

Annexure-B

SYAMA PRASAD MOOKERJEE PORT, KOLKATA
(Erstwhile Kolkata Port Trust)
Kolkata Dock System

Syama Prasad Mookerjee Port, Kolkata (SMP, Kolkata) intends to empanel / engage contractual Security Personnel in the rank of Inspectors from Ex-Servicemen including CISF & other Para-Military forces / Police, not below the rank of JCO / Inspector. Details of eligibility criteria, monthly remuneration etc. are furnished below:-

Rank	No. of Vacancy	Qualification and other criteria	Monthly Honorarium
Inspector	5	<u>Qualification</u> - Graduate from any recognized University. <u>Age</u> – Not below 40 years or above 55years. From Ex-Servicemen (including C.I.S.F/ other Para- Military Forces/ Police. Those having experience of handling law-and-order situations, deployment of personnel, enquiry, crowd control, direct action etc. will be preferred.	Rs. 25,834/- (consolidated, under revision)

Detailed terms and conditions of engagement on contract basis are enclosed.

Interested candidates may apply to ‘The Sr. Personnel Officer (I/C), Syama Prasad Mookerjee Port, Kolkata, Office of the Sr. Personnel Officer, Hillary Institute, 6, Fairlie Warehouse, Kolkata – 700001, furnishing detailed bio-data, as per following format, and the same should be sent in sealed envelope superscribing ‘Application for contractual engagement of ‘Inspector’ for Port Security Organization’ by 17.00 hrs. on 31.12.2020’.

Sr. Personnel Officer (I/C)

Terms and conditions : Engagement of Inspector on contract basis

1. *The engagement will be for the period of three years and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, SMP 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.*
2. *There will be a fixed consolidated remuneration of Rs. 25,834/- per month and Rs 100/- per month and Rs 120/- per month as mobile phone usage charges and uniform allowance respectively.*
3. *Candidate may avail of the facility of suitable SMP, Kolkata accommodation (unfurnished) on payment of license fee/ rent, as applicable.*
4. *The office will normally be at PSO of SMP, Kolkata (Erstwhile Kolkata Port Trust). However, candidate will be required to work at any place within the jurisdiction of the Kolkata Port Trust.*
5. *Candidate will be responsible for the following jobs:-*
 - (a) *To conduct enquiries.*
 - (b) *To provide training to security personnel (both regular & contractual).*
 - (c) *To maintain discipline in ranks.*
 - (d) *To check attendance of security personnel.*
 - (e) *To process different bills including that of security agencies, if required.*
 - (f) *To verify discharge documents.*
 - (g) *To co-ordinate deployment of security personnel (both regular & contractual).*
 - (h) *To assist in issuing permits/identity cards.*
 - (i) *To attend raid / demonstration.*
 - (j) *To undertake other jobs as directed by Security Adviser, PSO and other senior officer.*
6. *Candidate will be responsible for safe guarding the property of KoPT, as may be entrusted with Candidate, from time to time.*
7. *Candidate will normally be required to work in shift/general duty, as per roster. Candidate will be on duty for 6 days in a week and will normally be entitled to a weekly off day. For work on any weekly off day/declared National Holiday in exigency, Candidate will be granted a compensatory day of rest conveniently, in lieu thereof, and will not be entitled to any other compensation, monetary or otherwise, for the same.*
8. *Candidate will be paid uniform allowance @ 120/- per month for procurement and maintenance of uniform (as per standard to be indicated by PSO). However, SMP, Kolkata will provide the following items:-*

Belt, cap, shoulder badge, whistle and lanyard.

(Uniform must be ready within 7 days of the date of your joining at PSO).

9. 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.

10. 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 SMP, Kolkata Medical Officer. Intimation of sickness should be conveyed to the Security Adviser, PSO / Reporting Officer forthwith in writing together with certificate of illness from a registered Medical Practitioner, in addition to verbal intimation over phone.

11. On official tour outside headquarters, candidate will be entitled to TA / DA as admissible to the regular incumbent to the post of Inspector of Port Security Organisation .

12. Candidate will be entitled to indoor and outdoor medical facilities as are available in SMP 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.

13. Candidate will be responsible for the charge and care of the SMP's money, goods and stores and all other properties that may be entrusted on you and you will be accountable for the same.

14. 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 SMP, Kolkata.

15. Candidate will have to furnish Police Verification Certificate from the local Police Station of your place of residence.