

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA
HALDIA DOCK COMPLEX**

Requires

Port Diving Officer (on contract)

Advertisement No. 12/2023

Haldia Dock Complex (HDC), SMP-K intends to engage **1 (one)**** Port Diving Officer on contract basis under Marine Operations Division, HDC. The details of eligibility criteria for such contractual engagement are given below: -

[** The number of engagement is indicative only. The same may increase in future, as per actual requirements]

Port Diving Officer (on contract): -

Eligibility Criteria

(i) **Age:** Not exceeding 45 years, as on November 30, 2023.

(ii) Essential Qualification & Experience:

The Candidate must possess a certificate of Diving from the Indian Navy or any Port Organization.

A minimum of 5 years' experience in Diving work including under water examination of Engineering structures, propeller / hulls etc. of ship or other floating crafts.

Remuneration: The candidate will be paid a consolidated remuneration of Rs.46,500/- (Rupees Forty-six thousand five hundred only) per month with yearly increment based on Annual Performance Review.

General Instruction to the Candidates

Interested candidates, fulfilling the above-mentioned eligibility criteria and agreeable to the terms and conditions given below, may apply in the proforma given hereunder with one recent passport size photograph and self-certified photocopies of relevant certificates / testimonials. Application in sealed envelope, superscribing "*Application for contractual engagement to **Port Diving Officer under HDC***", should reach the Office of the Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower, 6th floor, P.O.: Haldia Township, Dist.: Purba Medinipur, W.B. PIN: 721607, by **November 30, 2023**. Mere fulfilment of the eligibility criteria will not confer any right upon the candidate for selection. Management reserves the right to cancel the selection process without any reference to the candidates. Incomplete applications, or applications received after the last date, may not be entertained.

A. K. Nag
Sr. Dy. Manager (P&IR)
Haldia Dock Complex

General terms & conditions for Port Diving Officer (on contract):

- i) The engagement will be for a period of 03 (three) years and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC, SMP-K reserves the right to enter into a fresh contract for such period and such terms as may be mutually agreed upon by the parties.
- ii) The selected candidate will be responsible for all Diving Works, Diving operations and all administrative jobs pertaining to Port Diving Unit. The selected candidate shall assist Deputy Manager (M.O.) in maintenance, procurement and A.M.C. of all Diving equipment. The selected candidate has to act as in-charge of the establishment depending upon seniority.
- iii) The candidate will be paid a consolidated remuneration of ₹ 46,500/- (Rupees Forty-six thousand five hundred only) per month. The rate of Annual Increment would be decided by the Competent Authority, subject to Annual Performance Review after completion of each year of service, during the tenure of contract.
- iv) The selected candidate will have to work for 6 days in a week and will be entitled to a weekly-off day. If situation so warrants, the weekly day of rest may be changed with prior intimation. He will be required to work normally in general shift but may have to work in shifts on rotation, i.e. morning, afternoon, night as per requirement. In exigency of work, he may also be booked on weekly off days / Holidays, for which appropriate relief may be considered, as per the discretion of the Competent Authority. He will also have to attend emergency calls, as per requirement, beyond his normal duty hours, without any extra remuneration for the same.
- v) The selected 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 shall be availed of with prior approval. For any absence, in excess of 15 days, pro rata deduction will be made from the consolidated remunerations. Availing of half-day leave would be allowed within the limit of 15 days of leave.
- vi) 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 HDC, SMP-K Medical Officer. Intimation of sickness should be reported to the Head of the Division / Reporting Officer forthwith, in writing, together with the certificate of illness from a Registered Medical Practitioner, in addition to verbal intimation over phone. However, 50% of leave not availed on medical ground in a year can be carried forward, subject to the same being within the tenure of the contract period.

