

SYAMA PRASAD MOOKERJEE PORT, KOLKATA
Kolkata Dock System

Engagement of Executive Assistant (on contract) under Kolkata Dock System of SMPA

Syama Prasad Mookerjee Port, Kolkata, invites applications from amongst eligible Indian Nationals for engagement of **fourteen (14) Executive Assistants [EA] (on contract)**, subject to actual requirement at that point of time, for a period of three (03) years.

2. The details of eligibility criteria and terms & conditions for such engagement are given below:-

(i)	Upper Age Limit	21 to 35 years as on 01.09.2026
(ii)	Remuneration	Rs. 26,000/- (consolidated per month)
(iii)	Essential criteria	A First-class Bachelor's degree by regular course only with a minimum of 60% marks or an equivalent grade in aggregate of all semesters/years from any university/institute, recognised by UGC/AICTE.
(iv)	Desirable criteria	1. Hands-on experience in working as Executive Assistant / Project Assistant / Management Trainee / Graduate Trainee / Multi-tasking Staff in any reputed Govt. / Semi Govt. / Autonomous body / Private organisation. 2. Certification course of minimum 06 months in Computer Applications from any reputed institute. 3. Any degree in Law or experience in dealing with legal matters.
(v)	Key Inter-personal Attributes	• Energetic, motivated, enthusiastic and pleasant personality. • Excellent communication and drafting skills. • Strong multi-tasking skills. • Knowledge of current industry trends and business.
(vi)	Job Profile and Job Description	As an Executive Assistant, the candidate will be assisting in the development, implementation and management of all aspects of administration, business, including management of human resource (HR). EA should be technologically equipped and have knowledge about business operations. The candidate is expected to bring in innovative problem-solving strategies to develop and streamline business, the systems and procedures.
(vii)	Duties and Responsibilities	• Assist HODs/ Divisional Heads/ Sectional Heads/ senior Officers in assisting day to day business operations and allied activities. • Develop and maintain positive working relationships with all key stakeholders. • Participate in the system improvement process.

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		• Ensure proper documentation and training of employees. • Record keeping. • Communicate effectively with all staff members. • Provide support to the senior management team.
(viii)	Selection Process	The candidates fulfilling the eligibility criteria shall be called for Written Test and/or Proficiency/ Personal Interview. The list of candidates shortlisted will be published in SMPA's Website and duly intimated prior to the selection date by e-mail.

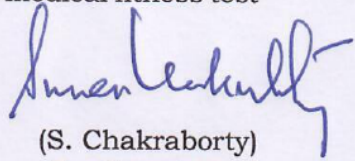
3. On the basis of the Written Test, shortlisted candidates, in order of merit, shall be called for Proficiency/ Personal Interview.

4. The candidates fulfilling the above eligibility criteria and agreeable to the Terms & Conditions given below for engagement of **Executive Assistant (on contract)**, may submit their applications (**in hard copies**) as per the attached Proforma under "**Annexure-I**" on or before **09.10.2026**, duly super-scribing on the envelope "**Application for engagement of Executive Assistant (on contract)**" as also **name, mobile number and address of the candidate**, to the Dy. Secretary-II, SMP, Kolkata, at 15, Strand Road, Kolkata – 700001, along with the following relevant documents: -

- (i) Age Proof Certificate (Birth Certificate issued by appropriate Authority/Admit card of Board Examination)
- (ii) Educational and Professional Qualification Certificates/ Mark Sheet/Training or Diploma Certificates etc.
- (iii) Experience Certificate.
- (iv) 2 recent passport size photographs.
- (v) Govt. identity card (Voter/PAN Card/Passport/Driving License etc.).

5. Fulfilling the essential criteria and submission of self-attested photocopies of relevant documents with application form is mandatory for consideration of the candidate's candidature. Incomplete applications or applications not made following the stated procedure or received after the due date will not be considered. Postal delays will not be entertained.

