mere submission of application will not entail any right for claiming employment.
- Before applying, the candidate should ensure that he fulfills the eligibility and other norms mentioned in this advertisement. JNPT may scrutinize the eligibility of the candidates and the documents produced by the candidates at various stages like conduct of examination, interview, selection, etc., and the decision of JNPT regarding eligibility of the candidates will be final and binding on the candidates. No correspondence or personal inquiries will be entertained by JNPT in this behalf.

- In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.
- JNPT reserves the right to cancel the advertisement and or the selection process at any stage without assigning any reason.
- Applicant serving in Government/Public Sector, Semi Government Organisation should produce “No Objection Certificate(NOC)” at the time of interview, as applicable.
- Canvassing in any form or bringing outside influence will be a disqualification.
- Appointment of selected candidate is subject to verification of caste, character and antecedents from the concerned authorities as per the rule and vigilance clearance(as applicable).
- Candidates who have work experience in the private sector should submit the experience certificate in the letter head of the company, in support thereof.
- Applications shall be accepted only by post/speed post/registered post/courier and not by e-mail, etc .On the envelop “**Application for the post of Accounts Officer**” should be mention clearly.
- Applications should reach, on or before **19th June, 2013** at :

Senior Manager(P&IR),
Jawaharlal Nehru Port Trust,
Administration Building,
Sheva, NAVI MUMBAI – 400 707.

- Along with the application details of applicants shall be given in the **prescribed format** given below. Attested photocopies in proof of age, qualifications, experience, training, caste, PWD certificate (if applicable), ex-servicemen discharge book(as applicable), etc. and a passport size photograph are required to be attached to the application, failing which the application will not be considered.
- JNPT takes no responsibility to consider any certificate sent separately.
- JNPT 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.
- Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated at Mumbai.
- In case any dispute arises on account of interpretation of this advertisement in a version other than English, English version will prevail and the version displayed on website shall be final.

PROFORMA

Post applied for : Accounts Officer in JNPT

Recent Passport
size Photograph

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 01.05.2013 :

**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 :

Name of the Organization	Post held	Scale of pay	From	To	Nature of duties

**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.**

12. Documents attached to the application :

13. 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/ appointment, my services are liable to be terminated at any time.

Date : / /2013

(Signature of applicant)