

## **Advertisement for contractual engagement of Officer**

Kolkata Port Trust intends to engage for its Legal Division under Kolkata Dock System, two Officers on contract basis. Eligibility criteria and terms and conditions of the engagement are set out below :-

### **Eligibility**

- (i) Age : 25 years and above as on 01.05.2018
- (ii) Qualification : LL.B from a recognized University/Institute
- (iii) Experience : 3 years practicing experience preferably in Civil Court

### **Terms and Conditions**

- (i) The engagement will be for a period of one year and on expiry of the said period, the contractual engagement will be automatically terminated.
- (ii) The candidate will be paid a fixed consolidated remuneration of Rs.37,440/- per month.
- (iii) The selected candidate will be responsible for court related matters on regular basis.
- (iv) The candidate may avail the facility of KoPT accommodation (unfurnished) on payment of licence fee/rent as applicable.
- (v) The Office of the selected candidate will normally be at Head Office at 15, Strand Road, Kolkata – 700001. However, the candidate may be required to work at any other place within the jurisdiction of Kolkata Port Trust.
- (vi) The selected candidate will generally be required to work full time for five days in a week and will normally be entitled to two weekly off-days. However, in case of necessity, he/she may be required to work on Saturday/Sunday without any compensation.
- (vii) The selected candidate will be entitled to 15 days' leave within the period of his/her engagement of one year (12 months from the date of engagement) which may be availed of with prior approval. For any unauthorized absence in excess of 15 days, pro rata deduction will be made from the consolidated remuneration.
- (viii) Additional Sick Leave to the extent of 10 days within the period of engagement of one year (12 months from the date of engagement) due to illness may be allowed without any deduction from the remuneration on the basis of certification from Kolkata Port Trust Medical Officer. Intimation of sickness should be reported to the immediate Reporting Officer forthwith in writing together with the certificate of illness from a registered Medical Practitioner in addition to verbal intimation over phone.
- (ix) The selected candidate will be entitled to indoor and outdoor medical facilities as are available in KoPT Centenary Hospital for self only.

However, no reimbursement of medicines/medical articles purchased from outside, diagnostic test done outside or treatment received outside will be allowed.

- (x) The selected candidate will be responsible for the charge and care of KoPT's goods and stores and all other properties that may be entrusted on him and will be accountable for the same.
- (xi) The candidate will directly report to the Chief Law Officer.
- (xii) The contractual engagement may also be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and/or for any act considered to be derogatory, detrimental to the interest of Kolkata Port Trust.
- (xiii) The selected candidate will be debarred from continuing his practice before any court of law during contract.
- (xiv) The engagement is subject to verification of antecedent of the candidate.

#### **MODE OF APPLICATION**

The application containing detailed Bio-data including name, father's/husband's name, date of birth, permanent address, address for communication, nationality, religion, marital status, educational and professional qualification, experience, extracurricular activities, phone number, e-mail address or any other relevant information and the application will contain the photocopies of the following documents :-

- (i) Age Proof Certificate
- (ii) Educational and Professional Qualification Certificates
- (iii) Three years' practicing experience certificate
- (iv) Two recent passport size photographs

Application with all the copies of testimonials duly attested should be sent to the Sr. Personnel Officer, Labour & IR Division, 7<sup>th</sup> Floor, Kolkata Port Trust, 15, Strand Road, Kolkata – 700 001 in a sealed envelope superscribed "**APPLICATION FOR CONTRACTUAL ENGAGEMENT OF OFFICER**".

Last Date of receipt application is 05.07.2018. Incomplete application or application received after 05.07.2018 will summarily be rejected.