6. Mere submission of application does not confer any right or claim on the candidates for engagement as **Executive Assistant [EA] (on contract)** SMP, Kolkata reserves the right to cancel/withhold the selection process without assigning any reason thereof. If any application is found to be incorrect/false even after engagement, the contract is liable to be terminated forthwith. The selected candidates shall be required to submit an affidavit, an Antecedent Verification report, issued by the appropriate Police Authority and undergo medical fitness test before joining the service.


 (S. Chakraborty)
 Dy. Secretary-II
 For Secretary

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Application for Engagement as EXECUTIVE ASSISTANT (on contract)
(should be given as per the following format)

Self-attested Photograph of the candidate to be affixed here

i)	Name			
ii)	Father's / husband's name			
iii)	Date of birth (Self-attested copy of proof to be enclosed)			
iv)	Permanent address			
v)	Address for communication			
vi)	Nationality			
vii)	Educational qualifications with percentage of marks obtained (Class/Division):			
	Course/Examination	Subject or Specialization	Name of the institute/ university	Percentage (%) with Division / Class
	Secondary / Madhyamik (or equivalent) Diploma			
	Higher Secondary			
	Graduation			
	Post-Graduation Degree			
viii)	Professional qualification			
ix)	Working Experience:			
	Company Name	Scale of pay & Present Basic Pay	Post/Designation	Period (____ to ____)
				Duration

x)	Phone number	
xi)	E-mail address	
xii)	Any other relevant information	

Declaration:

I hereby declare that the particulars furnished above, are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected. I have read the terms & conditions for the same.

Date: _____

Place: _____

(Signature of the candidate)

**TERMS AND CONDITIONS FOR CONTRACTUAL ENGAGEMENT IN
SYAMA PRASAD MOOKERJEE PORT, KOLKATA (SMPA)**

1. The contractual engagement will be provisionally for a period of three (03) years (as already mentioned in the advertisement). The renewal of the contract will be subject to annual performance review of the candidate after completion of each calendar year of service. On expiry of the term of the contract, SMPA reserves the right to enter into any fresh contract for such period and on such Terms and Conditions as may be mutually agreed upon by the parties.

[**Grading Range:** A – Outstanding, B – Very Good, C – Good or Satisfactory, D – Poor, **Minimum Benchmark** – Very Good].

2. The engagement is subject to satisfactory verification of certificates, testimonials and personal particulars/ credentials of the selected candidate. SMPA reserves the right to get a background check (including criminal history record search, education and employment; and personal details verification) conducted on the selected candidate, which the selected candidate should explicitly agree to.

3. After the engagement, if antecedent verification reveals any discrepancy in the statement(s) made in the application or in the bio-data with SMPA or in the declarations made by the selected candidate, his/her engagement is liable to be terminated forthwith without any notice or compensation.

4. The candidate may avail of the facility of SMPA accommodation (unfurnished) on payment of licence fee, rent as applicable. In such case, the candidate will be required to furnish advance security deposit equivalent to one month's rent/licence fee and he/she will be required to handover possession of the quarters within one month from the date of termination of contract. The security deposit amount would be refunded only after adjustment, on pro-rata basis, against the rent/licence fee of the period of occupation, beyond termination. In case of failure to vacate the quarters within this stipulated time, appropriate legal and police action will be initiated against the incumbent, holding him / her responsible for the costs and consequences thereof.

5. The selected candidate will be liable to reimbursement of monthly pre-paid/ post-paid charges of mobile with the ceiling limit of Rs. 299/-, as may be selected/ decided upon and approved by the concerned Head of Department.

6. The Head Office of the selected candidate will be at 15, Strand Road, Kolkata – 700001. However, the candidate may be required to work at any station/ office within the jurisdiction of SMP, Kolkata, where they will be provided free single occupancy accommodation at the crew quarter of the station.

7. The candidate will normally be required to work as per practice followed in his/her place of posting. For work on weekly off day/ declared National holiday in

exigency, he/she will be granted a compensatory day off/rest, conveniently in lieu thereof and for this, no other compensation, monetary and otherwise would be granted.

