

KOLKATA PORT TRUST
15, STRAND ROAD
KOLKATA -700001

NOTICE

Applications are invited from the Indian Nationals for engagement of 3 (three) no. of Accounts Executives on Contractual basis.

Interested candidates, fulfilling the eligibility criteria detailed in the terms and conditions for such contractual engagement given below , and agreeable to the said terms and conditions , may apply giving detailed bio-data including name, date of birth, permanent address, address for communication, contact phone number, e-mail address, nationality, religion, details of educational and professional qualifications, details of experience and post held (indicating name of the employer), pay scale and salary drawn, extra-curricular activities or any other relevant information, with one recent passport size photograph, and self certified photocopies of relevant certificates / testimonials.

Mere fulfillment of the eligibility criteria will not confer any right upon the candidate for selection. Management reserves the right to cancel the selection process without any reference to the candidates. Incomplete applications or applications received after due date may not be entertained.

The remuneration and details of terms and conditions of engagement are as below:

**Terms and conditions for contractual engagement of
Accounts Executives**

- (i) The candidate should be Commerce Graduate.
- (ii) The candidate must possess experience in doing accounting work including reconciliation of various accounts heads in a computerised environment for at least 5 years.
- (iii) The incumbent shall be at least 30 years of age and not above 40 years as on 01.05.2013.
- (iv) The candidate will be responsible for :-

- Reconciliation of various account heads of different sections of the Finance Department to facilitate day to day audit functions.
 - Any other related functions as may be allotted by Financial Adviser and Chief Accounts Officer.
- (v) The engagement will be for a period of **1(one) year** and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, KoPT reserve the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties.
 - (vi) The selected candidates will be paid a fixed consolidated remuneration package of Rs. 15,000/- per month.
 - (vii) The selected candidates may avail of KoPT accommodation (unfurnished) at Kolkata on payment of licence fee/rent, as applicable. No HRA will be paid. Electricity charges shall have to be borne by the candidates.
 - (viii) The office will normally be at the office of the Financial Adviser & Chief Accounts Officer, 15, Strand Road, Ground Floor, Kolkata- 700001. However, if requires, the selected candidates may be posted anywhere under the jurisdiction of KoPT.
 - (ix) The candidates will be required to work full time upto 6 days in a week and will normally be entitled to a weekly off day. If situation so warrants, the weekly day of rest may be changed with prior intimation. For work on any weekly off day/declared national holidays in exigency, the candidates will be granted a compensatory day of rest as convenient to the management in lieu thereof and they will not be entitled to any other compensation, monetary or otherwise, for the same.
 - (x) The candidates will be entitled to 15 days leave in a year (12 months from the date of engagement and proportionate in case of shorter period 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.
 - (xi) Additionally, leave on medical ground to the extent of 10 days in a year (12 months from the date of engagement and proportionate in case of shorter period of engagement) on illness may be allowed without any deduction from the remuneration on the basis of certification from KoPT Medical Officer. Intimation of sickness should be reported to the Head of the Department / Reporting Officer forthwith in writing together with the Certificate of illness from the Registered Medical Practitioner, in addition to verbal intimation over phone.

- (xii) The selected candidates will be entitled to indoor and outdoor medical facilities as are available in KoPT Hospital for self only. 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 any injury sustained due to accident occurred in the course of and arising out of engagement.
- (xiii) The candidate will normally report to the FA&CAO, or to any officer authorized by him.
- (xiv) The candidate will be responsible for the charge and care of the KoPT's money, goods and stores and all other property that may be entrusted on him and he will be accountable for the same. Any loss/ damage caused to the Trustee's Property will be recovered from him/ her.
- (xv) The contractual engagement may 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 KoPT.
- (xvi) The candidates will have to submit character/antecedent certificate in the prescribed proforma.

Applications from the willing candidates should reach the office of the Financial Adviser & Chief Accounts Officer at 15, Strand Road, Kolkata -700001 latest by 17.00 hours on 03.06.2013.

Financial Adviser & Chief Accounts Officer