



## JAWAHARLAL NEHRU PORT AUTHORITY

Advt. No. A/PE/A-05/2025

### JNPA invites applications for two posts of Labour Welfare Officer:

Prospective candidates have to apply online after carefully reading the detailed advertisement regarding the process of examination, eligibility criteria, online registration processes, payment of prescribed application fee / intimation charges, pattern of examination, issuance of call letters etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

#### Please note the Important Dates:

Activity Date Online Registration & Fee Payment	Start date 30/01/2025
Online Registration & Fee Payment	Closing date 03/03/2025
Date for online Examination at Mumbai / Greater Mumbai / Navi Mumbai (depending on the number of candidates)	Will be intimated.

**Candidates have to submit application by online mode through link provided on JNPA's website <https://www.jnport.gov.in/> under Employees Corner 'Career' menu only. No other means/mode of application will be accepted.**

Candidates are advised to regularly keep in touch with authorized Jawaharlal Nehru Port Authority website <https://www.jnport.gov.in> for further details and updates.

Name of post	No. of posts & Reservations
<b>Labour Welfare Officer</b> Pay Scale: 50000 – 160000 (Pre-revised Scale 20600-46500)	<b>2 (Two): 1 SC</b> <b>1 Unreserved</b>

**For details, please visit JNPA web-site [www.jnport.gov.in](http://www.jnport.gov.in)**

**Manager (Personnel)**



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**I. ELIGIBILITY CRITERIA:**

Candidates, intending to apply for the above posts should ensure that they fulfil the minimum eligibility criteria specified below:

**1. Nationality**

A candidate applying for recruitment in the Jawaharlal Nehru Port Authority must be either-

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or the East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to category (a) shall produce such proof of his nationality as required by the JNPA, from time to time. Provided further that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

## 2. Minimum/Maximum Age [To be reckoned as on 01/01/2025]

**Minimum Age:** 18 years

**Maximum Age:** 30 Years

### Relaxation in upper age limit shall be as follows:

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non-creamy layer)	3 years

### **Note 1:**

- (i) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification at the time of scrutiny/verification of documents and/or at the time of any stage of recruitment process as may be required by JNPA.
- (ii) As per Regulation 9 of Jawaharlal Nehru Port Authority Employees (Recruitment, Seniority and Promotions) Regulations, 2011, upper age limit in case of existing Major Port Employees is 55 years.
- (iii) The prescribed upper age limits will be relaxed in the case of a candidate who is an ex-serviceman i.e. Ex-employee of India's Defence Forces, and who has put in not less than 6 months' continuous service in the Defence Forces, up to the extent of service rendered by him in the Defence Forces and dependent of those killed in action and up to the extent of the service rendered by him in the Defence Forces, where the vacancy to be filled is an unreserved vacancy.
- (iv) Age relaxation for persons with Benchmark Disabilities (PwBD) is applicable for the identified categories as defined under "The Rights of Persons with Disabilities Act, 2016" is 10 years.

### **1. Guidelines for Persons with Benchmark Disabilities using a Scribe**

**The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in clauses 'E' & 'F' below. In all such cases where a scribe is used, the following rules will apply:**

- a. The candidate will have to arrange his/her own scribe at his/her own cost.
- b. The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.

- c. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- d. The scribe may be from any academic stream. However, for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- e. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the online examination
- f. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- g. Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature.
- h. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he/she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- i. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.
- j. The same scribe cannot be used by more than one candidate.

## **2. Guidelines for candidates with Locomotor disability & Cerebral Palsy**

An extra time of twenty minutes per hour shall be permitted for the candidates with Locomotor disability and Cerebral Palsy, where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment). Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination. The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

## **3. Guidelines for persons with specified disabilities having less than 40% disability and having difficulty in writing:**

The facility of scribe and/or compensatory time of not less than 20 minutes per hour of the examination shall be granted solely to those who are eligible for getting scribe and/or having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at Appendix I.

The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at Appendix II.