8. The selected candidate will be required to use the SMPA provided e-mail ID and Internet for SMPA's business purposes. He / She will not share his / her access card with anyone else and maintain good housekeeping practices. It is expected, the selected candidate will attend office in a professional manner at all times.

9. The selected candidate will be prohibited from using or sharing information, not publicly disclosed, which he / she may obtain during the course of work for SMPA, for his / her personal gain or advantage, or for the personal gain or advantage of anyone with whom he/ she improperly shares such information. This restriction applies to such information related to any company, not just SMPA and its clients and their affiliates. During the engagement, the selected candidate will not store, possess, use or disclose confidential / personal / sensitive information or data (including those from any of his / her previous employment(s) with other organizations) in an unauthorized manner. In case the incumbent fails to abide by this condition, appropriate legal and police action will be initiated against the incumbent, holding him / her responsible for the costs and consequences thereof.

10. The selected candidate will not, during the engagement with SMPA divulge to anyone any information, secret, accounts or dealings relating to SMPA's business, its affairs or its clients, service providers, sub-contractors or vendors, other than to the authorized SMPA officials.

11. On discontinuation of engagement, the selected candidate will return to SMPA, all papers and documents and all other property pertaining to SMPA or affairs of SMPA or its client or any of its associates or branches, which may be in his / her possession, and will not retain any copy or extract there from.

12. In case of any breach of confidentiality caused by the selected candidate, either during or after the termination of engagement with SMPA, he / she will be personally liable to SMPA.

13. The selected candidate must not host, display, upload, modify, store, make available or transmit, publish, update or share in or through the Facilities of SMPA or otherwise any information or material which:

- Belongs to another person to which the selected candidate does have no right and / or which infringes any person's intellectual property rights;
- Is or is likely to be perceived as defamatory, threatening, misleading, offensive or inappropriate, or materially misrepresents facts;

- Contains any virus, harmful component or corrupted data or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of the computer resources and Facilities of the Firm.
- Contains any unlawful advertising, promotion or solicitation;
- Violates any applicable law or regulation;
- Is grossly harmful, harassing, blasphemous, defamatory, obscene, pornographic, paedophilic, libellous, invasive of another's privacy, hateful, or racially, ethnically objectionable, disparaging, relating or encouraging money laundering or gambling, or otherwise unlawful in any manner whatsoever;
- Is grossly offensive or menacing in nature;
- Impersonates another person;

14. SMPA reserves the right to take all reasonable steps to protect its interests. This includes ensuring that systems and equipment are used for the proper purposes. The selected candidate must understand that there may be regular checks in respect of usage or access of SMPA's system and equipment. For the avoidance of doubt, this includes, telephone system, computer resources and systems, use of E-mail and internet systems and the postal system ("Facilities"). The selected candidate must also understand SMPA reserves the right, without notice, to access, listen to or read any communication or content made or received by him/ her on its Facilities, to establish the existence of facts, to ascertain compliance with regulatory or self-regulatory practices and procedures, for quality control and staff training purposes, to prevent or detect crime (including 'Hacking'), to intercept for operational purposes, such as protection against viruses and making routine interceptions such as forwarding e-mails to correct destinations, to check voice mail systems when the selected candidate may be on holiday or on sick leave.

15. Upon leaving SMPA, the selected candidate will not, without prior written consent of SMPA, canvass, solicit, interfere with or entice away any person, Firm or corporation who has, at any time during his / her employment with SMPA, been:

- A client of SMPA with whom he / she have had contact or been involved in the provision of services, or
- An employee of SMPA.

16. SMPA, from time to time, may sponsor selected staff for expensive training programs with the objective that such staff would use the skills acquired for achieving business goals of SMPA. In consideration of being chosen for such training programs, at option of SMPA, the selected candidate will be required to give an undertaking whereby he/she shall agree to continue to provide services diligently in the areas he/she acquired training and not leave SMPA for a prescribed period after completion of training.

