



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



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

