

KOLKATA PORT TRUST

HALDIA DOCK COMPLEX

REQUIRES

2 Asstt. Manager (Railways), 2 Asstt. Manager (Shipping & Cargo Handling), 1 Asstt. Manager (Personnel & Industrial Relations), 1 Asstt. Manager (Materials Management) and 2 Asstt. Manager (Plant & Equipment), 4 Civil Engineer and 4 Supervisor (Civil) on contractual engagement basis.

Haldia Dock Complex, Kolkata Port Trust intends to engage 2 Asstt. Manager (Railways), 2 Asstt. Manager (Shipping & Cargo Handling), 1 Asstt. Manager (Personnel & Industrial Relations), 1 Asstt. Manager (Materials Management) and 2 Asstt. Manager (Plant & Equipment), 4 Civil Engineer and 4 Supervisor (Civil) on contract basis, for posting at Haldia. Applications are invited from Indian Nationals for the same, so that it reaches the office of the Manager (P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur- 721607 within **February 03, 2015**. The details of eligibility criteria for contractual engagement of the aforementioned posts are given below:-

Eligibility Criteria

(i) Age:

Age should not be below 25 years as on December 01, 2014, for all the aforesaid posts.

(ii) Essential Qualification:

(a) For the post of Asstt. Manager under T.O.(Rlys.) Division

A Degree from a recognised University.

[Desirable : Two years experience in Railway Transportation in an Executive Cadre in an Industrial / Commercial / Govt. Undertaking]

(b) For the post of Asstt. Manager under T.O.(Sh&CH) Division

A Degree from a recognised University.

[Desirable : Two years experience in an Executive Cadre in Shipping & Cargo Handling Operations in an Industrial / Commercial / Govt. Undertaking]

Contd.....

(c) For the post of Asstt. Manager under P&IR Division

A Degree from a recognised University / Institution.

[Desirable: i) Post-Graduate Degree / Diploma in Personnel Management / Industrial Relations / Social Work / Labour Welfare or allied subjects or degree in law from a recognized University / Institute. ii) Two years experience in an Executive Cadre in the field of General Administration, Personnel, Industrial Relations etc. from an Industrial / Commercial / Govt. Undertaking]

(d) For the post of Asstt. Manager under M.M. Division

Degree or equivalent in Mechanical / Electrical Engineering from a recognized University / Institution.

[Desirable: i) Post-Graduate Degree / Diploma in Materials Management from a recognized University / Institution. ii) Two years post qualification experience in Materials Management in an Industrial / Commercial / Govt. Undertaking]

(e) For the post of Asstt. Manager under P&E Division

Degree or equivalent in Mechanical / Electrical / Electronics & Communication Engineering from a recognized University / Institution (Four years degree course).

[Desirable: Two years experience in relevant department in an executive cadre in an Industrial / Commercial / Govt. Undertaking]

(f) For the post of Civil Engineer under I&CF Division

Degree or equivalent in Civil Engineering from a recognized University / Institution (Four years degree course).

[Desirable: Two years experience in an executive cadre in Planning / Design / Maintenance, preferably of Port & Marine Structures, in an Industrial / Commercial / Govt. Undertaking]

(g) For the post of Supervisor(Civil) under I&CF Division

Diploma in Civil Engineering from a recognised Institute or equivalent.

[Desirable: Two years experience in Supervisory cadre in Planning / Design/ Maintenance, preferably of Port & Marine Structures, in an Industrial /Commercial / Govt. Undertaking]

Contd.....

General Instructions

Interested candidates, fulfilling the above eligibility criteria and agreeable to the terms & conditions given below, may apply in the enclosed proforma giving detailed bio-data, including name, date of birth, permanent address, address for communication, contact phone number, e-mail address, nationality, religion, details of educational and professional qualifications, details of experience and post held (indicating name of the employer), pay scale and salary drawn, extra curricular activities or any other relevant information, with one recent passport size photograph and self certified photo copies of relevant certificates / testimonials. Application in sealed envelope superscribed “**Application for contractual engagement of Asstt. Manager under T.O.(Rlys.) Division/ T.O.(Sh&CH) Division / P&IR Division / MM Division / P&E Division / Civil Engineer/ Supervisor (Civil)**”, as applicable, should reach the office of Manager(P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur, PIN-721607 by **February 03, 2015**. Candidates applying for more than one post, should submit separate application for each post. Mere fulfillment 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 application or application received after the last date may not be entertained.

Encl: As stated.

Manager (P&IR)
Haldia Dock Complex

Contd...

Terms and conditions for contractual engagement of
Asstt. Manager under Traffic Operations(Railways) Division of HDC.

