

Kolkata Port Trust  
Kolkata Dock System requires  
Lady Security Guards / Constable on contractual basis

Kolkata Port Trust intends to engage 6 Nos. contractual Lady Security Personnel as Guards/Constables under Port Security Organization, Kolkata Dock System at Kolkata. Applications are invited from Indian Nationals for the afore-said contractual engagement. Pertinent details are given below :-

| Rank                              | No.of vacancy | Eligibility Criteria   | Monthly Honorarium  |
|-----------------------------------|---------------|--|---|
| Lady Security Guards / Constables | 06            | Retired from CISF/CRPF/RPF/Kolkata Police/WB Police/WB Home Guard. Those having experience of handling law & order situations, crowd control, checking and frisking etc.will be preferred. Preference will be given to CISF/Kolkata Police/WB Police/WB Home Guard.<br><br>Age - within 63 years as on 01.01.2018. | The selected candidate will be paid a fixed consolidated remuneration of Rs.14,500/- per month (under revision) and Rs.100/- per month and Rs.120/- per month as mobile phone usage charges and uniform allowance respectively. |

Essential : Physical fitness and alertness.

Interested candidates, fulfilling the above eligibility criteria and agreeable to the applicable terms & conditions , may apply in the prescribed format with one recent passport size photograph and self certified photocopies of relevant certificates / testimonials. Application in sealed envelope superscribed “Applications for engagement as Lady Security guard / Constable on contractual basis” addressed to Sr. Personnel Officer, Kolkata Port Trust should reach the office of Security Adviser, Port Security Organizations, P-65, C.G.R Road, Kolkata – 700 043 by 16<sup>th</sup> February, 2018. Incomplete application or application received after the last date may not be entertained.

Sr. Personnel Officer,  
Kolkata Dock System,  
Kolkata Port Trust

**Terms & conditions for engagement of Lady Security Guard/  
Constable on contractual basis**

- (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.14,500/ per month (under revision) and Rs. 100/- and Rs 120/- per month as mobile phone usage charges and uniform allowance respectively.
- (iii) The selected candidate may avail of the facility of KoPT accommodation (unfurnished) on payment of license fee/ rent, as applicable.
- (iv) The reporting office of the selected candidate will normally be at PSO, Kolkata Port Trust. However, the candidate will be required to work at any place/office within the jurisdiction of KoPT.
- (v) The selected candidate will be responsible for safe guarding the property of KoPT, as may be entrusted to her, from time to time.
- (vi) The candidates will be required to work in two shifts (8 hours duty from 6 A.M to 7 P.M) / general duty, as per roster and will perform (8 hours duties) for 6 days in a week. The candidate will normally be entitled to a weekly off day. For work on weekly off day / declared National holiday in exigency, the candidate 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 candidate will be entitled to 15 days leave 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 unauthorized absence in excess of admissible leave, prorata deduction will be made from the consolidated remuneration.
- (viii) Additionally, sick leave to the extent of 10 days in a year (12 months from the date of engagement and proportionate in case of engagement for a lesser period) on the ground of illness may be allowed without any deduction from the remuneration, on the basis of certification from the KoPT Medical Officer. Intimation of sickness should be conveyed to the Security Adviser, PSO / Reporting Officer forthwith in writing together with certificate of illness from a registered Medical Practitioner, in addition to verbal intimation over phone.
- (ix) The selected candidate will be paid uniform allowance @ 120/- per month for procurement and maintenance of uniform (as per standard to be indicated by PSO). However, KoPT will provide the uniform accessories. Uniform must be ready within 7 days of the date of your joining at PSO.
- (x) 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 for medicine/medical articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed.

(xi) On official tour outside headquarters, the candidate will be entitled to TA/DA as admissible to the regular incumbent to the post of Security Guard.

(xii) The candidate will be responsible for the charge and care of the Kolkata Port Trust's money, goods, and stores and all other properties that may be entrusted to her and she will be accountable for the same.

(xiii) 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.

(xiv) The selected candidate will have to furnish requisite information for obtaining Police Verification Certificate from the local Police Station of her place of residence (A copy of format is enclosed ).

