

INFORMATION BULLETIN

Recruitment of Junior Assistant &
Junior Accountant posts
for



**Kamarajar Port Limited - KPL,
Chennai**

conducted by



National Productivity Council - NPC

Dr. Ambedkar Institute of Productivity
(under Ministry of Commerce & Industry, Govt. of India)
No. 6, Aavin Dairy Road,
Ambattur I.E (North), Chennai-600 050

February 2026

IMPORTANT INFORMATION

All applicants are advised to read the Information Bulletin carefully before starting the process of Online Registration and filling up of the application form.

1. Eligibility for The Examination: *The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to examination. Their admission to all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of e-Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the competent authority.*

Candidature of the candidate is liable to be rejected at any stage of the selection process or after selection or even at the time of joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.

2. Verification of Documents: *Verification of eligibility conditions with reference to original documents shall be taken up for shortlisted candidates at the end of recruitment process. However the candidates shall upload all documents online for verification.*

3. Candidates are required to apply Online only.

4. Start Date & Time for Online Applications: 27/02/2026

5. Last Date & Time for Online Applications: 28/03/2026(Including payment)

6. e-Admit Card: *The eligible candidates can download e-Admit card from online link provided in the website/ portal two-three weeks before the examination. No Admit Card will be sent by post/email.*

7. Facilitation Counter for Guidance of Candidates: *In case of any guidance/information/clarification regarding their applications, candidature etc, please refer Point 14 in the Information Bulletin i.e. "Contact Us".*

8. Mobile Phones/other electronic devices Banned:

(a) Mobile phones or any other communication devices are not allowed inside the examination hall. Any infringement of these instructions shall entail disciplinary action including ban from future examinations of KPL

*(b) Candidates are advised in their own interest not to bring any of the banned items including **Mobile Phones/Bluetooth/Watches** or any valuable/costly items to the venue of the examination, as arrangement for safe-keeping cannot be assured. The Examination Centre team/ Management will not be responsible for any loss in this regard.*

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1. INTRODUCTION

Kamarajar Port Limited (Erstwhile & Ennore Port Limited), a company of Chennai Port Authority is the 12th Major Port situated on the East Coast of India about 20 km north of Chennai Port along the coastline, in the State of Tamil Nadu. Kamarajar Port Limited is a subsidiary of Chennai Port Trust and India's **first corporatized major port**, meaning it operates as a company under the Companies Act. The port was declared as Major Port under the Indian Ports Act, 1908 in March 1999 and incorporated as Ennore Port Limited under the Companies Act, 1956 in October 1999. The port is an artificial port with features including all-weather, round-the-clock operations, a large back-up land, eco-friendly environment, state-of-the-art navigational facilities, well-organized logistics systems and transport interface."

To support the effective implementation of this initiative, KPL through NPC invites applications from competent, result-oriented candidates with relevant experience in effective office management and administration.

National Productivity Council (NPC) on behalf of Kamarajar Port Limited invites applications for filling up the following non-executive post vacancies through direct recruitment.

Interested and eligible candidates can apply for the below vacancies in ONLINE, through our website. <https://kamarajarport.in/CareerSection>.

Grade	Name of the Post	Payscale	No of Posts*	Reservation allocation			
				UR	OBC	EWS	SC
S 3	Junior Assistant	Rs. 25,250 – 50,500/-	11#	6	2	2	1
S 3	Junior Accountant	Rs. 25,250 – 50,500/-	3	2	1		

*The Management reserves the right to increase or decrease the number of posts and reservations as advertised.

In the above-mentioned Junior Assistant post, 1 Post is reserved for PwBD with either category(a) or category (b) or category (d), (e)"as per the DoPT order dated 25.03.2019

2. ELIGIBILITY CRITERIA

The candidate shall ensure that he/she has fulfilled the eligibility criteria as mentioned in the serial no.5 & 6 of the information Bulletin. Management will shortlist the eligible candidates for issuing of E-admit cards. At any stage, if the information furnished by the candidate is found false/incorrect, such candidate will not be allowed for appearing online examination.

3. MODE OF APPLICATION:

The candidate is required to apply online through online link mentioned <https://kamarajarpport.in/CareerSection.>, by uploading all relevant documents and remittance of application processing fee as applicable. Candidates are requested to refer to Serial No.8 of the information bulletin for remitting the application processing fee as applicable.

