

### **Kolkata Port Trust**

Kolkata Port Trust intends to engage, 1 (one) Resolution Officer on contract basis, for one year, for Estate department of Kolkata Dock System. Eligibility criteria and terms and conditions of the engagement are set out below :-

#### **Eligibility**

i	Age:	Age should not be below 25 to 50 years on the last date of submission of application.
ii	Qualification:	LLB Degree from a recognized University /Institute.
iii	Experience:	At least 3 years 'practicing experience in Civil and Criminal courts with supporting documents. Preference will be given to those who have been practicing in civil court.
iv	Desirable:	Familiarity with Computer

#### **Terms and 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.31,200/ per month.
- (iii) The selected candidate will render assistance in recovering outstanding estate dues from different parties of Estate Department. He will not only ensure collection of estate dues but will also assist different tenancy sections in Court case-related matters. He / She shall also undertake jobs assigned to him, from time to time, by Estate Manager.
- (iv) The candidate may avail of the facility of KoPT accommodation (unfurnished), if available, on payment of licence fee / rent, as applicable. In addition, electricity charges shall have to be born by the candidate at actual.
- (v) The office of the selected candidate will normally be at 15, Strand Road, Kolkata – 700001. However, the candidate may be required to work at any place/ office within the jurisdiction of KoPT.
- (vi) The selected candidate will generally be required to work full time for 5 days in a week and will normally be entitled to a weekly off-day. However, in case of necessity, he/she may be required to work on

Saturday without any compensation. For work on weekly off day / declared National holiday in exigency, he/she will be granted a compensatory day of rest conveniently, in lieu thereof, and for this, no other compensation, monetary, or otherwise, would be granted.

- (vii) The selected 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 15 days, pro-rata deduction will be made from the consolidated remuneration.
- (viii) 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. Intimation of sickness should be conveyed to the Head of the Department / Reporting Officer forthwith in writing together with certificate of illness a registered Medical Practitioner, in addition to verbal intimation over phone.
- (ix) The selected candidate will be entitled to indoor and outdoor medical facilities as are available in KoPT Centenary Hospital at Majherhat for self only. However, no reimbursement for medicine/ medical articles purchased from outside, diagnostic tests done outside or treatment received outside, will be allowed.
- (x) The selected candidate will be responsible for the charge and care of KDS, KoPT's money, goods and stores and all other properties that may be entrusted on him and will be accountable for the same.
- (xi) The candidates will directly report to Estate Manager.
- (xii) 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.
- (xiii) The selected candidates will not be allowed to continue his practice before any Court of Law during the tenure of entire contract period.
- (xvi) The engagement is subject to verification of antecedent of the candidate.

#### Mode of application

All applications address to "Estate Manager, Kolkata Port Trust, 15, Strand Road, Kolkata - 700 001" furnishing detailed Bio-data, as per following format, should be submitted in sealed envelop superscribing "Application for contractual engagement of Resolution Officer" by 17-00 hours on 7.3.2014 :-

- Name
- Father's / husband's name
- Date of birth
- Permanent Address
- Address of communication
- Nationality
- Religion
- Marital status
- Educational Qualification
- Experience
- Extra Curricular activities
- Contract Telephone No.
- E-mail ID
- 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.