

## KOLKATA PORT TRUST

Kolkata Port Trust intends to engage one **Hindi Translator-cum-Assistant** on contractual basis for its Administration Department under Kolkata Dock System under the following terms and conditions:-

**Educational Qualification:** Graduation with Hindi and English as two elective subjects. Candidates with post-graduation in Hindi will be preferred.

**Experience:**

At least 10 years working experience in translation job from Hindi to English and vice-a-versa in any Major Port /Autonomous Body / Local Authority / Statutory Organization / PSU / Government Company / Ministries or Departments of Central / State Government.

or

At least 10 years working experience in teaching Hindi;

or

At least 10 years working experience as journalist in Hindi Newspaper/Hindi journal/Magazine.

**Knowledge of Computer application in Hindi** is a must (the candidate should be proficient in typing in Hindi Unicode (Certificate is not required but practical test will be held).

**Age:** Candidate should not be below 35 years and above 62 years of age as on the date of advertisement in local newspapers.

**Tenure of engagement:** The engagement will be for a period of one year and on expiry of the said period, the contractual engagement will be terminated automatically. 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.

**Remuneration:** A fixed consolidated remuneration of Rs.15912/- per month (under revision).

**Written Test and Interview :** A written test on translation from English to Hindi and vice-a-versa etc. will be held in Administrative Department of Kolkata Dock System on a date fixed for the purpose which will be notified to eligible candidates. Only those candidates will be interviewed who score qualifying marks in the written test.

**Terms and Conditions:**

(i) The candidate will be responsible for all functions related to the implementation of Official Language Act, Rules & Policy 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 Kolkata Port Trust authorities from time to time.

(ii) The candidate may avail the facility of Kolkata Port Trust accommodation (unfurnished) on payment of license fee/rent as applicable.

(iii) The selected candidate will be posted normally at KoPT Head Office at 15, Strand Road, Kolkata-

700 001. However, he may be required to work at any place within the jurisdiction of Kolkata Port Trust.

(iv) 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 will be granted.

(v) 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.

(vi) 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.

(vii) 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/treatment received outside will be allowed.

(viii) On official tour outside headquarters, the candidate will be entitled to TA/ DA as admissible to the regular incumbent on the post of Hindi Translator.

(ix) 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.

(x) 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.

(xi) The contractual engagement may be terminated by giving one month notice from either side. However, the engagement is terminable on 24-hours notice for unsatisfactory performance and/or any act considered to be derogatory/detrimental to the interest of Kolkata Port Trust.

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

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** and a **photocopy of Aadhar Card** (self attested) should be submitted in sealed envelope superscribing **"Application for contractual engagement of Hindi Translator-cum-Assistant"** latest by 5.30 pm on **14.05.2018**.