4. IMPORTANT DATES:

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

Events	Important Dates**
Website Link Open for Online Registration of Applications and Payment of processing Fees	27/02/2026
Last Date for Online Application	28/03/2026
**Management reserves the right to make any change in these dates.	
Crucial Date: The determining date for claiming the upper age limit, fee concession, reservation, etc., unless otherwise specified, shall be the date of issue of this notification (i.e., 27.02.2026).	

Candidates have to submit applications by online mode through link provided on KPL website only. No other means/mode of application will be accepted.

Candidates are advised to regularly check the application portal/website for further details and updates.

5. ELIGIBILITY CONDITIONS/ CRITERIA:

Grade	Name of the Post	Essential Qualification (Mandatory)	Experience (Not Mandatory)
S 3	Junior Assistant	Any Degree or equivalent from a recognized University or Institute. (Regular course)	NA
S 3	Junior Accountant	BCom 1st Class (60% or more) regular from a recognized University or Institute.	NA

The eligibility of applicants will be determined based on their self-declaration in the online application, without initial verification of supporting documents. Candidates must ensure they provide accurate and complete information in their application. If at any stage of the recruitment process it is discovered that a candidate does not meet the eligibility criteria, has provided incorrect/false information, or has withheld material facts, their candidature will be immediately disqualified. Furthermore, if such discrepancies are discovered after appointment, the organization reserves the right to terminate their services.

All candidates must possess valid mark sheets, certificates, degrees, diplomas, or membership documents proving their qualifications and experience as of the closing date of this advertisement. Please note that the vacancy numbers listed are provisional, and the Management reserves the right to cancel the selection process, modify vacancy numbers, or interchange positions across disciplines at any stage. Reservations will be applied according to prevailing Government Guidelines at the time of result finalization.

6. AGE :

Grade	Designation	No of Posts	Maximum Age as on the date of issue of this notification (i.e., 27.02.2026)
S3	Junior Assistant	11#	30 years.
S3	Junior Accountant	3	30 years.

In the above-mentioned Junior Assistant posts, 1 Post is reserved for PwBD with either category(a) or category (b) or category (d), (e)"as per the DoPT order dated 25.03.2019

Relaxation in upper age limit shall be as follows:

Sl.No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non creamy layer)	3 years
3	Persons with Benchmark Disability	10 years (15 years for SC/ST and 13 years for OBC candidates)
4	Persons currently working in PSU / Government department (State/Central), or Autonomous bodies	5 years

5	Ex-Servicemen (General)*	Plus 3 years after deduction of the military service rendered from the actual age as on the date of reckoning
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* Only those candidates shall be treated as Ex-Servicemen who fulfil the definition and criteria as laid down in Ministry of Personnel, Public Grievances and Pensions, Government of India Gazette Notification No. G.S.R 116 (E) issued vide No. 36034/1/2019-Estt (Res) dated 13.02.2020, as amended from time to time.

Candidates applying under age relaxation categories must: -

- Submit copies of relevant certificates with their application
- Present original certificates for verification during verification at any stage of recruitment as required by Management.

Important conditions:

SC, ST, or OBC candidates applying against Unreserved (UR) category posts will not be eligible for age relaxation benefits.

Age Criteria for (PwBD) candidates

Grade	Designation	No of Posts	Maximum Age as on the date of issue of this notification (i.e., 27.02.2026)	Physical Requirements	PwBD Categories identified suitable
S3	Junior Assistant	11#	30 years.	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, BL, OL, OAL, CP, LC, Dw, AAV, Mdy d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above
S3	Junior Accountant	3	30 years.	S, ST, W, MF, SE, H, C, RW	a) LV b) D, HH c) OA, OL, OAL, BL, BA, CP, LC, Dw, AAV

In the above-mentioned Junior Assistant posts, 1 Post is reserved for PwBD with either category (a) or category (b) or category (d), (e) "as per the DoPT order dated 25.03.2019

Please note:

Candidates with Benchmark Disabilities (PwBD) shall be considered for appointment only after being assessed by the Medical Board constituted by the Management. The Board will evaluate both their medical fitness and their ability to

meet the prescribed physical requirements as specified above. Only those PwBD candidates who are declared fit by the Medical Board on both these aspects shall be considered for appointment

Additional Information:

- Candidates with a minimum of 40% impairment affecting their dominant writing extremity are eligible for an additional 20 minutes per hour of examination. To qualify, they must submit a certificate in the prescribed format, as provided in the Annexure to this advertisement, issued by the Chief Medical Officer, Civil Surgeon, or Medical Superintendent of a government healthcare institution.
- All candidates must present original documents with photocopies for verification of category, nationality, age, educational qualifications, and other eligibility criteria.
- Category changes post-application submission is not permitted.
- Results will be processed based on the applied category, subject to Government of India guidelines.
- Shortlisting or participation in the selection process does not guarantee employment.
- Requests to consider candidature under categories other than the one applied for will not be entertained.

