

**Advertisement Notice For the Post of Manager (EDP) on contract in KoPT's Website**

**PART - A**

Post	Number of Posts	Qualifications, Experience & other criteria	Consolidated Monthly Remuneration
Manager (EDP) on Contract	3 (Three)	<p><b>Academic Qualification:</b> Degree in Computer Engineering/Computer Science/MCA or in allied subjects like Computer Applications, Software Engineering, E-Commerce, IT etc. from a recognised University/Institution.</p> <p><b>Experience:</b> Candidates associated with / experienced in successful implementation of Enterprise Resource Planning (ERP) in any Major Port Trust / Private Port / Reputed Govt. / Non-Govt. organisation / CPSU / SPSU / Autonomous Bodies will be preferred.</p> <p><b>Age:</b> Not below 30 years &amp; not above 40 years as on 01.03.2019.</p> <p><b>Scope of work:</b> To look after various kinds of computer related activities of Kolkata Dock System including implementation of Enterprise Resource Planning (ERP).</p>	Rs. 70,000/- P.M.

Interested candidates may apply to the Sr. Personnel Officer/LA&IRO, Kolkata Port Trust, 15, Strand Road, Kolkata – 700 001 as per the following format at Part-B. Last date of receipt of application is **18<sup>th</sup> March, 2019**.

KoPT reserves the right to reject incomplete applications, at any stage as per its requirement or refuse to call any candidate/s to interview without assigning any reason.

**PART – B**

**Application for the post of Manager (EDP) on Contract**

Affix recent  
passport size  
photograph

1. Name :
2. Father's name :
3. Date of birth /  
Age as on 01.03.19 :
4. Permanent address :
5. Present address :
6. Qualification :
7. Experience :
8. Contact number :
9. E-mail id :

Signature with Date

## **PART – C**

### **TERMS AND CONDITIONS**

1. The engagement will be for a period of three years and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, Kolkata Port Trust (KoPT) reserves the right to enter into a fresh contract with the incumbent for such period and on such terms as may be mutually agreed upon,
2. Fixed consolidated remuneration is Rs. 70,000/- per month and after completion of each year the hike will be 10% subject to very good performance.
3. TA and DA as admissible, when on tour outside the Head Quarter on official duty of KoPT.
4. Facility of suitable Kolkata Port Trust accommodation (unfurnished) on payment of licence fee/rent, as applicable subject to availability.
5. Required to work full time for 5/6 days a week. However, in case of exigency, required to work on Sundays/Trustees' holidays also (in addition to 5/6 days work in a week) and for this work, no compensation (monetary or otherwise), will be allowed. However, for work on any such weekly off day/Trustees' Holiday in exigency, a compensatory day of rest will be granted conveniently and will not be entitled to any monetary compensation for the same.
6. Entitled to 15 days leave in a year (i.e., when engagement is for 12 months from the date of engagement and proportionate leave in case of shorter period of engagement) which may be availed of with prior approval. For any unauthorised absence in excess of entitlement, pro-rata deduction will be met from the consolidated remuneration.
7. Additionally, sick leave to extent of 10 days in a year (i.e., when engagement is for 12 months from the date of engagement and proportionate sick leave in case of shorter period of engagement) on 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 reported to the Head of the Department/Head Office/Reporting Officer forthwith in writing together with certificate of illness from the registered Medical Practitioner, in addition to verbal intimation over phone.
8. Entitled to indoor and outdoor medical facilities as available in KoPT Centenary Hospital for self only. However, no reimbursement for medicine/medical articles purchased from outside, diagnostic test done outside or treatment received outside, will be allowed.
9. Place of work or posting will be in the jurisdiction of Kolkata Port Trust.
10. Selected candidate will report to Joint Director (Planning) or as directed by her or other superior authority.
11. Responsibility for all matters as may be directed by Joint Director (Planning) and superior officer.
12. Responsibility and accountability for the charge and care of the KoPT's money, goods and stores and all other property that may be entrusted.
13. The contractual engagement may also be terminated by giving one month's notice from either side. However, engagement is terminable on 24 hours notice for unsatisfactory performance and for any act considered to be derogatory/detrimental to the interest of the Kolkata Port Trust.

14. Will have to furnish requisite information for Antecedent Verification Certificate by the local Police Station of place of residence.

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