

SYAMA PRASAD MOOKERJEE PORT AUTHORITY
Kolkata Dock System

Engagement of Special Officer and Office Assistant (on contract) under PSO at SMP, Kolkata

Syama Prasad Mookerjee Port, Kolkata invites applications from amongst eligible Indian Nationals for engagement of one (01) Special Officer and one (01) Office Assistant on contractual basis, for a period of three (03) years.

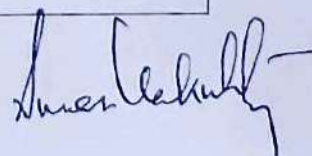
2. The details of eligibility criteria and terms & conditions for such engagement are given below: -

(a) Special Officer (on contract) – One (01) post

(i)	Type of Engagement	Purely Contractual
(ii)	Period of Engagement	Three (03) years
(iii)	Age Limit as on 01.09.2026	Upto 61 years
(iv)	Remuneration	Rs. 57,000/- (consolidated per month)
(v)	Experiences	- Retd. Inspector/equivalent who has served minimum 15 years in an Industrial security environment, preferably in CISF/other uniformed security service with an exposure as Inspector or equivalent (retired at level 8 or in the pay scale of Rs. 47,600/- to 1,51,100/- with a grade pay of 4800/-) in Port for at least 02 years. - Conversant with the ISPS Code and its implications and other Port security related matters.
(vii)	Nationality	Indian citizen

(b) Office Assistant (on contract) – One (01) post

(i)	Type of Engagement	Purely Contractual
(ii)	Period of Engagement	Three (03) years
(iii)	Age Limit as on 01.09.2026	Upto 61 years
(iv)	Remuneration	Rs. 26,000/- (consolidated per month)
(v)	Experiences	- Retired Sub-Inspector or equivalent (retired in the pay scale of Rs. 35,400-1,42,400/-)/Assistant Sub-Inspector or equivalent (retired in the pay scale of Rs. 29,200-1,12,400/-) with minimum 10-15 years of experiences in office work and conversant with security matters. - Proficiency in handling computer and regular software.
(vii)	Nationality	Indian citizen



3. **Job Description: -**

a) **Special Officer: -**

- I) Assisting the Security Consultant in all security related operational matters of KDS and HDC.
- II) To assist the Security consultant for maintaining records, typing & stenography, perform all types of security related work both field and office.

b) **Office Assistant: -**

- I) Performing clerical duties as assigned supervisors or management.
- II) Assisting with data entry tasks, inputting and updating information with precision.
- III) Maintaining organized records and files, ensuring easy accessibility and retrieval of information.

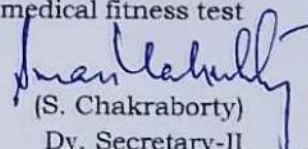
3. The candidates fulfilling the above eligibility criteria and agreeable to the Terms & Conditions given below for the post of **Special Officer / Office Assistant (On Contract)**, may submit their applications (**in hard copies**) as per the attached proforma under "Annexure-I" on or before **29.10.2026**, duly super-scribing on the envelope "**name, mobile no., address** and mentioning "**Application for the post of Special Officer (On Contract),**" or "**Application for the post of Office Assistant (On Contract),**" as may be applicable to Dy. Secretary-II, 15, Strand Road, Kolkata - 700001, along with the relevant documents.

4. The candidates, fulfilling the eligibility criteria, shall be called for Written Test and/or Personal Interview, date, time and venue of which will be intimated in due course. The applicants should carry the original and one additional set of photocopies of the following documents in original, at the time of Written Test and/or Personal Interview: -

- (i) Age Proof Certificate (Birth Certificate issued by appropriate Authority/Admit card of Board Examination).
- (ii) Educational and Professional Qualification Certificates/ Mark Sheets.
- (iii) Experience Certificate(s).
- (iv) 2 recent passport size photographs.
- (v) Any other relevant certificates and licenses.
- (vi) Photo identity card issued by Govt. of India (Aadhaar/Voter/PAN Card/Passport/Driving License etc.) in original.
- (vii) Proof of Pay Scale/Last Pay drawn along with Proof of Retirement.

