

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA**  
**Kolkata Dock System**

**Engagement/Empanelment of Executive Assistant (on contract)**

Syama Prasad Mookerjee Port, Kolkata, intends to engage ten Executive Assistants (on contract), for a period of three years.

2. The details of eligibility criteria and terms & conditions for such engagement are given below: -

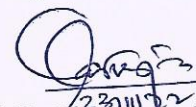
**Executive Assistant (on contract)- : - Ten Posts**

(i)	Upper age limit	35 years as on 01.11.2022
(ii)	Remuneration	Rs. 30,000/- (consolidated per month)
(iii)	Essential	<b>Education Qualification: -</b> Graduation in BA-English (Hons) / BSc./ BCA / B.Com, (Regular Course) from any university/institute.
(iv)	Desirable	<ul style="list-style-type: none"><li>• Proficient in typing and having fluency in reading, writing, speaking and taking dictation in English.</li><li>• Any award or recognition in MS-Office (Word/Excel/Power Point) will be preferable.</li><li>• Candidates, cleared Prelim/Main Examination of WBCSC/SSC etc. will be preferred (The same may be indicated in the attached Proforma i.e. Annexure-I).</li></ul>

2. The candidates fulfilling the above eligibility criteria and agreeable to the Terms & Conditions given below for the posts of **Executive Assistant (on contract)**, may submit their applications (**in hard copies**) as per the attached Proforma under "**Annexure-I**" on or before **31.12.2022**, duly super-scribing on the envelope "**Application for the post of Executive Assistant**" to the Dy. Secretary-I, SMP, Kolkata, 15, Strand Road, Kolkata - 700001, along with the following relevant documents. Upon scrutiny, only eligible candidates will be called for **Proficiency Test**, followed by Personal Interview: -

- (i) Age Proof Certificate (Birth Certificate issued by appropriate Authority/Admit card of Board Examination).
- (ii) Educational and Professional Qualification Certificates / Mark Sheet / Training or Diploma Certificates etc.
- (iii) Experience Certificate.
- (iv) 2 recent passport size photographs.
- (v) Govt. identity card (Voter/PAN Card/Passport/Driving License etc.) in original.

3. It is to be noted that mere submission of application does not confer any right or claim on the candidates for selection to the post of Executive Assistant (on contract). SMP, Kolkata reserves the right to cancel / withheld the selection process without assigning any reason thereof. If any application is found to be incorrect / false even after engagement, the contract is liable to be terminated forthwith. The selected candidates shall be required to submit an Antecedent Verification report, issued by the appropriate Police Authority and undergo medical fitness test before joining the service.

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