



ನವ ಮಂಗಳೂರು ಬಂದರು ಪ್ರಾಧಿಕಾರ  
ನವ ಮಂಗಳೂರು ಪತ್ತನ ಪ್ರಾಧಿಕಾರಣ  
**NEW MANGALORE PORT AUTHORITY**  
(Fully Solar Powered)

ಭಾರತ ಸರ್ಕಾರ (ಪತ್ತನ, ಪೋತ ಪರಿವಹನ ಓರ ಜಲಮಾರ್ಗ ಮಂತ್ರಾಲಯ)  
Govt of India (Ministry of Ports, Shipping and Waterways)  
ಪಣಂಬೂರು ಪಣಮ್ಬೂರ Panambur / ಮಂಗಳೂರು ಮಂಗಳೂರ Mangalore - 575010

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Azadi Ka  
Amrit Mahotsav



No. 25/1/2022/ERS-5

Date: 28.07.2022

**INVITES**

Applications from the eligible candidates for the post of Instructor for Hindi Stenography on contract basis at a consolidated monthly remuneration of Rs.25,000/- for the period of one year with the following terms and conditions

**Instructor for Hindi Stenography on Contract basis** (one post)

**Qualification:**

**Essential :**

- (i) Pass in Hindi Stenography with a minimum speed of 80 w.p.m in Hindi Shorthand and 30 w.p.m. in Hindi Typing.
- (ii) Computer literacy both in Hindi and English.
- (iii) 2 years experience in teaching Hindi stenography

**Desirable :**

- (a) A Degree from any recognized university.
- (b) Computer work experience both in Hindi and English in Windows environment.
- (c) Skill to impart Hindi Stenography training through Hindi or English or local language i.e. Kannada.

**Age Limit :** Upper age limit is 50 years.

The terms and conditions of engagement as a Instructor for Hindi Stenography on contract basis are as follows:

**1. SECURITY BOND**

The candidate, on his/her appointment as a Instructor for Hindi Stenography on Contract basis, shall execute a security bond (in the specimen attached herewith) to the effect that he/she shall serve in the NMPT as a Instructor for Hindi Stenography on contract basis

ದೂರವಾಣಿ / ದೂರಭಾಷ / Phone : 0824- 2407341, 2887399

आईएसओ 9001:2015, 14001:2015 एवं आईएसपीएस अनुपालनकर्ता पत्तन

An ISO 9001:2015, 14001:2015 & ISPS Compliant Port

for a period of one year from the date of his/her joining as a Instructor for Hindi Stenography on Contract basis.

**2. CONSOLIDATED SALARY**

A monthly consolidated salary of Rs. 25,000/- shall be paid to the Instructor for Hindi Stenography engaged on contract basis at this Port.

**3. TENURE OF ENGAGEMENT**

The tenure of engagement shall be for a period of one year, which may be extended depending on requirements.

**4. WORKING TIMINGS**

He/she shall report to the Hindi Officer, New Mangalore Port Trust and shall work in accordance with the instructions and directions of the Hindi Officer. The working hours will normally be 09.30 AM to 05.30 PM with lunch break from 01.00 PM to 01.30 PM on all working days.

**5. LEAVE FACILITIES**

He/she will be entitled to 15 days Casual Leave in a Calendar year on pro-rata basis at the rate of 1.25 days per each completed Calendar month of contract service. No provision exists for encashment of non-availed portion of any kind of leave.

**6. ACCOMMODATION**

The Instructor for Hindi Stenography engaged on contract basis at this Port will be permitted to stay in the NMPT Quarters that would be allotted to him/her as applicable to the category of the post held by him/her on request. However, proportionate deductions will be made from the monthly salary payable to him/her towards rent and other allied charges.

**7. MEDICAL FACILITIES**

He/she will be entitled to free medical treatment in the New Mangalore Port Authority Hospital for self and family to the extent the facilities are available in- house.

**8. TA/DA FOR TOUR TRAVEL**

As and when required to be deputed on official tour for the purpose of work, he/she will be entitled to draw TA/DA as applicable to the category of the post held by him/her, with

prior approval of the Chairman on each occasion obtainable through the Hindi Officer. No TA/DA will be paid for joining for duty in response to this offer.

**9. OTHER SERVICE BENEFITS**

For the purpose of attributability for the injuries sustained by him/her during his/her course of duty, the Instructor for Hindi Stenography on contract basis will be treated as an employee of New Mangalore Port Trust Board only during his/her duty hours.

**10. TERMINATION OF CONTRACT**

His/her engagement as Instructor for Hindi Stenography on contract basis can be terminated by either side by giving one month's notice during the currency of the contract.


**11. CLAIM FOR REGULARISATION OF THE CONTRACT**

The contract engagement shall NOT confer on him/her any right to lay claim to permanent absorption in the Port Service against any post whatsoever.

**12. SETTLEMENT OF DISPUTES**

In the event of any dispute arising out of this contract, the interpretation and decision of the Chairman, New Mangalore Port Authority will be final and binding.

Applications in the prescribed form with copies of certificates should reach the Secretary, New Mangalore Port Authority, Panambur, Mangalore – 575010, Karnataka on or before 14.09.2022

  
Secretary i/c



**SECURITY BOND TO BE FURNISHED ON ENGAGEMENT**

**AS INSTRUCTOR FOR HINDI STENOGRAPHY ON CONTRACT BASIS**

WHEREAS I, Shri./Smt./Kum/.....  
Son/Wife/Daughter of.....  
a resident of .....  
.....at  
present engaged as a Instructor for Hindi Stenography in the New Mangalore Port  
Authority on Contract basis for a period of one year from.....  
to..... do hereby agree to the following conditions:

1. That I will serve in the Hindi Stenographer of New Mangalore Port Authority for a minimum period of one year from.....to.....
2. That in the event of my terminating the contract before completion of the aforesaid period, I shall forthwith pay to the New Mangalore Port Authority an amount equal to my one month's salary.

Signed and delivered by.....on this  
.....day of ..... the year Two  
thousand and .....at New Mangalore Port Authority, Mangalore – 575010.

SIGNATURE

## APPLICATION FORMAT

Affix recent  
Passport size  
photograph

1	Name of the Post	:	
2	Notification No. and date	:	
3	Name of the Candidate	:	
4	Date of birth (Enclose attested copy of proof)	:	
5	Nationality	:	
6	Qualification (Enclose attested copies of certificates)	:	

Sl. No.	Qualification (with Discipline/ Branch)	Name of College	Year of passing	Marks secured	Percentage
(i)					
(ii)					
(iii)					
(iv)					

Note: In case of CGPA etc. system of grading, the candidates shall convert the CPGA etc. grading into equivalent percentage of marks and indicate in the above prescribed column accurately. Indicating Wrong percentage will disqualify the candidature.

Contd.....

7	Experience in earlier posts held in the : Chronological order as in below table (Enclose copies of proof)
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Sl. No.	Name of the Organization	Post held	Scale of Pay	From	To	Nature of duties
(i)						
(ii)						
(iii)						

8	Permanent Address :
9	Address for communication with e-mail address and Telephone No. :
10	Any other points, applicant wish to Submit :

Declaration

I, Shri./Smt. .... (name of the applicant) hereby declare that, the information furnished above are true and correct. In case, any information is found incorrect/false, I myself render liable for disqualification for the post applied for, apart from the necessary action as deemed fit.

Place:  
Date:

Signature of the candidate