

श्यामाप्रसादमुखर्जीपोर्ट,कोलकाता
Syama Prasad Mookerjee Port, Kolkata

सामान्यप्रशासनविभाग
Genl. Admn. Deptt.

No. Admn/4284/XI/D/MCRPO/23

Date: 31.03.2023

CE/CMO/TM/DMD/CME (I/C)/ CHE (I/C)/FA&CAO (I/C)
GM (M&S)/GM (Fin)/GM (Engg)/GM (Marine)[I/C]/GM (Tfc)
Sr. PO/CLO/ Jt. Dir (P&R)/MM (I/C)/EM (I/C)

**Sub: Engagement of Museum Curator-cum-Record Preservation Officer at
Kolkata Dock System of SMP, Kolkata**

SMP, Kolkata invites applications for engaging two Museum Curator-cum-Record Preservation Officers from amongst interested Class-II and III employees of KDS & HDC. The minimum qualification required for the position is Graduation in any discipline. However, candidates having higher qualifications i.e. Masters or equivalent, with inclination towards Indian History, particularly related to Maritime Heritage and Culture, will be preferred.

2. The job of Museum Curator-cum-Record Preservation Officers is to ensure proper maintenance of Archives, Administration and Record Management. The job also includes preservation of physical files, documents, photographs etc. including scanning to create a digital repository. The establishment point and seniority of the selected candidates will remain at their parent deptts. The deployment of the selected candidates, will be initially for two (02) years.

3. It is requested kindly to give wide circulation of this letter amongst eligible candidates and to forward applications of willing candidates of your deptt. Such applications along with full bio-data (attached as Annexure-I) may please be sent to this office, latest by 17.04.2023.


(S. S. Chatterjee)
Dy. Secretary-I
For Secretary

Copy to PS to Dy. Chairman(H)/Dy. Chairman(K), for kind information of Dy. Chairman(H)/Dy. Chairman(K).

Copy to PA to CVO, for kind information of CVO.

Copy to PA to Secretary, for kind information of Secretary(I/C).

Annexure-I

Application for the post of

Self-attested
Photograph
of the candidate
to be affixed here

i)	Name of the candidate				
ii)	Name of the organisation				
iii)	Present Designation				
iv)	Date of birth (Self-attested copy of proof to be enclosed)				
v)	Permanent address				
vi)	Address for communication				
vii)	Nationality				
viii)	Marital status				
ix)	Educational qualifications with percentage of marks obtained (Class/Division)				
	Course/Examination	Subject or Specialization	Name of the institute/university	Percentage (%) with Division / Class	
	Secondary / Madhyamik (or equivalent) Diploma				
	Higher Secondary				
	Graduation				
	Post-Graduation Degree				
x)	Professional Qualification (if any)				
xi)	Working Experience				
	Department/ Divn. Name	Scale of pay & Present Basic Pay	Post/ Designation & Class	Period (Dates)	Total Duration
xii)	Phone number				
xiii)	E-mail address				
xiv)	Any other relevant information				
xv)	Signature of the candidate with date				