

Filling up the post of Chief Law Officer (Divisional Head) by direct recruitment at KoPT – applications invited.

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Applications are invited from Indian Nationals for filling up the post of Chief Law Officer in the scale of pay of Rs. 32,900- 58,000/- in the rank of Divisional Head at Kolkata Port Trust (Kolkata Dock System), by direct recruitment. The incumbent to this post will be the overall In-charge of legal Division under General administration Department. The incumbent will be required to advise the Board of Trustees and other Departments/Divisions of both KDS & HDC on Legal aspect and to give opinions on queries. The incumbent will also be responsible for monitoring various litigations before different forum of Law.

**Eligibility Criteria :**

**Essential:**

- (i) Degree in Law from a recognized university
- (ii) Nine years executive experience in a Legal Establishment of an Industrial/ Commercial/ Govt. Undertaking

**Desirable:**

Post Graduate degree in Law from a recognized university.

**Age:**

Candidates should not be more than 37 years of age as on 1st July, 2018. Age limit will not apply in case of employees in KoPT service.

**Reservation :**

The post is unreserved. However, it is identified as suitable for PWD category (OA/OL/BL/LV) with physical requirements of S/ST/H/RW.

**Abbreviations used:**

OA=One Arm, OL = One Leg, LV =Lower Vision, BL = Both Leg, S = can perform work by sitting, ST = can perform work by standing, H = can perform work by hearing, RW = can perform work by reading and writing.

The Crucial date for eligibility criteria will be determined as on the First day of the month the post is notified i.e. on 1<sup>st</sup> July, 2018.

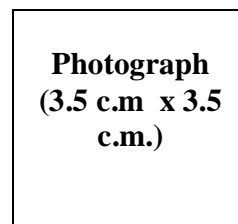
**Pay and Allowances:**

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 IDA, Cafeteria, HRA, etc. The incumbent will also be entitled to 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 photo copies of testimonials/certificates and two recent passport size photographs in a sealed envelope, superscribing 'Application for the post of Chief Law Officer, Kolkata Port Trust' to the Sr. Personnel Officer, Kolkata Port Trust, 15, Strand Road, Kolkata- 700001. The application should reach the Office of the Sr. Personnel Officer, Kolkata Port Trust, 15, Strand Road, Kolkata- 700001 by **20<sup>th</sup> August, 2018**. Incomplete application/unsigned application or application received after **20<sup>th</sup> August, 2018** will not be entertained. Persons working in Govt./Autonomous Bodies/PSUs should apply through proper channel. Mere fulfilment 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.

**APPLICATION FORM**



**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) : OA/OL/BL/LV  
( 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 :
8. Date of continuous appointment :  
in the present post
- 11 Experience in different capacities :  
with post held (including name of  
the employer).

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

Examination	University	Year of passing	Class and percentage obtained	Special subjects

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13 Extracurricular activities or any other:  
relevant information.

14 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

15 Languages Known :  
(Read, Write and Speak)

16 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 :**