17. The selected candidate will not be allowed to continue his / her engagement in any other remunerative occupation during the tenure of the entire contract period. During the continuance of engagement with SMPA, it is a condition of contractual engagement that the selected candidate will not engage in any other trade, business or occupation, including private practice and consulting, without obtaining prior written permission of SMPA.

18. The selected candidate will be entitled to 15 days leave per year within the period of his / her engagement (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.

19. Additionally, Sick Leave to the extent of 10 days within the period of engagement of twelve months (from the date of engagement) due to illness may be allowed without any deduction from the remuneration on the basis of certification from SMPA, Medical Officer. Maximum 50% of un-availed Sick Leave may be carried forward to the next year, subject to the same being within the tenure of contract period. 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.

20. The selected candidate will be entitled to indoor and outdoor medical facilities (including supply of medicine from M/s. Mars Remedies) available at Centenary Hospital, SMPA for self and spouse. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic test done outside or treatment received outside will be allowed. This restriction will not apply for treatment of injury caused due to accident arising out of and in course of employment to the selected candidate.

21. Maternity Leave shall be allowed to the contractual female employees, as per approved policy guideline, vide Circular No. Admn/7478/Medical/E2 dated 22.09.2022.

22. On receipt of 7.5% annual increment for continuous 3 years, the contractual employee may be considered for elevation in rank by prefixing "Senior" against his/her existing designation apart from hike in remuneration by 3% more.

23. Reimbursement of 25% of Medical Insurance premium paid by the contractual employee to cover him and his spouse, subject to maximum Rs. 5000/- per annum, will be allowed, upon production and verification of documentary evidence towards payment of Medical Insurance premium.

24. On official tour outside Headquarter, the candidate will be entitled to TA / DA as admissible.

25. The candidate will be responsible for the charge and care of the SMPA'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.

26. SMPA reserves its right to take appropriate punitive and if necessary legal action for the following events:

- (i) Misconduct
- (ii) Breach of instructions by a contractual employee
- (iii) Failure to safeguard the assets of SMPA
- (iv) Activities which bring SMPA into disrepute
- (v) Any furnished declaration is false
- (vi) The contractual employee is found to have wilfully suppressed any material information
- (vii) Criminal conviction by court of law
- (viii) Failure to adhere to SMPA Policy, office procedures and related items that may be in force from time to time or
- (ix) Where situations warrant action outside the above

In the event that SMPA exercises this right, it may, at any time during the course of the engagement, by stating their intention to do so in writing, terminate the contractual engagement without giving notice or one month's salary payment in lieu of that notice, in addition to taking any other legal action as deemed fit.

27. The contractual engagement may be terminated by giving one month's notice from either side. If and when one month's notice is not served by the contractual personnel, the remuneration for the days of the last month of his/her service will be withheld/ not released/ not paid by SMPA. 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 SMPA, as may be decided by Competent Authority of SMPA and in such case, salary till the date of determination of contract will only be payable by SMPA.

28. The selected candidate, while leaving SMPA service, will be required to return to SMPA, all documents, including copies thereof and property including but not limited to corporate mobile phone, internet data card and comply with licensed accommodation terms, where applicable, before the last working day in order to obtain release. The candidate will also be specifically restrained from keeping copies or extracts of any of the Firm's or client's documents with him / her, after release from the services of SMPA, except with specific written permission from SMPA. As part of exit formalities, he / she will have to provide in writing to SMPA that he / she has not retained any data / confidential information relating to SMPA and / or its clients and that he / she will be personally liable to SMPA and / or its

clients in the event that it is found that any data / confidential information was nevertheless retained by him / her. This liability shall remain whether or not any such data / confidential information is later disclosed by him / her.

29. The canteen facility of KDS, as are available to other employees would be extended to the selected candidate.

30. The selected candidate will be required to sign legal / financial document, as the case may be, that may be required to be signed in exigencies of work during his / her day-to-day functions. In such case, it will be the sole responsibility of the selected candidate to get such document approved and countersigned by the Competent Authority.

31. The contract will be guided by applicable Acts, Rules, Regulations and Codes.

32. The conditions contained herein are indicative only and can be modified from time to time.

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