

KOLKATA PORT TRUST

Kolkata Port Trust intends to engage one Documentation Adviser on contract from the retired officers (upto the age of 62 years as on 01.08.2018) of National Archive / Directorate of State Archives, having a minimum of 10 years experience in Archives Administration and Management, Record Management and Conservation, for its Maritime Archives & Heritage Centre at Kolkata.

- i) **Essential Qualification:** Graduation from a recognized University with Hons. in History.
- ii) **Desirable:** One year diploma in Archives and Record Management from National Archives of India and basic knowledge in Computer Application.

Terms & Conditions:

- (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.37,440/- per month.
- (iii) The selected candidate will be required to look after Archives Administration and Management, Record Management,

Conservation, Upkeepment, attending visitors / research scholars, monitoring computerisation of information.

- (iv) The candidate may avail of the facility of KoPT, 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.
- (v) The reporting office of the selected candidate will be at Maritime Archives & Heritage Centre of Kolkata Dock System, 6, Fairlie Warehouse, Strand Road, Kolkata - 700001.
- (vi) 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.
- (vii) 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.
- (viii) 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.

- (ix) 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.
- (x) 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.
- (xi) The candidate will report to the Secretary, Kolkata Port Trust / other officer as may be directed by the Secretary.
- (xii) 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.
- (xiii) 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 Documentation Adviser’ by 17.00 hrs. 28.09.2018’:-

- Name
- Father’s / husband’s name
- Date of Birth (with age proof certificate) & Present age(upper age limit is 62 years as on 01.08.2018):
- Permanent Address:
- Address of communication:
- Nationality:
- Religion
- Educational & Professional Qualification
(with proof of certificate):
- Experience (Certificate should be attached)
- Extra Curricular activities:
- Contact Telephone No. & e-mail ID:
- Other relevant information:
- 2 copies of Passport-size photograph should be attached

Last date of receipt of application is 28.09.2018. Incomplete application or application received after due date will be summarily rejected. Candidates are advised to visit KoPT’s website (www.kolkataporttrust.gov.in) accordingly.

Sr. Personnel Officer
Kolkata Port Trust