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(3)

- vii) The selected candidate would be entitled to indoor & outdoor medical facilities as are available in the Port Hospital at Haldia for self, spouse and a maximum of two 'dependent' children upto the age of 21 years. In case of having twins or more during the second child birth, all the children born together inclusive of 1st and 2nd child birth would be considered for the above medical facilities. Besides the following medical facilities would also be available: -
- a) Purchase of Medicines: - Purchase of medicines from designated medical store at Haldia, as would be prescribed by the Port Hospital on cashless basis, may be allowed. Payment of the same would be made by HDC.
 - b) Pathological tests: All pathological diagnostic tests, as would be prescribed by the Port Hospital, may be allowed to be done at the Port Hospital as well as at designated laboratories at Haldia and the expenditure of the same would be reimbursed / paid directly by the Port.
 - c) Referral: Referral to the Centenary Hospital, Kolkata of SMP-K (both for OPD and IPD, as are available) may be allowed.
 - d) Mediclaim: Reimbursement of 25% of the medical insurance premium paid by the employee to cover his / her family, subject to an upper limit of Rs. 5,000/- per annum, would be done by HDC.

However, in case of any injury sustained due to accident occurred in course of and arising out of engagement, the port will extend all necessary medical treatment in addition to the treatment mentioned above.

- viii) The selected candidate may be extended ex gratia, as will be approved by the Competent Authority from year to year.
- ix) The wards of the selected candidate shall get the benefit of sponsored candidate in DAV Public School, Haldia, if admitted.
- x) HDC, SMP-K would contribute 8.33% of annual remunerations / applicable premium towards a Gratuity Fund through institution like LIC.
- xi) The selected candidate would be entitled to monthly reimbursement of upto ₹400/- for tele-communication facility, as per actual requirement. The type of connection and the serviceprovider may be, as will be in vogue under HDC.
- xii) The selected candidate may avail of the facility of HDC accommodation (unfurnished) onpayment of license fee / rent, as applicable. Electricity charges for the said quarter shall have to be borne by the selected candidate, at actuals.
- xiii) The selected candidate may be required to work at any place / office within the jurisdiction of HDC, SMP-K.
- xiv) If the selected candidate is required to go on official tour, the candidate will be entitled to TA / DA, as applicable.
- xv) The selected candidate will normally report to the Dy. Manager (MO). However, the candidate may be required to report to any other officer of HDC, in exigency of work.

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- xvi) The selected candidate would be entitled to avail the canteen facilities of HDC.
- xvii) The selected candidate would be allowed the transport facilities of HDC.
- xviii) The selected candidate shall be responsible for charge and care of HDC, SMP-K's money, goods and stores and all other properties that may be entrusted to him / her and he / she will be accountable for the same.
- xix) The contractual engagement may be terminated by giving 3 months' notice from either side or equivalent to 3 months' remuneration. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and for any act considered to be derogatory / detrimental to the interest of HDC, SMP-K.
- xx) The selected candidate would have to submit Character / Antecedent Certificate in the prescribed pro forma from the local Police Station upon his / her selection.

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PRESCRIBED PRO FORMA FOR APPLICATION FOR
Engagement of Port Diving Officer (on contract) under
Marine Operations Division, HDC, SMP-K

1. Name:
2. Father's / Husband's Name:
3. Date of birth:
 (Self-Certified copy of proof to be enclosed)
4. Age (As on 30/11/2023):
5. Gender:
6. Permanent Address:

7. Address for Communication:

8. Telephone: Landline:
 Mobile:
9. E-mail Address:
10. Nationality:
11. Religion:
12. Qualification: (Self Certified copies of Mark sheets / Certificates to be enclosed)

Affix self - attested recent passport size photo here
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Qualification	Name of the Degree	Name of the Institution	Percentage with Division / Class
Class - X			
Class - XII			
Degree			
Additional (if any)			

13. Experience: (Self Certified copies of Certificates to be enclosed)

Organisation	Scale of pay & Present Basic Pay.	Post	Period (_____to_____)	Duration

14. Additional Information (if any)

I certify that the above information is true to the best of my knowledge and belief. The necessary documents, including the certificate from my employer, are enclosed.

 (Full Signature of Applicant with Date)