

KOLKATA PORT TRUST

General Administration Department

No. Admn/4284/XI/D/Resolution

Dated, 14<sup>th</sup> November, 2019.

The Sr. Asstt. Secretary (PR)

Sub: Issuance of Press Advertisement for  
engagement of for Resolution Officers (Legal)  
under Estate Division on contractual basis.

As approved by the Chairman, you are requested to take urgent necessary action for publication of a short Press Advertisement (Appendix 'A' enclosed herewith) under the Display column in the following Newspapers :-

- (a) Anandabazar Patrika (Bengali)
- (b) Telegraph (English)
- (c) Sanmarg (Hindi)

Encl: As stated

(S. Dutta Roy)  
Sr. Asstt. Secretary-I  
For Sr. PO

Copy to the Jt. Director (P&R) – for kind information with the request to upload the detailed advertisement (Appendix 'B') in the KoPT website on 15.11.2019.

Copy to the Estate Manager – for kind information.

Copy to PA to Sr. PO(I/C) for kind information of Sr. PO(I/C).

KOLKATA PORT TRUST  
Kolkata Dock System

Kolkata Port Trust invites application for contractual engagement of 4 (four) Resolution Officers (Legal) under Estate Division of General Administration Department (Main) against a consolidated monthly remuneration of Rs.41,184/-, for one year. The applications may be sent to Sr. Personnel Officer (I/C), Kolkata Port Trust, latest by 17.00 hrs. on 10.12.2019. For details, please visit KoPT's website [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in).

Sr. Personnel Officer(I/C)

**KOLKATA PORT TRUST**

Kolkata Port Trust intends to engage, 4 (four) Resolution Officers on contract basis, for one year, for Estate Division of Kolkata Dock System. Eligibility criteria and Terms & Conditions are set out below:

**Eligibility criteria:**

(i)	Age	Age should not be below 25 years, and upper age limit is 50 years as on the last date of submission of application.
(ii)	Qualification	LLB. Degree from a recognized University / Institute.
(iii)	Experience	At least three years practising experience in Civil and Criminal Courts with supporting documents. Preference will be given to those who have been practising in Civil Court.
(iv)	Desirable	Familiarity with computer

**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.41,184/-, per month.

- (iii) The selected candidate will render assistance in recovering outstanding Estate dues from different parties of Estate Division. He will not only ensure collection of Estate dues but will also assist different tenancy sections in Court Cases related matters. He shall also undertake jobs assigned to him / her from time to time by Estate Manager.
- (iv) On official tour outside headquarters, the candidate will be entitled to admissible TA/ DA allowances.
- (v) 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 have to be borne by the candidates at actual.
- (vi) The office of the selected candidate will normally be at the 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.
- (vii) The candidate will normally be required to work in general duty. The 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, the candidate may be required to work on Saturdays (where it is five days in a week) without any compensation. For work on weekly off day / declared National holiday in exigency, the candidate 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 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, prorata deduction will be made from the consolidated remuneration.
- (ix) 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. Sickness should be reported 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.
- (x) 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.
- (xi) The selected candidate will be responsible for the charge and care of the Kolkata Port Trust's money, goods and stores and all other property that may be entrusted on him and he will be accountable for the same.

- (xii) The candidate will report to Estate Manager.
- (xiii) 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.
- (xiv) The selected candidate will not be allowed to continue his practice before any Court of Law during the tenure of entire contract period.
- (xv) The engagement is subject to antecedent verification, as per Kolkata Port Trust procedure.

**Mode of application:**

All applications should be addressed to 'Sr. Personnel Officer (I/C), Kolkata Port Trust, 15, Strand Road, Kolkata – 700 001' furnishing detailed bio-data, as per following format, and the same should be sent in sealed envelope superscribing 'Application for contractual engagement of Resolution Officer (Legal)' by 17.00 hrs. 10.12.2019':-

- Name
- Date of Birth & Present age:
- Permanent Address:
- Address of communication:
- Nationality:
- Educational Qualification:
- Experience

- Extra Curricular activities:
- Contact Telephone No.:
- Other relevant information:

Duly attested photocopies of the following documents should be enclosed with the application:-

- (i) Age proof certificate
- (ii) Educational and professional qualification certificates.
- (iii) Three years' practicing experience certificate.
- (iv) Two recent passport size photographs.

Incomplete application or application received after due date will be summarily rejected. Candidates are advised to consult KoPT's website ([www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in)) to ascertain names of short listed candidates, date of written test / interview, result of selection, etc.

Sr. Personnel Officer(I/C)  
Kolkata Port Trust