

SYAMA PRASAD MOOKERJEE PORT, KOLKATA
Kolkata Dock System

Engagement of Resolution Officers (on contract) under Estate Division of Kolkata
Dock System of SMP, Kolkata

Syama Prasad Mookerjee Port, Kolkata invites applications from amongst eligible Indian Nationals for engagement of two (02) Resolution Officers, on contractual basis, for a period of three (03) years.

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

(i)	Type of Engagement	Purely Contractual
(ii)	Period of Engagement	Three (03) years
(iii)	Upper Age Limit	50 years as on 01.06.2024
(iv)	Remuneration	Rs. 57,000/- (consolidated per month)
(v)	Nationality	Indian citizens
(vi)	Essential	<u>Educational Qualification:</u> LLB Degree from a recognized university/institution. <u>Experience:</u> At least three (03) years practising experience in Civil and Criminal Courts.
(vii)	Desirable	a) LLM Degree from a recognized university/ institution. b) Experience in dealing with Land/ Property and Revenue Department in any State/ Central Government Organization. c) Experience of working as a law officer for a real estate company. d) Knowledge in Accountancy.

3. **A brief job description: -**

The concerned incumbent may be required to undertake the following areas of work: -

- (i) Appearing on behalf of SMPK for Public Premises (Eviction of Unauthorized Occupants) Act, 1971 matters.
- (ii) Attending court cases in District Courts and High Court.
- (iii) Preparing petition, comments, rejoinders, written submission for all court cases before Public Premises Act Forum, District Courts, High Court, NCLT, NCLAT and Supreme Court.
- (iv) Monitoring and follow ups with Tenancy Section Officers, Legal Division and Advocates.
- (v) Giving draft opinions to Tenancy Section Officers.
- (vi) Preparation of draft communications, notices and chronological fact sheets.
- (vii) Preparation of Public Premises Act, petitions, vetting legal petitions, forwarding instructions to Advocates.



4. The candidates fulfilling the above eligibility criteria and agreeable to the Terms & Conditions given below for engagement of **Resolution Officer (on contract)**, may submit their applications **(in hard copies)** as per the attached proforma under **"Annexure-I"** on or before **12.07.2024**, duly superscribing on the envelope **"Application for engagement as Resolution Officer (on contract)"** addressed to Sr. Dy. Secretary-II, Syama Prasad Mookerjee Port, Kolkata, at 15, Strand Road, Kolkata - 700001, along with the following relevant documents.

5. The candidates, fulfilling the eligibility criteria, shall be called for Written/Proficiency Test and/or Personal Interview (as will be decided by SMP, Kolkata), the date, time and venue of which will be intimated in due course. The applicants should carry the original and one additional set of photocopies of the following documents at the time of the interview:-

- (i) Age Proof Certificate (Birth Certificate issued by appropriate Authority/Admit card of Board Examination)
- (ii) Educational and Professional Qualification Certificates/ Mark Sheets.
- (iii) Experience Certificate(s).
- (iv) Two (02) recent passport size photographs.
- (v) Photo identity card issued by Govt. of India (Voter/PAN Card/Passport/Driving License etc.) in original.

6. ***Fulfilling the essential criteria and submission of self-attested photocopies of relevant documents with application form is mandatory for consideration of the candidate's candidature. Incomplete applications or applications not made following the stated procedure or received after the due date will not be considered.***

7. Mere submission of application does not confer any right or claim on the candidates for engagement as **Resolution Officers (on contract)**. SMP, Kolkata reserves the right to cancel/withhold 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.


12/07/24
(S.S. Chatterjee)

Sr. Dy. Secretary-II
For Secretary