

KOLKATA PORT TRUST

Kolkata Port Trust intends to engage one Asst. Land Manager in its Estate Dept, on contract basis, from amongst Ex- servicemen as per the following 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) Minimum qualification and experience.

Essential

Degree with a Post Graduate Degree/Diploma in Architecture/Town & Country Planning or Degree in Civil Engineering from a recognized university/ Institute or Corporate Membership of Institution of Surveyor (India).

Desirable

- A Degree in Law from a recognized University.
 - 2 years executive experience in Estate Management, Valuation or Land records in an Industrial/ Commercial/ Govt. Undertaking.
 - The candidates should have experience of working in responsible position in Defence Estate Service.
 - Age of the candidate should not be below 40 years on the last date of submission of application.
- (iii) The selected candidate will be paid a fixed consolidated remuneration of Rs.26,000/- per month.
 - (iv) On Official tour outside headquarters, the candidate will be entitled to TA/ DA as admissible to the regular incumbent to the post of Asst. Land Manager.

- (v) The candidate may avail of the facility of KoPT accommodation (unfurnished), if available, on payment of license fee/ rent as applicable.
- (vi) The office of the selected candidate will normally be at the Estate Dept. of Kolkata Port Trust at 15, Strand Road, Kolkata 700001. However, the candidate may be required to work at any place/ office within the jurisdiction of the Kolkata Port Trust.
- (vii) The candidate will normally be required to work in general duty. The candidate will be required to work full time for 5/6 days (as applicable at the place of work/office) in a week and will normally be entitled to a weekly off-day. However, in case of necessity, the candidate may be required to work on Saturdays (where it is five days in a week) without any compensation. For work on weekly off day / declared National holiday in exigency, the candidate will be granted a compensatory day of rest conveniently, in lieu thereof, and for this, no other compensation, monetary, or otherwise, would be granted.
- (viii) The 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, prorata deduction will be made from the consolidated remuneration.
- (ix) 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. Sickness should be reported to the Head of the Department/ Reporting Officer forthwith in writing together with certificate of illness from a registered Medical Practitioner, in addition to verbal intimation over phone.
- (x) The selected candidate will be entitled to indoor and outdoor medical facilities as are available in KoPT 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.

- (xi) The selected candidate will be responsible for the charge and care of the Kolkata Port Trust's money, goods and stores and all other property that may be entrusted on him and he will be accountable for the same.
- (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 engagement is subject to antecedent verification, as per Kolkata Port Trust procedure.

2. All application addressed to “ Land Manager, Kolkata Port Trust, 15, Strand Road, Kolkata-700 001” furnishing detailed Bio-data as per the following proforma alongwith two recent passport size photographs, should be submitted in sealed envelope superscribing “Application for contractual engagement of Asst. Land Manager” by **17-00 hours on 20.3.2013**
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- Name
- Date of birth
- Permanent Address
- Address of communication
- Nationality
- Educational Qualification (both essential & desirable)
- Experience & post held in Defence Estate Service
- Date of retirement
- Extra curricular activities
- Contract Telephone No.
- Other relevant information.

Secretary
Kolkata Port Trust