7. NATIONALITY

Only Indian Nationals need to apply

8. APPLICATION PROCESSING FEE:

Candidates are required to pay the application processing fee online within the prescribed application period. Payments must be made by following the instructions available on the Application Portal. The fee can be paid only through the portal's integrated online payment gateway. The application processing fee mentioned below is inclusive of GST.

Unreserved (UR) candidates	Rs. 200
Other Backward Classes (OBC) and Economically Weaker Sections (EWS)	Rs. 150
Scheduled Caste (SC), Scheduled Tribe (ST), and Women candidates.	Rs. 100
Ex-Servicemen and PwBD	No fee

Important Notes:

- Candidates are responsible for any additional bank transaction or payment gateway charges and its Taxes.
- Fees once paid are non-refundable and non-transferable to other examinations or selections.

9. PROCEDURE TO APPLY ONLINE

- a) Candidates are first required to go to the website <https://kamarajarpport.in/CareerSection>. and click on the link for online application.
- b) Further in the link of application portal/ website, click the menu 'New User?' and then complete the registration process to create userid and password
- c) Candidates will Login with the registered userid and password and click "New Application" link to proceed for online application.
- d) Candidates are advised to go through the guideline Help -Operational Guidelines for Online application for candidates (available on the login page)

10. EXAMINATION SCHEME & SYLLABUS

For the post of Junior Assistant, the syllabus are:

SI. No.	Commuter Based Test (Objective type)	Maximum Marks	Number of questions	Duration
1	English Language & Grammar	25	25	90 Minutes
2	Numerical Ability / Arithmetic / Quantitative Aptitude	25	25	
3	Logical Reasoning	20	20	
4	General Knowledge / Office Proc.	20	20	
5	Computer Knowledge / Office Automation	30	30	
Total		120	120	

For the post of Junior Accountant, the syllabus are

SI. No.	Commuter Based Test (Objective type)	Maximum Marks	Number of questions	Duration
1	English Language & Grammar	25	25	90 Minutes
2	Financial Accounting	20	20	
3	Corporate Accounting	6	6	

4	Cost & Management Accounting	10	10
5	Finance Management	10	10
6	Income tax	10	10
7	GST	10	10
8	Business Laws	10	10
9	Economics	4	4
10	Computer & Information systems	10	10
11	General Finance & PSU's operation	5	5
Total		120	120

The online test will be conducted in English language only. Each incorrect answer will carry a negative marking of 1/4th marks allotted to that question. The management retains the right to modify the examination structure as needed.

Ranking and shortlisting will be done based on the marks scored by candidates in CBT as per reservation roasters with minimum cut-off marks:

- i. General Category - 40%
- ii. OBC & EWS -35%
- iii. SC/ST and PwBD -30%

The management reserves the right to adjust these qualifying cut-off marks as deemed necessary.

In case of a tie between candidates, the tie will be broken according to the following criteria:

- Date of Birth: the candidate who is older in age will be placed higher.
- Marks in specified subjects: If the tie still persists, Candidates who score higher marks in the specific subject-related or technical part of the written examination will be placed higher in the merit list. (for Junior Assistant Subject No: 2 & 5, for Junior accountant post- Subject no 1,2,10 &11)
- **Additional** qualification: If the tie still persists, the candidate who has acquired the Additional Qualification (PG Degree/PG Diploma) earlier (based on the date of the final result/certificate) will be placed higher.

- Alphabetical Order: If the tie still persists, the alphabetical order of the first names of the candidates will be used to determine the merit.

11. SELECTION PROCESS:

Candidates must take an online test as outlined in Paragraph 10 of the advertisement. The Management will select candidates based on their overall performance in this Computer Based Test.

Before joining, candidates for all positions must submit original documents for verification to the management, as specified in this advertisement. Failure to provide these documents will result in disqualification from the recruitment process. Additionally, if the submitted documents do not meet the required criteria, the candidate's application will not be considered further.