In case the duration of the examination is less than an hour, then the duration of the compensatory time shall be allowed on pro-rata basis. These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

**Note 1:**

**Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form.**

**Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for online examination/ appearing for and being shortlisted in the online examination and subsequent processes does not imply that a candidate will necessarily be offered employment in JNPA. No request for considering the candidature under any category other than in which applied will be entertained.**

**4. Educational Qualifications, Experience & other Qualifications (As on 01.12.2024):**

Post /Pay scale	Essential Educational and other qualifications
<b>Labour Welfare Officer</b> Pay Scale: 50000 – 160000 (Pre-revised Scale 20600-46500)	<b>Essential:</b> i. Degree from recognized University. ii. Degree or diploma in Social Science from a recognized University /Institution. iii. Knowledge of Marathi. <b>Desirable:</b> 2 year's experience as a Labour Welfare Officer/ Industrial Relations Officer in an Industrial/ Commercial/Government undertaking

*Candidates shall possess Degree/ Diploma in Social Science. The term Social Science will only include Degree/ Diploma per the list given below:*

1. Master of Management studies (Personnel/ HR)
2. Master of Business Administration(HR)
3. Post Graduate Diploma in Business Management(HR)
4. Post Graduate Diploma in Human Resources
5. Master in Personnel Management
6. Master of Industrial Relation & Personnel Management
7. Master of Social Work
8. Master in Labour Studies
9. Bachelor of Journalism

**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. The candidate must possess valid Mark-sheet, Degree/Diploma Certificate of the prescribed qualification as on 01.01.2025.

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

**Note 3 :** Please note that no change of category will be permitted and the result will be processed considering the category which has been indicated in the first received application, subject to guidelines of the Government of India in this regard. No request for considering the candidature under any category other than in which applied will be entertained.

**Note 4 :** Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily attach self-attested relevant documents pertaining to category, nationality, age, educational qualifications etc.

## **II. SELECTION PROCEDURE:**

The candidates have to appear for an online test.

The selection of shortlisted candidates for the post 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 candidature from further participation in the recruitment process. Further, in case it is found during verification that requisite documents do not meet the prescribed criteria, his candidature will not be considered any further in the recruitment process. After completion of document verification, the shortlisted candidates will be called for Interview. The selection will be made on the basis of overall performance in Online Examination and Interview. List of candidates shortlisted for Interview will be made available on JNPA website.

JNPA reserves the right to modify the selection procedure if deemed fit.

## **III. Intimation Charges/ Application Fees**

No fees will be charged for the examination.

## **IV. TEST CENTRE FOR ONLINE TEST:**

### **Examination Centres:**

- The examination will be conducted online in venues in Mumbai/ Greater Mumbai/Navi Mumbai as given in the respective Call Letters.
- No request for change of post/centre/venue/date/session for Examination shall be entertained.
- Jawaharlal Nehru Port Authority or designated organization on behalf of JNPA, however, reserves the right to cancel any of the Examination Centres and/ or add

some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.

- Jawaharlal Nehru Port Authority or designated organization on behalf of JNPA also reserves the right to allot the candidate to any other centre.
- Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Jawaharlal Nehru Port Authority will not be responsible for any injury or losses etc. of any nature.

**V. DATES OF ONLINE EXAMINATION:** The dates of online examination will be intimated around 10 days before the examination.

**VI. Candidates will not be permitted to appear for the online examination without the following documents:**

- (1) Valid Call Letter for the respective date and session of Examination
- (2) Photo-identity proof (as specified) in original bearing the exactly same name as it appears on the Call Letter/ Application Form and
- (3) Photocopy of the above photo-identity proof (as detailed below\*)

**\*IDENTITY VERIFICATION**

In the examination hall as well as at the time of Verification of Documents/ Interview, the Call Letter along with the original and a photocopy of the candidate's currently valid photo identity bearing the same name as it appears on the Call Letter such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid Identity Card issued by a recognized college/ university/ Aadhar Card/E-Aadhar Card with a photograph/ Employee ID/Bar Council Identity Card should be submitted to the invigilator and the original shall be produced for verification. The candidate's identity will be verified with respect to his/her details on the Call Letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

**Note 1: Ration Card and Learner's Driving License are NOT valid ID proofs for this process.**

**Note 2:** Candidates have to produce, in original the photo identity proof and submit photocopy of the photo identity proof along with Examination Call Letter as well as the Verification /Interview Call Letter while attending the examination/ Verification / Interview respectively, without which they will not be allowed to take up the examination/Verification / Interview. **Candidates must note that the name as appearing on the Call Letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. To avoid any dispute, name recorded at the time of registration should be identical to authorized identity proof. In case of candidates who have changed their name, will be allowed only if they produce original Gazette Notification/their original marriage certificate/Affidavit in original.**



**Candidates Reporting Late i.e. after the reporting time specified on the Call Letter for Examination will not be permitted to take the examination.** The reporting time mentioned on the Call Letter is prior to the start time of the test. Candidates may be required to be at the venue 01 hour before for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc. and including disruption beyond control.

