

KOLKATA PORT TRUST
KOLKATA DOCK SYSTEM

ENGAGEMENT OF LAW OFFICER ON CONTRACT

Kolkata Port Trust wishes to engage 1 Part Time Law Officer on contract basis for its Finance Department to be posted at 15, Strand Road, Kolkata – 700001.

Eligibility for engagement as a Part Time Law Officer

The incumbent should be a qualified law graduate from a recognised university. He should be preferably within 40 years of age. Must have relevant experience of handling service, pension, labour matters at High Court as also civil matters before Civil Court including matters relating to insolvency cases and money suits. Candidates having 8 – 10 years of relevant experience would be preferred.

Working hours:

The incumbent would be required to report to OSD (Finance) at Finance Department at KoPT Head Office and would be required to work from 4 p.m. – 8 p.m. on all working days i.e. Monday to Friday. In case of requirements he will have to extend support on Saturdays/ holidays to OSD (Finance).

The job:

The incumbent would be required to analyse files of all running court cases and take further actions. In addition to drafting of affidavits, firming up arguments, referring relevant High Court / Supreme Court orders to facilitate fighting Court cases, he would be required to brief the Advocates in conferences, follow up pending cases and would extend relevant support in handling all other jobs of Legal Cell to OSD (Finance) including attending High Court / Civil Courts as may be required. Adequate knowledge of working on computer is a must.

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. 20000/- per month.**

iii) 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.

iv) The selected candidate will be entitled to 15 days leave in all 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 unauthorised absence in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration. Intimation of sickness however, should be conveyed to the Reporting Officer forthwith.

v) 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.

vi) The selected candidate will be responsible for the charge and care of KoPT's money, goods and stores and all other properties that may be entrusted to him and he will be accountable for the same.

vii) Without assigning any reason 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 Kolkata Port Trust.

The selected candidate will not be allowed to take up any matter against Kolkata Port Trust before any Court of Law during the tenure of entire contract period.

Mode of application

All applications addressed to “ Financial Adviser & Chief Accounts Officer, Kolkata Port Trust, 15 Strand Road, Kolkata – 700001” furnishing detailed Bio-data, as per following format, should be submitted in sealed envelope superscribing “Application for contractual engagement of Part Time Law Officer” within 8.1.2016.

Name

Father’s / husband’s name

Date of Birth

Permanent Address

Address for communication

Nationality

Religion

Marital status

Educational Qualification

Professional qualification

Experience

Extra Curricular activities

Contact 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) Practicing experience certificate
- iv) A recent passport size photograph should be affixed on the application

Incomplete applications or applications received after due date will be summarily rejected.

Candidates are advised to consult KoPT’s Website (www.Kolkataporttrust.gov.in) to ascertain names of short listed candidates, date of written test / interview, result of selection, etc.
