

## Kolkata Port Trust

Kolkata Port Trust intends to engage stenographers on contractual basis for different Departments under Kolkata Dock System (KDS). Persons having at least 10 years' working experience in other Major Ports or 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 Govts. All applications, addressed to "Sr. Personnel Officer, Kolkata Port Trust, 15, Strand Road, Kolkata-700 001" furnishing detailed Bio-data, as per following format, along with two recent passport size photographs, should be submitted in sealed envelope super scribing thereon "Application for engagement as Stenographer on contractual basis" by 15-00 hours on 16.07.2018:-

- Name
- Date of Birth
- Permanent Address
- Address for communication
- Nationality
- Educational Qualification
- Experience & post held in Govt. office before retirement
- Date of retirement
- Extra Curricular activities
- Contact Telephone / Mobile No.
- Other relevant information.

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

- ❖ Matriculation or its equivalent from recognised Board. Preference will be given to the candidates possessing higher educational qualification.
- ❖ The candidates must possess minimum speed of 120 words per minute in Shorthand and 40 words per minute in Typing.
- ❖ Proficiency in computer application is essential.
- ❖ Working experience should be at least of minimum 10 years.
- ❖ Age should not be below 40 years and above 62 years as on 1.6.2018.

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

- (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, 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.14976/ per month (under revision).
- (III) The selected candidate may avail of the facility of KoPT accommodation (unfurnished) on payment of license fee/rent, as applicable.
- (IV) The selected candidate will be required to work at any place/ office within the jurisdiction of KoPT.
- (V) The selected candidate will be required to work full time for 5/6 days (as applicable at the place of work/office) 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 Saturdays (where it is five days a week.). 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 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.
- (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 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.
- (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 contractual engagement may be terminated by giving one month's notice from either side. However, the engagement is also 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.
- (X) 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.
- (XI) The engagement is subject to verification of antecedent of the candidate.

Sr. Personnel Officer,