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 **Special Officer / Office Assistant (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 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
5/10/26

Application for Engagement as

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)	Marital status			
viii)	Religion			
ix)	Caste (SC/ ST/ UR)			
x)	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			
xi)	Professional qualification			
xii)	Working Experience			
	Company Name	Scale of pay & Present Basic Pay	Post/Designation	Period (____ to ____)
				Duration
xiii)	Phone number			
xiv)	E-mail address			
xv)	Any other relevant information			
xvi)	Signature of the candidate			

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

1. The contractual engagement will be provisionally for a period of three (03) years. The renewal of the contract will be subject to performance review of the candidate by the Competent Authority. On expiry of the term of the contract, SMPK 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. A format of an affidavit is attached herewith, which must be made in not less than Rs. 10/- Non-Judicial Stamp Paper and must be duly notarized.
2. The engagement is subject to satisfactory verification of certificates, testimonials and personal particulars/ credentials of the selected candidate. SMPK 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 SMPK 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 SMPK 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 as per Circular No. Admn/4704/XV/Mobile Phone dated 03.04.2025.
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 place within the jurisdiction of the Syama Prasad Mookerjee Port, Kolkata (SMPK).
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 SMPK provided e-mail ID and Internet for SMPK's business purposes. He / She will not share his / her access card with anyone else and maintain good housekeeping practices. It is expected that 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 SMPK, 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 SMPK 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 unauthorised 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 SMPK divulge to anyone any information, secret, accounts or dealings relating to SMPK's business, its affairs or its clients, service providers, sub-contractors or vendors, other than to the authorised SMPK officials.

11. On discontinuation of engagement, the selected candidate will return to SMPK, all papers and documents and all other property pertaining to SMPK or affairs of SMPK 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 SMPK, he / she will be personally liable to SMPK.

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

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

16. SMPK, 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 SMPK. In consideration of being chosen for such training programs, at option of SMPK, 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 SMPK 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 SMPK, 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 SMPK.
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 SMPK, 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. 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.
21. 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, SMPK 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.
22. In case of subsequent fresh contract, increment, if any, will be guided by existing policy of KDS, SMPK.
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 SMPK'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. SMPK reserves it's 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 SMPK
 - iv) Activities which bring SMPK 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 SMPK 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 SMPK 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 SMPK. 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 SMPK, as may be decided by Competent Authority of SMPK and in such case, salary till the date of determination of contract will only be payable by SMPK.

28. The selected candidate, while leaving SMPK service, will be required to return to SMPK, 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 SMPK, except with specific written permission from SMPK. As part of exit formalities, he / she will have to provide in writing to SMPK that he / she has not retained any data / confidential information relating to SMPK and / or its clients and that he / she will be personally liable to SMPK 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 person on contractual engagement will have to subscribe the stipulated percentage of his / her wage to the ESI and EPF Authorities as provided under ESI Act, 1948 and EPF and Miscellaneous Provisions Act, 1952 as may be applicable and admissible from time to time. If decided by the Appropriate Authority in SMPK, the required percentage of wage would be deducted from the salary and remitted to the concerned authority. SMPK would also subscribe the employer's contribution to the said authorities in favour of the person on contractual engagement as per provisions of ESI Act, 1948 and EPF and Miscellaneous Act, 1952 as may be applicable and admissible from time to time. 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.

.....

The below content shall be printed on not less than Rs. 10 Non-Judicial Stamp Paper and must be duly notarized.

AFFIDAVIT

I, Son/Daughter of
....., aged about years, by faith,
residing at, Police Station
....., do hereby solemnly affirm and state on oath as follows-

1. I state that I have properly read the terms and conditions in the offer dated DD-MM-YYYY of my contractual engagement and thereby acknowledge and accept it by signing the contract on
2. I state that I agree to abide by all the terms and conditions of my contract as stipulated in the contractual engagement and will not ask for any change in the terms and conditions of my engagement during my service tenure.
3. I state that I will not enter into any such activity during my contractual service tenure which would hamper the interest of Syama Prasad Mookerjee Port Authority (SMPA).
4. I state that I will take No Objection Certificate from my concerned Head of the Department/Division before applying anywhere in Government organization including SMPA.

DEPONENT

VERIFICATION

I, the deponent above named, do hereby verify and state that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing is false and nothing material has been concealed therefrom.

Verified at Kolkata on thisday of of xxxx.

DEPONENT