

KOLKATA PORT TRUST

General Administration Department

No. Admn/4284/XI/D/Urban Plnner (Contract)

Dated, 07.06.2019.

The Sr. Asstt. Secretary (PR)

Sub.: Issuance of Press Advertisement for filling
up of one post of Urban Planner (on
Contract) under Estate Divn. of KoPT.

As approved by the Dy.Chairman, you are requested to take urgent necessary action for publication of a Press Advertisement (Appendix-‘A’ enclosed herewith) on 11.06.2019 under the display column in the following newspapers:

- i) Anandabazar Patrike (Bengali)
- ii) The Telegraph (English)
- iii) Sanmarg (Hindi)
- iv) Times of India(Kolkata,Delhi,Mumbai,Chennai)

Enclo.: As stated.

(S. Dutta Roy)
Sr. Asstt. Secretary-I
For Sr. PO/LA&IRO

Copy to the Jt. Director (P&R) [Attn.: Sr. Dy. Director (EDP)-II] – for kind information with a request to please upload the detailed advertisement (Appendix-B enclosed) in KoPT website from 11.06.2019 to 10.07.2019.

Enclo.: As stated.

KOLKKATA PORT TRUST

Kolkata Port Trust intends to engage one “Urban Planner” for Estate development on contractual basis for Estate Division under Kolkata Dock System (KDS). Accordingly, applications are invited from Indian Nationals for contractual engagement as Urban Planner for Estate Development, the details of eligibility criteria of which are given below:

Essential Criteria

- (i) **Age** : Maximum age limit is 35 years.
- (ii) **Required Qualification** :
 - (a) Bachelor of Architecture or Bachelor of Civil Engineering and Post Graduation in Urban Planning, City Planning or any recognized Post Graduate Course recognized by Indian Institute of Town Planning.
- (iii) **Experience** :

Preference for minimum 4 years in Urban Planning.
- (iv) **Role & Responsibility** :
 - (i) Preparation of Development Plan Report
 - (a) Identify the future requirement of various social, cultural, educational, health and other facilities to develop in near phases and suggest suitable land parcels for the same.
 - (b) Process the suggestions and objections received on Development Plan, help in conducting meetings of the hearing committee of suggestion, objections, prepare Committee Report, etc.
 - (ii) Preparation of Urban renewal schemes, Redevelopment schemes, Slum Rehabilitation schemes.

- (iii) Policy formulation for
 - (a) Development models,
 - (b) Phased development,
 - (c) Planning standards and allocation of land for various social facilities.
- (iv) Finalise the detailing of the project and examine the site feasibility.
- (v) Work out the detailed land use calculations and prepare draft project reports.
- (vi) Process the Development permission cases.
- (vii) Convert conceptual and detailed design into detailed drawings in CAD format.
- (viii) To review EOIs, RFQs, RFPs, evaluation reports prepared and submitted by other consultants.
- (ix) Prepare presentations and scrutinize various proposals / projects received from various agencies.
- (x) Any other task / responsibility that may be assigned by the Port administration related to the above.

General Instruction

Interested candidates, fulfilling the above essential criteria and agreeable to the terms & conditions as given in Annexure – I, may apply as per prescribed proforma as given in Annexure – II along with two recent passport size photographs and self-certified photocopies of relevant certificates / testimonials. Application in sealed envelop superscribed “Application for Urban Planner (on contract)” should reach the Senior Personnel Officer, Kolkata Port Trust, 15, Strand Road, Kolkata – 700 001 by 10th July, 2019. Mere fulfilment of the essential criteria will not confer any right upon the candidates for selection. Management reserves the right to cancel the selection process without any reference to the candidates. Incomplete application or application received after the last date may not be entertained.

Sr. Personnel Officer
Kolkata Port Trust

Terms & Conditions:

- (i) The engagement will be for a period of two years subject to satisfactory performance in the 1st year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, KoPT reserves the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties.
- (ii) The selected candidate will be paid a fixed consolidated remuneration of Rs.90,000/- per month.
- (iii) The candidate may avail of the facility of KoPT, KDS accommodation (unfurnished), if available, on payment of license fee / rent as applicable. In addition, electricity charges shall have to be borne by the candidates at actual.
- (iv) The reporting office of the selected candidate will normally be at Estate Division of Kolkata Port Trust at 15, Strand Road, Kolkata 700001. However, the candidate may be required to work at any place / office within the jurisdiction of the Kolkata Port Trust.
- (v) The selected candidate will generally be required to work full time for 5 days in a week and will normally be entitled to a weekly off-day. However, in case of necessity, he / she may be required to work on Saturday without any compensation. For work on weekly off day / 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.

- (vi) The 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.
- (vii) 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 sent 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.
- (viii) 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.
- (ix) The selected candidate will be responsible for the charge and care of the Kolkata Port Trust's money, goods and stores and all other properties that may be entrusted on him / her and he / she will be accountable for the same.
- (x) The candidate will report directly to Estate Manager / other officer as may be directed by Estate Manager.

- (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, as per Kolkata Port Trust procedure.

Mode of application:

All applications should be addressed to 'Sr. Personnel Officer / LA&IRO, Kolkata Port Trust, 15, Strand Road, Kolkata – 700 001' furnishing detailed bio-data, as per following format, with two recent passport size photographs and the same should be sent in sealed envelope superscribing 'Application for contractual engagement of Urban Planner (on Contract)' by 17.00 hrs. on 10.07.2019:-

- Name
- Father's / husband's name
- Date of Birth (with age proof certificate) & Present age
(upper age limit is 35 years as on 01.06.2019):
- Permanent Address:
- Address of communication:
- Nationality:
- Religion
- Educational & Professional Qualification
(with proof of certificate):

- Experience (Preference for minimum 4 yrs. in the Urban Planning) (with proof of certificate)
- Extra Curricular activities:
- Contact Telephone No. & e-mail ID:
- Other relevant information:

Last date of receipt of application is 10.07.2019. Incomplete application or application received after due date will be summarily rejected. Mere fulfillment of the eligibility of the criteria will not confer any right upon the candidate for selection. Management reserves the right to cancel the selection process without any reference to the candidates. Candidates are advised to visit KoPT's website (www.kolkataporttrust.gov.in) accordingly.

15, Strand Road,
Kolkata - 700001.

Sr. PO / LA&IRO
Kolkata Port Trust