

Filling up the post of Hindi Assistant (Class-III category) by direct recruitment at KoPT – applications invited.

Applications are invited from Indian Nationals for filling up the post of Hindi Assistant (Class-III category) in the scale of pay of Rs.19,100 – 51,100/- at Kolkata Port Trust (Kolkata Dock System), by direct recruitment. The duties of incumbent are Hindi to English transcription work & vice versa and other Ministerial jobs.

Eligibility Criteria:

- i) **Essential:** Degree from a recognized University with English and Hindi as subject combinations. In other words, the eligible candidates must have both English & Hindi as subject combination in graduation.
- ii) **Desirable:** Diploma in Computer Application from a recognized University or Institute.
- iii) **Age :** Upper Age limit as on 01.08.2018 is 30 years.
Age relaxable by 5 years for SC/ST, 3 years for OBC and 10 years for PwD.
Age should not be below 18 years.
- iv) **Experience :** Preferably 2 years in Hindi Translation work.
- v) **Reservation:** The post is Unreserved. However, it is identified as suitable for PwD category (B / LV / HH / OA / OL / OAL / BL) with physical requirements of S / SE / RW.
- vi) **Abbreviations used:** B = Blind, LV = Low Vision, HH = Hearing Handicapped, OA = One Arm, OL = One Leg, OAL = One Arm & One Leg, BL = Both Legs, S = Can perform work by sitting, SE = Can perform work by seeing, RW = Can perform work by reading and writing.
- vii) **Pay & Allowances:** The selected candidates will be placed in pay scale as mentioned above. In addition to pay in the above scale, the incumbent will be entitled to industrial DA, HRA, Port City Allowance, Travelling reimbursement, LTC, Leave Encashment, Gratuity, non-contributory PF and medical facilities for self and dependent family members and will be covered under new Pension Scheme.

Mode of application – Interested eligible candidates may apply in the enclosed proforma Annexure-I, along with self-attested photocopies of testimonials, certificates and two recent passport-size photographs in the sealed envelope, superscribing “Application for the post of Hindi Assistant, at Kolkata Dock System, Kolkata Port Trust”, to the Sr. Personnel Officer, Kolkata Port Trust, 15, Strand Road, Kolkata – 700 001, by 07.09.2018. Incomplete application, unsigned application or applications received after 07.09.2018 will not be entertained. Persons working in Govt. / Autonomous bodies / PSUs should apply through proper channel. Mere fulfillment of the eligibility of the 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.

Sr. PO / LA&IRO
Kolkata Port Trust

15, Strand Road,
Kolkata - 700001.

APPLICATION FORM

**Photograph
(3.5 c.m x
3.5 c.m.)**

Post applied for:

1. Full Name (in block letters) :
2. Father's Name :
3. (a) Address for communication :
(b) Permanent Address :
(c) Telephone No. / Mobile No. :
(d) Fax / e-mail address :
4. Date of birth :
5. Nationality :
6. Religion :
7. Whether belongs to SC/ST/OBC : SC ST OBC GEN
(Please ✓ in relevant box)
(Self attested copy of proof to be enclosed)
- 8 Category of PWD (Please tick) : (B / LV / HH / OA / OL / OAL / BL)
(Self-attested copy of proof to be enclosed)
- 9 Percentage of Disability :%
(Certificate of Disability to be enclosed)
- 10 Present post with scale of pay :
- 11 Date of continuous appointment :
in the present post
- 12 Experience in different capacities :
with post held (including name of
the employer).

13 Educational and other qualifications : (self-attested copies of certificates to be enclosed)

Examination	University	Year of passing	Class and percentage obtained	Special subjects

14 Extra-curricular activities or any other:
relevant information.

15 Details of employment/ :
Experience in chronological
Order (self-attested copies of certificates to be enclosed).

Name of the organization	Posts held	Scale of pay	From	To	Nature of duties

16 Languages Known :
(Read, Write and Speak)

17 Any additional information :
desired to be furnished

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, my candidature / appointment may be cancelled/ terminated without any notice.

(Signature of the applicant)

Place:

Dated :