

KOLKATA PORT TRUST

Engagement of one “In-Charge, Library and Information Resource Centre” on contractual basis at Kolkata Port Trust.

Kolkata Port Trust (KoPT) intends to engage on contract a person for taking charge of KoPT’s Library and functionary as “In-Charge, Library and Information Resource Centre” against a monthly consolidated remuneration of Rs.45,000/- (Rupees Forty Five Thousand).

2. The applicant must possess the following qualifications and experience :-

ESSENTIAL QUALIFICATION & EXPERIENCE :-

- i. Bachelor’s degree in Library Science or Library and Information Science of a recognized University or Institute.
- ii. At least Two years’ continuous professional experience in a Library under Central Govt./Statutory organization/State Govt./ Public Sector Undertaking/University/Recognized research or Educational institution/National Library/British Council Library/American Library (USIS)/libraries of reputed private organizations/institutions. Retired personnel may also apply, subject to fulfillment of eligibility.

DESIRABLE QUALIFICATION :-

Diploma in Computer Application from a recognized University or Institute, and working knowledge of Library Software (LIBSYS).

AGE :-

Age should not be below 25 years and above 62 years as on 1.1.2018.

TENURE:-

Initially for one year and extendable upto three years on satisfactory performance and mutual agreement.

MODE OF APPLICATION

Application furnishing detailed bio-data and testimonials as per prescribed format should be submitted in sealed envelope by 20th February, 2018, superscribed “**Application for contractual engagement as In-Charge, Library and Information Resource Centre**” to the **Secretary, Kolkata Port Trust, 15, Strand Road, Kolkata – 700 001**. Incomplete application or application received after 20th February, 2018 will not be entertained.

3. Following terms and conditions will be applicable against such contract:

- i. The selected candidate will be paid a fixed consolidated remuneration of Rs.45,000/- per month.
- ii. The selected candidate would report to Secretary, KoPT or to an officer designated by the Secretary, KoPT.
- iii. The job requirements would include monitoring all library related activities like cataloguing & inputs into system, weeding out old journals / publications, stock verification and audit assistance, identification and purchasing of relevant publications/books/journals, maintaining databases, providing solutions/information, attending calls and assisting in expansion plans,

arranging binding / preservation of journals to be retained. The selected candidate would also be responsible for compiling important Govt. orders, rules and regulations, etc. He/she would also have to compile and share amongst KoPT employees recent news and developments related to the maritime world as gleaned from various Shipping and Maritime Journals. He/she would also have to be aware of information available in Maritime Archival records for supply to requests from public. The list of duties is not exhaustive, but the person should be interested in serving as an Information Resource Officer as well.

- iv. The selected candidate will be responsible for the charge and care of KoPT's money, goods and stores and all other properties that may be entrusted on him/her and he/she would be accountable for the same.
- v. The selected candidate may avail of the facility of KoPT accommodation (unfurnished) on payment of license fee/rent, as applicable.
- vi. The office of the selected candidate will be at the location of KoPT library which presently is at 15, Strand Road, Kolkata, but as per requirement of work, he/she will also be required to go the Maritime Archives at Fairlie Warehouse.
- vii. The selected candidate will be required to work full time for 5 days (as applicable at the place of work/office) 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 Saturdays. For work on Sundays/declared National holiday in exigency, he/she will be granted a compensatory day of rest conveniently, in lieu thereof, and for this, no other compensation, monetary, or otherwise, would be granted.

- viii. The selected candidate will be entitled to 15 days leave in a year (12 months from the date of engagement and proportionate in case of engagement for a lesser period) which may be availed of with prior approval. For any unauthorized absence in excess of admissible leave, pro-rata deduction will be made from the consolidated remuneration.
- ix. Additionally, sick leave to the extent of 10 days in a year (12 months from the date of engagement and proportionate in case of engagement for a lesser period) on the ground of illness may be allowed without any deduction from the remuneration, on the basis of certification from the KoPT Medical Officer. Intimation of sickness should be conveyed to the Head of the Department/ Reporting Officer forthwith in writing together with certificate of illness from a registered Medical Practitioner, in addition to verbal intimation over phone.
- x. 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 for medicine/medical articles purchased from outside, diagnostic tests done outside or treatment received outside, will be allowed. This restriction will not apply for treatment of any injury sustained due to accident occurred in the course of and arising out of engagement.
- xi. 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 the Kolkata Port Trust.

- xii. The engagement is subject to verification of antecedent of the candidate.

4. All applications should be addressed to “Secretary, Kolkata Port Trust, 15, Strand Road, Kolkata-700 001” furnishing detailed Bio-data (self-attested certificate of qualification and experience to be attached), as per following format, alongwith two recent passport size photographs, in sealed envelope superscribing “Application for contractual engagement as In-Charge, Library and Information Resource Centre”, KoPT by 17-00 hours on 20.02.2018 :-

- Name
- Date of Birth
- Permanent Address
- Address of communication
- Nationality
- Educational Qualification
- Brief description of experience in Library Management (500 words)
- Extra Curricular activities
- Contact Telephone No.
- Any Other relevant information

Secretary