

KOLKATA PORT TRUST
Kolkata Dock System
Requires

Accounts / Audit Officer on contract basis

Kolkata Dock System, Kolkata Port Trust intends to engage 4 Accounts / Audit Officer under Finance Department on contract basis for posting at Kolkata. Applications are invited from Indian Nationals for the same, so as to reach the office of the Financial Adviser & Chief Accounts Officer , Kolkata Port Trust, 15, Strand Road, Ground Floor, Kolkata – 700 001 within 30th August, 2010.

General Instructions

Interested candidates , fulfilling the eligibility criteria as detailed in the terms and conditions for such contractual engagement given below, and agreeable to the said terms & conditions, may apply in the enclosed proforma giving detailed bio-data , including name, date of birth, permanent address, address for communication, contact phone number, e-mail address, nationality, religion, details of educational and professional qualification, details of experience and post held (indicating name of the employer, pay scale and salary drawn), extra curricular activities or any other relevant certificates / testimonials. Application in sealed envelope superscribed “**Application for contractual engagement as Accounts / Audit Officer**” should reach the office by **30th August, 2010**. Mere fulfillment of the aforesaid eligibility criteria will not confer any right upon the candidate for selection. Management reserves the right to cancel the selection process without assigning any reasons or without any reference to the candidates. Incomplete application or application received after **30th August, 2010** will not be entertained.

**Terms and conditions for contractual engagement of
Accounts / Audit Officer under Finance Department of KDS.**

- (i) The selected candidates must possess qualification of M.Com or Chartered Accountant or Cost And Works Accountant or MBA with specialization in Finance.
- (ii) The incumbent shall be at least 25 years of age as on the 1st day of the month in which advertisement is issued.
- (iii) The candidate will be responsible for :-
 - Various functions of the Finance Department which includes dealing with proposal having financial implications, checking / raising of various bills, auditing of proposals and bills.
 - Any other related functions as may be allotted by Financial Adviser and Chief Accounts Officer.
- (iv) The engagement will be for a period of 1(one) year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, KoPT /KDS reserve the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties.
- (v) The selected candidate will be paid a fixed consolidated remuneration package of Rs.30,000/-per month. In case of retired pensionable Government Officials, the remuneration will be the amount equivalent to last pay drawn after adjustment of pension amount, as may be mutually agreed upon. For retired officials of non-pensionable PSUs , the remuneration will be the amount arrived at after deducting the "notional pension" worked out on the basis of last pay drawn from such said last pay, or such amount, as may be mutually agreed upon.
- (vi) The selected candidates may avail of KDS accommodation (unfurnished) at Kolkata on payment of licence fee / rent , as applicable. Electricity charges shall have to be borne by the candidate.
- (vii) The office will normally be at the office of the Financial Adviser & Chief Accounts Officer, 15, Strand Road, Ground Floor, Kolkata – 700 001. However, if requires, the selected applicant may have to visit anywhere under the jurisdiction of KoPT.
- (viii) The candidate will be required to work full time for 6 days in a week and will normally be entitled to a weekly off day. If situation so warrants, the weekly day of rest may be changed with prior intimation. For work on any weekly off day / declared national holiday in exigency, the candidate will be granted a compensatory day of rest as

convenient to the management in lieu thereof and he will not be entitled to any other compensation, monetary or otherwise , for the same.

- (ix) The candidate will be entitled to 15 days leave in a year (12 months from the date of engagement and proportionate in case of shorter period of engagement), which may be availed of with prior approval. For any unauthorized absence in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration.
- (x) Additionally, leave on medical ground to the extent of 10 days in a year (12 months from the date of engagement and proportionate in case of shorter period of engagement) on illness may be allowed without any deduction from the remuneration on the basis of certification from KDS/KoPT Medical Officer. Intimation of sickness should be reported to the Head of the Department / Reporting Officer forthwith in writing together with the certificate of illness from the registered Medical Practitioner, in addition to verbal intimation over phone.
- (xi) The selected candidate will be entitled to indoor and outdoor medical facilities as are available in KoPT Hospital at Kolkata for self and his / her spouse. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic test done outside or treatment received outside will be allowed. This restriction will not apply for treatment of any injury sustained due to accident occurred in the course of and arising out of engagement.
- (xii) If the candidate is required to go on official tour outside Head Quarters at Kolkata, he will be entitled to TA / DA as applicable to the regular incumbents in the post of Accounts / Audit Officer.
- (xiii) The candidate will normally report to the FA & CAO , Kolkata Dock System or any officer authorized by him.
- (xiv) The candidate will be responsible for the charge and care of the KDS / KoPT's money, goods and stores and all other property that may entrusted on him and he will be accountable for the same.
- (xv) The contractual engagement may 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 KDS / KoPT.
- (xvi) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

**PRESCRIBED PROFORMA FOR APPLICATION
POST APPLIED FOR :**

Paste
photo
here

1. Name :
2. Father's / Husband's Name :
3. Date of birth :

(Self Certified copy of proof to be enclosed)

4. Age (as on 1st day of the month in which the advertisement is published).....

1. Sex :
2. Permanent Address :
3. Address for Communication :
4. Telephone : Landline :
Mobile :
5. E-mail Address:
6. Nationality :
7. Religion :
8. SC/ST/OBC :

9. Qualification:
(Self certified copies of Marks sheets/ Certificates to be enclosed)

	Percentage % with Division/ Class	Name of University / College/Institution	Honours / Pass Course	Duration of the Course
Graduation : -----				
P.G. Diploma:----				
P.G. Degree :-----				
Others: -----				

(Please indicate whether Honours Course was offered by the University at the time of your enrollment in the Graduation Course.)

10. Experience :
(Self certified copies of certificates to be enclosed)

Organisation	Scale of pay & Present Basic Pay.	Post	___ to ___	Period

11. Additional Information (if any)

I certify that the above information is true to the best of my knowledge and the necessary supporting documents are enclosed.

(Full Signature of Applicant with Date)