Further, the shortlisted candidates will undergo a medical examination according to KPL standards, and those who do not meet the required fitness criteria will be rejected.

The management reserves the right to modify the selection procedure if necessary.

12. EXAMINATION DATE & CENTRES:

The Online Examination shall be held at the end of April or May 2026 (tentatively). The examination will be held in the following cities:

- a) The online examination will be conducted in venues in State Capitals, Major Cities in Tamilnadu, as specified in the admit cards. The tentative centres identified are: Chennai, Mumbai, Newdelhi, Kolkatta, Bangalore, Bhopal, Hyderabad, Trivandrum, Vijayawada, Coimbatore and Tirunelveli
- b) Requests to change the post, examination center, venue, date, or session will not be accepted.
- c) The organizing authority reserves the right to: -
 - Cancel any examination center
 - Add new examination centers
 - Assign candidates to any center

These decisions will be based on factors such as response rate and administrative feasibility.

- d) Candidates will attend the examination at their chosen center at their own risk and expense. The management will not be liable for any injuries or losses incurred.

Note :The candidate shall be provided opportunity to opt for 3 choices of examination centre & depending upon the sufficiency of the candidates, the allocation of the centre shall be made by Examination agency. In the event of any examination center having

less than fifty (50) nos. of candidates the examination shall not be conducted at that center and the candidates shall be allocated seat in some other center by the Examination agency.

13. GENERAL INSTRUCTIONS:

- a) The E-Admit card can be downloaded by the candidates through the application portal/ website. No Admit card will be sent by email/post. If a candidate does not download his/her e-Admit card or any other communication regarding his/her candidature for the examination he/she should at once contact the help facility mentioned under 'CONTACT US' section of this bulletin.
- b) No candidate will ordinarily be allowed to take the examination unless he/she holds an e-Admit card for the examination. On downloading of e-Admit card, check it carefully and bring discrepancies/errors, if any, to the notice of management (Email id and Contract Number to be given) immediately.
- c) **PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATIONS:** At the time of appearing for the examination, candidates are required to produce a currently valid photo identity card in original in addition to the e-Admit card. Acceptable photo identity cards are PAN Card/ Passport/ 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 recent Identity Card issued by a recognized college / university/ e-Aadhar card / Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph. The candidate's identity will be verified with respect to his/her details on the Admission Letter / Examination 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: Candidates shall have to produce in original the photo identity proof with e-Admit card while attending each shift of the examination without which they will not be allowed to take up the examination. Candidates must note that the name (provided during the process of registration) as appearing on the e-Admit card should exactly match the name as appearing on the photo identity proof, certificates, mark-sheets. Female candidates who have changed first/last/middle name post marriage must take special note of this. 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, together with a photocopy. If there is any mismatch between the name indicated in the Admission Letter/ Examination Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the examination.

- d) The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by management at the time of document verification. The

mere fact that an Admission Letter has been issued to a candidate, will not imply that his/her candidature has been finally cleared by management or that entries made by the candidate in his/her application for the Preliminary examination have been accepted by management as true and correct. Candidates may note that management takes up the verification of eligibility conditions of a candidate, with reference to original documents during the interview.

- e) Candidates should note that the name in the e-Admit card in some cases, may be abbreviated due to technical reasons.
- f) The possibility for occurrence of some problems in the administration of the examinations 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 such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of the management. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- g) Candidates are advised to keep their e-mail ID/mobile number functional for receiving advices viz. e-Admit card /Interview letters, etc. Candidates may check e-mails/SMS regularly sent by the management.
- h) The management does not furnish the mark-sheet to candidates. Marks obtained in Written Examination is available with management only. After document verification successful candidates will be recognised as shortlisted candidate for job posting.
- i) Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.
- j) In case of any dispute, any suite or legal proceeding against KPL, the territorial jurisdiction shall be restricted to the High Court of Madras located at Chennai.**
- k) Issue of Admit Card for the Online Test & calling for document/certificate verification does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria for posting.
- l) Candidates in their own interest are requested to keep on visiting the website or portal for further updates.

14. CONTACT US

The candidates are advised to carefully go through the Information Bulletin and Instructions for filling up the online application before registering provided on the website / portal. However, in case of any other queries pertaining to the examination please contact the Helpline provided below:

Helpline Email id: kplexam2026@gmail.com

For e-admit Card and examination related :

Helpline Number :+91- 7200208675

Helpline email-id : kplexam2026@gmail.com