**Candidates Reporting Late i.e. after the reporting time specified on the Call Letter for Examination will not be permitted to take the examination. The reporting time mentioned on the Call Letter is prior to the start time of the test. Candidates may be required to be at the venue 01 hour before for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc. and including disruption beyond control.**

## **VII. Verification of documents/ Interview:**

Candidates who have been shortlisted in the online examination will subsequently be called for verification of documents /interview. The address of the venue, time and date of verification of documents/ interview will be informed to the shortlisted candidates in the call letter.

Please note that any request regarding change in date/venue/time etc. of the verification of documents/ Interview will not be entertained.

However, Jawaharlal Nehru Port Authority reserves the right to hold supplementary process on particular date/venue/time etc. at its discretion, under unforeseen circumstances, if any.

## **VIII. Structure of On-Line Examination:**

In online exam, questions will be of objective type which is as under: -

Sr. No.	Test category	Medium of examination	No. of Questions	Mark per question	total Marks	Cut-off
1	General awareness	English	10	1	10	NA
2	Quantitative Aptitude	English	15	1	15	NA
3	Reasoning	English	20	1	20	NA
4	English Language	English	30	1	30	NA
5	Marathi Language	Marathi	50	1	50	15
6	Professional Knowledge	English	50	1.5	75	26
7	Total		175		<b>200</b>	

Examination duration will be 2 Hours.

## **IX. CUT OFF SCORE:**

Cut off score shall be applied as below:

The online written test will of 200 marks out of which, there will be sectional cut-off of 30% for Marathi language and 35% for Professional knowledge sections. These marks stand at 15 and 26 (rounding off to nearest full number) respectively



Note 1: Jawaharlal Nehru Port Authority reserves the right to alter the minimum score required in each section for being considered for shortlisting, if required.

Note 2: Jawaharlal Nehru Port Authority reserves the right to restrict the number of candidates for shortlisting as applicable.

**X. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF VERIFICATION OF DOCUMENTS/ INTERVIEW:**

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of verification of documents/ interview failing which the candidate may not be permitted to appear for the recruitment process/interview. Non submission of requisite documents by the candidate at the time of verification process/interview will debar his candidature from further participation in the recruitment process.

- (i) Call Letter for Verification of documents/ Interview.
- (ii) Valid system generated printout of the online application form registered for the online examination and e-receipt.
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with D.O.B.)
- (iv) Photo Identify Proof as indicated in \*IDENTITY VERIFICATION of the advertisement. 11 (v) Mark-sheets & certificates of educational qualifications and relevant eligibility documents as indicated against relevant posts.
- (v) Caste Certificate, along with caste validity certificate, issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates. Prescribed formats are attached herewith. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil posts & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of online registration. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.
- (vi) Special instructions for SC/ST/OBC: The Caste/Tribe/Community certificate issued by the following Authorities in the prescribed form for SCs/STs and for OBCs will only be accepted as proof in support of a candidate's claim as belonging to the SC/ST/OBC categories:
  - (1) District Magistrate / Additional District Magistrate /Collector/Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).
  - (2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
  - (3) Revenue Officer not below the rank of Tehsildar.
  - (4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

Note: a) Caste validity certificate in original, from the appropriate authorities of the state/union territory from which the caste certificate was issued along with self-attested Photostat copy is to be submitted at the time of Document Verification.

b) Please refer to Annexure for the prescribed formats of (SC, ST, OBC)

- certificates to be submitted at the time of verification etc.
- (viii) Disability Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of Persons with Benchmark Disability (PwBD) category candidates. Prescribed formats are attached herewith.
  - (ix) Candidates serving in Government / Quasi Govt. Offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview/verification process, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
  - (x) Experience certificates, as applicable.
  - (xi) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. of India
  - (xii) Any other relevant documents in support of eligibility.

**Note:** The eligibility criteria specified herein are the basic criteria for applying for the post. At the time of document verification / interview the Candidates must necessarily produce the relevant documents in original and a self-attested photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form. Please note that no change of application data will be permitted at any stage after completion of registration process of the online application.

## **XI. HOW TO APPLY**

Candidates meeting the eligibility criteria, requisite essential qualification shall apply online through the link available on JNPA website under 'Employees Corner & Career' menu. Responsibility of receiving, downloading and printing of Call Letter for online test /Call Letter for Interview shall be that of the candidates. JNPA will not be responsible for any loss of E-mail sent, due to invalid/wrong E-mail Id provided by the candidate or delivery of e-mails to Spam/Bulk mail folder etc.

