

KOLKKATA PORT TRUST

Kolkata Port Trust intends to engage, for its Administration Department under Kolkata Dock System, **Two Hindi Translator-cum-Assistant** on contractual basis. Candidate should not be below 45 years of age as on 01.08.2016. Ex. Servicemen/retired persons/any other person having 5 years' working experience in Translation job from Hindi to English and vice versa, in any major port or other autonomous bodies, local authorities, Statutory Undertakings or PSUs or any Govt. Company as defined in Section 617 of the Company's Act, 1956 (1 of 1956) or Ministries / Departments of Central / State Govt; or in Hindi Teaching / Journalism may apply. All applications addressed to "Secretary, Kolkata Port Trust, 15, Strand Road, Kolkata-700 001", furnishing detailed Bio-data, as per enclosed format, alongwith **one recent passport size photograph**, should be submitted in sealed envelope superscribing "**Application for contractual engagement of Hindi Translator-cum-Assistant**" by **17-00 hours on 16.09.2016:-**

2. Following terms and conditions will be applicable:-

- (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. However, on expiry of the contract, Kolkata Port Trust 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 candidates must fulfill the following eligibility criteria:-
 - ❖ Graduation with Hindi & English as two elective subjects.
 - ❖ Candidates with Post Graduation in Hindi will be preferred.
 - ❖ Knowledge of computer application in Hindi is desirable.
 - ❖ Minimum 5 years' working experience in Translation job from Hindi to English and vice versa, or in Hindi Teaching / Journalism.
 - ❖ Age should not be below 45 years.
- (iii) The candidate will be responsible for all functions related to the implementations of Official Language Policies, Act & Rules of Govt. of India in Kolkata Port Trust ; Translation from English to Hindi & vice versa ; Assisting in various jobs related with Training in Kolkata Port Trust and any other work as assigned to him/ her by the Kolkata Port Trust authorities from time to time.
- (iv) The candidate will be paid a fixed consolidated remuneration of Rs. 15,912/- per month.
- (v) The candidate may avail of the facility of Kolkata Port Trust accommodation (unfurnished) on payment of license fee/rent as applicable (where the job will require the candidates to stay in KoPT quarters the same may be specifically mentioned).
- (vi) The office of the selected candidate will normally be at Head Office at 15, Strand Road, Kolkata-700 001. However, the candidate may be required to work at any place within the jurisdiction of the Kolkata Port Trust.
- (vii) The candidate will generally be required to work full time for 5 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 **Saturdays 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.

- (viii) The 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.
- (ix) Additionally, 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.
- (x) The Selected candidate will be entitled to indoor and outdoor medical facilities as are available in Kolkata Port Trust 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.
- (xi) On official tour outside headquarters, the candidate will be entitled to TA/ DA as admissible to the regular incumbent to the post of Hindi Translator.
- (xii) The candidate will generally report to Hindi Officer at Administration Dept. However, he/she may be required to report to any other officer of KoPT, in exigency of work.
- (xiii) The 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 to him/her and he/she will be accountable for the same.
- (xiv) 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.
- (xv) The engagement is subject to verification of antecedent of the candidate.

Application format

Application for contractual engagement of Hindi Translator-cum-Assistant

1. Name of the applicant (in Block Letters):
2. Father's name (in Block Letters):
3. Date of Birth (with age in yrs):
4. Sex : (Male/ Female):
5. Nationality:
6. Permanent Address:
7. Address of communication:

Affix recent
passport size
photograph
(self attested)

8. Contact Telephone /Mobile No.

9. Educational qualification (Self attested photocopies to be attached) :

| Sl.No. | Educational qualification | Year of passing | University/ Board | Maximum Marks | Marks obtained | % age |
|--------|---------------------------|-----------------|-------------------|---------------|----------------|-------|
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10. Experience (Self attested photocopies to be attached) :

| Sl.No. | Name of the employer | Designation | duration | | Total period |
|--------|----------------------|-------------|----------|----|--------------|
| | | | From | To | |
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11. Extra Curricular activities:

12. Other relevant information:

I hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

(Signature of the Applicant)

Dated: