SYAMA PRASAD MOOKERJEE PORT, AUTHORITY
Kolkata Dock System

Engagement of Anchorage Pilot (on contract) under Marine Department of KDS of SMPA

Syama Prasad Mookerjee Port, Authority invites applications from amongst eligible Indian Nationals for engagement of two (02) Anchorage Pilots, 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: -

(i)	Type of Engagement	Purely Contractual
(ii)	Period of Engagement	Three (03) years
(iii)	Upper Age Limit	50 years as on 01.11.2026
(iv)	Remuneration	For Master FG / First Mate (FG) – Rs. 1,50,000/- consolidated per month For Second Mate (FG) – Rs. 1,00,000/- consolidated per month Mess Allowance of Rs. 350/- per day during their stay on-board the vessels at anchor. Uniform Allowance @ Rs.1125/- per month. Uniform washing allowance @ Rs. 600/- per month.
(v)	Nationality	Indian citizens
(vi)	Essential	**Educational Qualification:** Must have Certificate of Competency as Master FG or First Mate (FG) or Second Mate (FG).

3. The candidates fulfilling the above eligibility criteria and agreeable to the Terms & Conditions given below for engagement as Anchorage Pilot (on contract), may appear for the **Walk-in-Interview** at **SMPA's Head Office**, at 15 Strand Road, Kolkata-700001 with duly filled up proforma under **"Annexure-I"** along with self-attested copies of documents mentioned under Para 4, Sl. No. (i) to (vi), as per the following schedule:

Date: 14.12.2026 (Monday)
Reporting Time: 10:00 A.M.

4. The applicants should carry the original and one set of photocopies (self-attested) of the following documents at the time of interview: -

(i) Age Proof Certificate (Birth Certificate issued by appropriate Authority/Admit card of Board Examination).

DS-II
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(ii) Educational and Professional Qualification Certificates/ Mark Sheets.
(iii) Experience/ Service Certificate(s)/ COC/ CDC etc.
(iv) Any other relevant certificates and licenses.
(v) Photo identity card issued by Govt. of India (Voter/PAN Card/Passport/Driving License etc.) in original.
(vi) Duly filled in application proforma along with affixed passport sized photograph (Annexure-I).

5. Fulfilling the essential criteria and submission of application proforma (Annexure-I) duly filled up, along with self-attested photocopies of relevant documents is mandatory for consideration of the candidate's candidature. For verification, candidates should carry all original documents on the date of Walk-in-Interview mandatorily.

6. Mere submission of application or appearing in the Walk-in-Interview does not confer any right or claim on the candidates for engagement as Anchorage Pilot (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.

7. Applicants are requested to check SMPA's website (https://smportkolkata.shipping.gov.in/smpk/en/) regularly for further updates in the recruitment process. SMPA will not be held responsible if the applicants fail to keep themselves updated of information uploaded in the website by SMPA.

(S. Chakraborty)
Dy. Secretary-II
For Secretary 24/11/16

Annexure-I

Application for Engagement as Anchorage Pilot (on contract)

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)	Educational qualifications with percentage of marks obtained (Class/Division)	

Course/Examination	Subject or Specialization	Name of the institute/ university	Percentage (%) with Division / Class

x)	Professional qualification	
xi)	Working Experience	

Company Name	Scale of pay & Present Basic Pay	Designation	Period (DD-MM-YYYY) to (DD-MM-YYYY)	Duration (in years, months, days)

xii)	Phone number			
xiii)	E-mail address			
xiv)	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. 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.

[**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 as per Circular No. Admn/4704/XV/Mobile Phone dated 03.04.2025.

6. The candidate will have to undergo a familiarisation training for 02 months. They will be assisting the Pilots at the Anchorage. After completion of the training, they will have to sit for an examination, upon qualifying in which they will be issued dispensation to work as Anchorage Pilots (on contract).

7. The candidate will initially report to the office of Harbour Master (River) at Subhas Bhavan, 40, Circular Garden Reach Road, Kolkata – 700043. However, the candidate may be required to work at any place within the jurisdiction of SMP, Kolkata.

8. 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.

9. 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.

10. 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 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.

11. 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 authorised SMPA officials.

12. 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.

13. 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.

14. 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;

15. 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 nay 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. Additionally, leave on medical ground, to the extent of 10 days during the period of engagement shall be allowed without any deduction from the remuneration. For Medical Leave with outside/ non-SMPA doctors Medical Certificate, contractual employees may be allowed to join after medical related absence of upto 5 days at a stretch with concurrence of HoD/delegated Official. For medical related absence exceeding 5 days at a stretch, certification from SMPA Medical Officer will be required. Maximum 50% of unavailed Sick Leave may be carried forward to the next year, subject to the same being within the tenure of contract period. Information of sickness should be reported forthwith in writing together with the certificate of illness from a registered medical Practitioner, in addition to verbal intimation over phone.

21. The selected candidate will be entitled to indoor and outdoor medical facilities 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.

22. 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.

23. 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.

24. 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.

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

26. 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.

27. 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.

28. 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.

29. 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 if 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.

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 SMPA, the required percentage of wage would be deducted from the salary and remitted to the concerned authority. SMPA 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 & Codes.

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

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Format to be submitted upon selection

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 ..... 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 this ..... day of ..... of xxxx.

DEPONENT