### **DETAILED GUIDELINES/PROCEDURES FOR**

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. DOCUMENT SCAN AND UPLOAD

**Candidates can apply online only from 30/01/2025 to 03/03/2025 and no other mode of application will be accepted.**

Note: The candidates are advised to satisfy themselves before they apply, that they fulfil requirement as to age, qualifications (final result for the qualification must have been published on or before 01/01/2025), experience and physical requirements and if found ineligible, their candidature will be cancelled at any stage of recruitment. Appearing in the ONLINE EXAMINATION will not automatically confer any right of being selected for the said post.

## **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION:**

Before applying online, candidates should-

(i) scan their :

- photograph (4.5cm × 3.5cm) - signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand written declaration (on a white paper with black ink) (text given below)

ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) The text for the hand written declaration is as follows – “I, \_\_\_\_\_  
(Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”

(v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges

(vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

### **A. Guidelines for scanning and Upload of Documents**

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm) 19

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb

- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
  - o Dimensions 140 x 60 pixels (preferred)
  - o Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - o Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - o File type: jpg / jpeg
  - o Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality)  
i.e 3 Cms \* 3 Cms (Width \* Height)
  - o File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - o File type: jpg / jpeg
  - o Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality)  
i.e 10 cm \* 5 cm (Width \* Height)
  - o File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

#### **Scanning the documents:**

- o Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- o Set Colour to True Colour
- o File Size as specified above
- o Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- o The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- o Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

#### **Procedure for Uploading the documents:**

- o While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- o Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"

- o Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- o Select the file by clicking on it
- o Click the 'Open/Upload'
- o If the file size and format are not as prescribed, an error message will be displayed.
- o Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.

(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

(6) Candidates should ensure that the signature uploaded is clearly visible

(7) After registering online candidates are advised to take a printout of their system generated online application forms.

**NOTE: Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The Jawaharlal Nehru Port Authority will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.**

An online application which is incomplete in any respect such as without proper size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam. The Jawaharlal Nehru Port Authority does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason. Please note that the above procedure is the only valid

**procedure for applying. No other mode of application would be accepted. Incomplete applications would be rejected.**

*Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.*

## **XII. DOWNLOAD OF CALL LETTERS**

Candidates will have to visit our website <https://www.jnport.gov.in/> under '**Employees Corner >Careers**' Menu for downloading Call Letter for online test. Intimation for downloading Call Letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for Call Letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the Call Letter. Candidate needs to affix recent recognizable photograph on the Call Letter preferably the same as provided during registration and appear at the examination centre with

- (i) Call Letter
- (ii) Photo Identity Proof in original as stipulated earlier under Identity Verification and also specified in the Call Letter and
- (iii) A photocopy of the same Photo Identity Proof as brought in original.

## **XIII. General Information**

1. Merely applying for the post and being shortlisted in the online examination and/ or any stage of recruitment process does not imply that a candidate will necessarily be offered employment in the Port. No request for considering the candidature under any category / post other than the one in which applied will be entertained.

2. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centres or conducting another examination if considered necessary. Decision of the Jawaharlal Nehru Port Authority in this regard shall be final. Candidates not willing to accept such change shall lose their candidature for this exam.

3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session is required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

4. Jawaharlal Nehru Port Authority would be analysing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, the Jawaharlal Nehru Port Authority reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

5. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection



process and he/she will not be allowed to appear in Jawaharlal Nehru Port Authority recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

6. While applying online for the post, 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 appointment, his/her services are liable to be terminated.

7. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website jam.

8. Jawaharlal Nehru Port Authority does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason whatsoever.

9. Applicants are advised to register online themselves and to keep their e-mail id alive during the recruitment exercise. The candidates should give their mobile number in the application form for SMS service from the Jawaharlal Nehru Port Authority.

10. The selection of the candidates will be as mentioned in para II 'Selection Procedure'. The Jawaharlal Nehru Port Authority reserves the right to hold any other test wherever deemed necessary as well as the right to add, delete or allot any centre at its discretion.

11. Admission to Online Test will be purely provisional without verification of age / qualification / category (SC/ST/OBC/PwBD) etc. of the Candidates with reference to documents.

12. Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of verification. Caste certificate accompanied with caste validity certificate must be submitted by SC/ST/OBC candidates in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the village/town the candidate is originally a resident of.

13. At any stage if falsification of caste certificate is noticed, the candidature will stand cancelled automatically.

14. Candidates serving in Government / Quasi Government Offices, Public Sector Undertakings (including Nationalised Banks and Financial Institutions) will be required to submit "No Objection Certificate" from their employer at the time of 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.

