

**Kolkata Port Trust**

Applications are invited from Indian Nationals for filling up the post of the Secretary, General Administration Department of Kolkata Port Trust by direct recruitment. The post of Secretary is in the rank of Head of Department in the scale of pay of Rs.51,300 – 73,000/-. The incumbent to this post is overall In-charge of the Divisions of Estate, Legal, Labour, HR and General Administration. The job involves handling matters related to matter of meetings of Board of Trustees', industrial disputes, estate matters, legal issues, appointments/promotions, H. R. matters, framing of rules/ regulations and their interpretation and in general assisting the top management in all activities.

**Eligibility:**

The candidate should not be more than 40 years of age as on 31<sup>st</sup> January, 2016 and should have a degree in any Discipline from a recognized University with thirteen years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial / Commercial / Government undertaking. Age limit will not be apply in case of employees in KoPT service. The vacancy is unreserved. However, post is identified suitable for OH (one arm / one leg), VH (Low vision / Blind) and HH Category.

**Desirable Qualifications :**

i) Post Graduate degree/diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare or allied subjects or degree in law from a recognized university/institution.

**Pay & Allowance :**

In addition to pay in the above scale, the incumbent will be entitled to IDA, Cafeteria, HRA, etc. and the total emoluments at the beginning of the scale would be Rs.1,45,000/- approximately per month. 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 :**

The application enclosing the bio data, duly signed in attached proforma, with two recent passport size photographs and self attested copies of supporting documents/certificates should be submitted in sealed envelope superscribing "Application for the post of Secretary, Kolkata Port Trust" to the Senior Deputy Secretary, Kolkata Port Trust, 15, Strand Road, Kolkata-700 001 by 8<sup>th</sup> February, 2016. Incomplete application/unsigned application or application received after 8<sup>th</sup> February, 2016 will not be entertained.

### PROFORMA FOR APPLICATION

1. Name: .....
2. Father's / Mother's Name: .....
3. Date of birth: .....  
(Self attested copy of certificate to be enclosed)
4. Age (As on 31/01/2016): .....
5. Sex: .....
6. Permanent Address: .....  
.....
7. Address for Communication: .....  
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8. Telephone: Landline: .....  
Mobile: .....
9. E-mail Address: .....
10. Nationality: .....
11. Religion: .....
12. Category (Please tick): SC / ST/ OBC / UR (GENL)  
(Self attested copy of Certificate to be enclosed)
13. Qualification:  
(Self attested copy  
of Certificate to be enclosed)

	Percentage % with	Name of University/Board/	Honours/ Pass

	Division/ Class	College	Course
Class-X			
Class-XII			
Graduation			
P.G. Degree/ Diploma			
Additional			

14. Experience :  
(Self attested copy of  
Pay Slip / Employer's Certificate to be enclosed)

Organisation	Scale of Pay	Current Pay Scale with Gross Emoluments	Net Pay	Period (____to____)	Duration

15. Additional Information - Candidates may furnish profile of their job,  
experience in about 200 words.

I certify that the above information is true to the best of my knowledge and belief. The necessary documents, including the certificate from my employer, are enclosed.

(Full Signature of Applicant with Date)

**RSP for Secretary, Kolkata Port Trust**

4	Secretary	1	Class-I (HOD)	51,300- 73,000 /-	Selection	40	<u>Essential</u> i) A Degree in any discipline from a recognised University. ii) 13 years' experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/ Commercial/ Govt. Undertaking <u>Desirable</u> i) Post Graduate degree/ diploma in Personnel Management/ Industrial Relations/ Social Work/ Labour Welfare or allied subjects or degree in law	(a) No  (b) Yes  (c) No	N.A.	By absorption through composite method failing which by deputation and failing both by direct recruitment.	For <u>absorption</u> through composite method, Officers holding analogous posts or the post of Secretary in Category-II ports with two years regular service in the grade or officers holding posts in the scale of pay of Rs.36,600-62,000/- with 4 years regular service in the grade or officers holding posts in the respective discipline of GAD in the scale of pay of Rs.32,900-58,000/- with 5 years regular service in the grade of a Major Port Trust will be eligible.  For <u>deputation</u> , Officers holding analogous posts or
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							from a recognised university /institution.					<p>post of Secretary and equivalent posts in GAD in the scale of pay of Rs.43200-66,000/- with 2 years regular service in the grade or officers holding post of Sr.Dy. Secretary and equivalent posts in GAD in the scale of pay of Rs.32900-58000/- and above with 5 years regular service in the grade in Govt./PSUs or Autonomous Bodies will be eligible.</p> <p>Selection is by merit , the benchmark in overall grading in the APARs will not be below “very good”.</p>	
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