

कोलकाता पत्तन न्यास
15, स्ट्रैंड रोड,
कोलकाता - 700 001
Kolkata Port Trust
15, Strand Road,
Kolkata - 700 001



विधि प्रभाग/Legal Division.
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Advertisement for contractual engagement of one Law Assistant

Kolkata Port Trust intends to engage, for its Legal Division under Kolkata Dock System, one Law Assistant on contract basis. Eligibility criteria and terms and conditions of the engagement are set out below:-

Eligibility

- (i) Age : Upper age limit should be 40 years as on 01.08.2016.
- (ii) Qualification : LLB Degree from a recognised University/Institute
- (iii) Experience : At least 3 years practising experience in Civil and Criminal Courts. Preference will be given especially in Civil Court practice.
- (iv) Desirable : Familiar with Computer.

Terms & 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 and conditions as may be mutually agreed upon by the parties.
- (ii) The candidate will be paid a fixed consolidated remuneration of Rs.18,720/- per month.
- (iii) The selected candidate will be assisted and responsible to all Sr. Law Officers in respect of court related matters on regular basis and any other job assigns by Chief Law Officer and Dy. Chief Law Officer from time to time.
- (iv) The candidate may avail of the facility of KoPT accommodation (unfurnished) on payment of licence fee/ rent as applicable.
- (v) The office of the selected candidate will normally be at Head Office at 15, Strand Road, Kolkata-700001. However, the candidate may be required to work at any place within the jurisdiction of the Kolkata Port Trust.

- (vi) The selected candidate will generally be required to work full time for 5 days in a week and will normally be entitled to two weekly off-days. 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 within the period of his/her engagement of one year (12 months from the date of engagement), 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.
- (viii) Additional sick leave to the extent of 10-days within the period of engagement of one year (12 months from the date of engagement) due to illness may be allowed without any deduction from the remuneration on the basis of certification from Kolkata Port Trust Medical Officer. Intimation of sickness should be reported to the immediate Reporting Officer forthwith in writing together with the certificate of illness from 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 for self only. However, no reimbursement of 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 KoPT's goods and stores and all other properties that may be entrusted on him and will be accountable for the same.
- (xi) The candidate will directly report to Chief Law Officer.
- (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 candidate will not be allowed to continue his practice before any Court of Law during the tenure of entire contract period.
- (xiv) The engagement is subject to verification of antecedent of the candidate.

Mode of application

Application containing detailed bio-data including name, father's/husband's name, date of birth, permanent address, address for communication, nationality, religion, marital status, educational and professional qualification, experience, extra curricular activities, phone number, e-mail no. or any other relevant information and the application will be contained with the photocopies of the following documents:-

- (i) Age proof certificate
- ii) Educational and professional qualification certificate
- iii) Three years practising experience certificate
- iv) Two recent passport size photographs
- v) Knowledge of computer certificate.

Application with all copies of testimonial duly attested should be sent to the Chief Law Officer, Legal Division, Kolkata Port Trust, 15, Strand Road, Kolkata-700001 in sealed envelope superscribed "APPLICATION FOR CONTRACTUAL ENGAGEMENT OF LAW ASSISTANT".

Last date of receipt of application is 14.09.2016 . Incomplete application or application received after 14.09.2016 will be summarily be rejected. Candidates are advised to see the KoPT's website for ascertaining their eligibility criteria, date of written test/ interview, result of selection etc.