15. The candidates will have to appear for the tests at their own cost.

16. 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.



17. Decisions of the Jawaharlal Nehru Port Authority in all matters regarding eligibility, conduct of online examination, 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.

18. 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.

19. Selected candidates will be governed by the terms and conditions of the Service Regulations of the Jawaharlal Nehru Port Authority in force.

20. Use of Mobile Phones, calculator or any such devices is strictly prohibited inside the examination hall. Candidates, before entering examination premises, are likely to be frisked to ensure compliance. Mobile phones or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations. Candidates are advised in their own interest not to bring any of the banned item including mobile phones to the venue of the examination, as no arrangement for safekeeping will be available.

21. Candidate's admission to the online test/other tests is strictly provisional. The mere fact that the Call Letter has been issued to the candidate does not imply that his candidature has been finally cleared by the Jawaharlal Nehru Port Authority.

22. 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.

23. Appointment of selected candidates will be subject to their passing the Medical Examination of JNPA as per its rules.

IN CASE OF ANY DISCREPANCIES, THE DETAILED ADVERTISEMENT PUBLISHED ON OUR WEBSITE <https://www.jnport.gov.in> 'Employee Corner & Career' menu SHALL BE FINAL. CANDIDATES ARE ADVISED TO VISIT THE CAREER SECTION OF OUR WEBSITE FOR DETAILED ADVERTISEMENT, TO APPLY ONLINE AND FOR FURTHER UPDATES ON THE RECRUITMENT EXERCISE.

In case of any specific query related to this Advertisement the candidates can contact on following email: [shishirbansode@jnport.gov.in](mailto:shishirbansode@jnport.gov.in) or on the landline number: 022-67814601/ 022-67814034 during office working hours.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

**Manager(Personnel)**  
**Jawaharlal Nehru Port Authority**

**PROFORMA**

**Application for the post of \_\_\_\_\_ in JNPA**

Recent  
Passport size  
Photo graph

**1. Full name (in block letters) :**

**2. (a) Address for communication :**

**(b) Telephone No./Mobile No. :**

**(c) 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> January, 2025 :**

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

**EX-SERVICEMAN**

**7. Whether belongs to PWD: Yes/No. If yes type \_\_\_\_\_ & \_\_\_\_\_%**

**8. 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>

**9. 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>

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

**11. 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, my services are liable to be terminated at any time.**

**Date :     /     /2025**

**(Signature of applicant)**

**FORM OF CERTIFICATE TO BE PRODUCED BY  
A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE  
IN SUPPORT OF HIS / HER CLAIM**

1. This is to certify that  
Sri/Smt./Kum\* \_\_\_\_\_ son/daughter\*  
of \_\_\_\_\_ of  
village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the  
State/Union Territory\* \_\_\_\_\_ belongs to the  
\_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled  
Tribe\* under:

- \* The Constitution (Scheduled Castes) Order, 1950;
- \* The Constitution (Scheduled Tribes) Order, 1950;
- \* The Constitution (Scheduled Castes) (Union Territories) Orders, 1951;
- \* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order, 1956; the Bombay Reorganization Act, 1960; the Punjab Reorganization Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act, 1976]:

- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

- \* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- \* The Constitution (Pondicherry) Scheduled Castes Order 1964;
- \* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970;
- \* The Constitution (Sikkim) Scheduled Castes Order, 1978;
- \* The Constitution (Sikkim) Scheduled Tribes Order, 1978;
- \* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
- \* The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1991;
- \* The Constitution (ST) Orders (Second Amendment) Act, 1991;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1996.

# 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons, who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes Scheduled

Tribes\* Certificate issued to Shri/Smt/Kumari\* \_\_\_\_\_ Father/Mother\* of  
Shri/Smt/Kumari\* \_\_\_\_\_ of village/  
town \_\_\_\_\_ in District/ Division\* \_\_\_\_\_ of the State/Union Territory\*  
\_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste/Tribe\*  
which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\* issued by  
the \_\_\_\_\_ [Name of the authority]

vide their order No.

\_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Smt/Kumari\* \_\_\_\_\_ and/or\* his/her\* family  
ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District /  
Division\* of the State / Union Territory\* of  
\_\_\_\_\_

Signature

Designation

[With  
Seal of

Place:

Office]

Date :

State/Union Territory

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of  
the Representation of the Peoples Act, 1950.

--- \* Please delete the words which are not applicable.

# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

- (1) District Magistrate/ Additional District Magistrate/Collector/ Deputy Commissioner/Deputy  
Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Taluka

Magistrate/Executive Magistrate/ Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).

- (2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (3) Revenue Officer not below the rank of Tehsildar (as per State Govt. policy).
- (4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

Mahabharti.in



FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR  
APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/ Smt./ Kumari

.....son/daughter of  
..... of village/ town .....

In District/ Division ..... in the State / Union Territory

.....belongs to the

..... community which is recognized as a backward class under  
the Government of India, Ministry of Social Justice and Empowerment's Resolution

No. .... dated .....\*. Shri/ Smt./ Kumari .....

And/or his/her family ordinarily reside (s) in the

..... District/ Division of the

..... State/Union Territory. This is also to certify that he/she does not  
belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the  
Government of India, Department of Personal & Training O. M. No. 36012/22/93 – Estt.(SCT)  
dated 08.09.1993\*\*.

District Magistrate  
Deputy Commissioner etc.

Dated:

Seal

\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

Note: - The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the people Act, 1950.

FORM -I

**Disability Certificate**

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size Attested  
Photograph (Showing face  
only) of the person with  
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_

son/wife/daughter of Shri \_\_\_\_\_

Date of Birth (DD / MM / YY) \_\_\_\_\_

Age \_\_\_\_\_ years, male / female  
\_\_\_\_\_ permanent resident of House No. \_\_\_\_\_  
Ward/Village/Street \_\_\_\_\_ Post \_\_\_\_\_ Office  
\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose  
photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- Locomotor disability
- Blindness ☐

(Please tick as applicable)

(B) The diagnosis in his/her case is \_\_\_\_\_

(A) He /She has \_\_\_\_\_% (in figure) \_\_\_\_\_ percent (in words)  
permanent physical impairment/blindness in relation to his/her \_\_\_\_\_ (part of body) as per  
guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorized Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued.

**FORM - II**

Disability Certificate

(In case of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size Attested  
Photograph (Showing face  
only) of the person with  
disability

Certificate No.:

Date:

This is to certify that we have carefully examined Shri/Smt./Kum.

\_\_\_\_\_

son/wife/daughter of Shri \_\_\_\_\_

Date of Birth (DD / MM / YY) \_\_\_\_/\_\_\_\_/\_\_\_\_

Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_

permanent resident of House No. \_\_\_\_\_

Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District

\_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above,

and are satisfied that:

- (A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	x		
6	Mental illness	x		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows: -

In figures: - \_\_\_\_\_ percent

In words: \_\_\_\_\_ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and

therefore, this certificate shall be valid till (DD/MM/YY) \_\_\_\_ \_\_ \_\_

@ - e.g. Left/Right/both arms/legs

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

FORM - III

*Disability Certificate*

(In cases other than those mentioned in Forms I and II)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size Attested  
Photograph (Showing face  
only) of the person <sup>with</sup>  
disability

Certificate No.:

Date:

This is to certify that I have carefully examined Shri/Smt./Kum.

\_\_\_\_\_  
son/wife/daughter of Shri \_\_\_\_\_

Date of Birth (DD / MM / YY) \_\_\_\_\_

Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_

Permanent resident of House No. \_\_\_\_\_

Ward/Village/Street \_\_\_\_\_

Post Office \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_, whose photograph is affixed above, and are



Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	x		
6	Mental-illness	x		

satisfied that he/she is a Case of \_\_\_\_\_ disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

**(Please strike out the disabilities which are not applicable)**

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is:  
not necessary,

Or

- (i) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorized Signatory of notified Medical Authority)  
(Name and Seal)  
Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression of  
The person in whose favor disability  
Certificate is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note: The principal rules were published in the Gazette of India vide Notification number S.O.908 (E), dated the 31<sup>st</sup> December, 1996.

\*\*\*\*\*

(i) Caste Certificate, along with caste validity certificate, issued by the following Authorities in the prescribed form for SC/ST/OBC will only be accepted as proof in support of a candidate's claim as belonging to the SC/ST/OBC categories:

- District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner ( Not below the rank of First Class Stipendiary Magistrate).
- Chief Presidency Magistrate/Additional Chief Presidency Magistrate / Presidency Magistrate.
- Revenue Officer not below the rank of Tehsildar.
- Sub-Divisional Officer of the area where the candidate and / or his family normally resides.

For unreserved posts, SC/ST/OBC candidates will be considered as General Category candidate.