- i) The engagement will be for a period of 1(one) year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC reserves the right to enter into a fresh contract for such period and on such terms, as may be mutually agreed upon by the parties.
- ii) The selected candidate will be responsible for execution of various operational / commercial activities related to traffic operations under the T.O.(Rly.) Division, H.D.C., or any other related function that may be entrusted on him / her.
- iii) The selected candidate will be paid a fixed consolidated remuneration package of Rs.29,000/- per month.
- iv) The selected candidate may avail of HDC accommodation (unfurnished) at Haldia on payment of licence fee/ rent, as applicable. Electricity charges shall have to be borne by the candidate.
- v) The office of the selected candidate will normally be at any of the working points under the T.O.(Rly.) Division, HDC.
- vi) The selected candidate will be required to work in shifts on rotations i.e. morning, afternoon & night as per requirement. The candidate may also be required to work in general shift duty, if situation so warrants. The candidate will have to work for six days in a week and will be given a staggered weekly day of rest. If situation so warrants, the weekly day of rest may be changed with prior intimation. In exigency of work, the candidate may also be booked on Holidays / Weekly Off days for which appropriate relief may be considered, as per the discretion of the competent authority.
- vii) 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 remuneration.

Contd.....

- viii) 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 shall be allowed without any deduction from the remuneration on the basis of certification from HDC, KoPT 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.
- ix) The selected candidate will be entitled to indoor and outdoor medical facilities as are available in the Port Hospital at Haldia for self and spouse only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed. This restriction will not apply for treatment of any injury sustained due to accident occurred in the course of and arising out of engagement.
- x) If the candidate is required to go on official tour outside headquarters of Haldia, he / she will be entitled to TA/DA, as applicable to the regular incumbents in the post of Asstt. Manager (Rlys.).
- xi) The candidate will be entitled to avail the canteen facility of HDC.
- xii) The candidate will normally report to the Sr. Dy. Manager, T.O.(Rlys.) Division, HDC or any other officer authorized by him.
- xiii) The candidate will be responsible for charge and care of the HDC / KoPT's money, goods and stores and all other property that may be entrusted on him / her and he / she will be accountable for the same.
- xiv) The contractual engagement may also be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and/or for any act considered to be derogatory / detrimental to the interest of HDC / KoPT.
- xv) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

Contd.....

Terms and conditions for contractual engagement of Asstt. Manager
under Traffic Operations (Shipping & Cargo Handling) Division of HDC.

- i) The engagement will be for a period of 1(one) year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC reserves the right to enter into a fresh contract for such period and on such terms, as may be mutually agreed upon by the parties.
- ii) The selected candidate will be responsible for execution of various operational / commercial activities related to traffic operations under the T.O.(Sh&CH.) Division, H.D.C., or any other related function that may be entrusted on him / her.
- iii) The selected candidate will be paid a fixed consolidated remuneration package of Rs.29,000/- per month.
- iv) The selected candidate may avail of HDC accommodation (unfurnished) at Haldia on payment of licence fee/ rent, as applicable. Electricity charges shall have to be borne by the candidate.
- v) The office of selected candidate will normally be at any of the working points under the T.O.(Sh&CH.) Division, HDC.
- vi) The selected candidate will be required to work in shifts on rotations i.e. morning, afternoon & night as per requirement. The candidate may also be required to work in general shift duty, if situation so warrants. The candidate will have to work for six days in a week and will be given a staggered weekly day of rest. If situation so warrants, the weekly day of rest may be changed with prior intimation. In exigency of work, the candidate may also be booked on Holidays / Weekly Off days for which appropriate relief may be considered, as per the discretion of the competent authority.
- vii) 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 remuneration.

Contd.....

- viii) 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 shall be allowed without any deduction from the remuneration on the basis of certification from HDC, KoPT 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.
- ix) The selected candidate will be entitled to indoor and outdoor medical facilities as are available in the Port Hospital at Haldia for self and spouse only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed. This restriction will not apply for treatment of any injury sustained due to accident occurred in the course of and arising out of engagement.
- x) If the candidate is required to go on official tour outside headquarters of Haldia, he / she will be entitled to TA/DA, as applicable to the regular incumbents in the post of Asstt. Manager (Sh&CH).
- xi) The candidate will be entitled to avail the canteen facility of HDC.
- xii) The candidate will normally report to the Sr. Dy. Manager, T.O.(Sh&CH.) Division, HDC, or any other officer authorized by him.
- xiii) The candidate will be responsible for charge and care of the HDC / KoPT's money, goods and stores and all other property that may be entrusted on him / her and he / she will be accountable for the same.
- xiv) The contractual engagement may also be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and/or for any act considered to be derogatory / detrimental to the interest of HDC / KoPT.
- xv) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

Contd.....

Terms and conditions for contractual engagement of

Asstt. Manager under P&IR Division of HDC

- i) The engagement will be for a period of 1(one) year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC reserves the right to enter into a fresh contract for such period and on such terms, as may be mutually agreed upon by the parties.
- ii) The selected candidate will be responsible for performing the functions of Asstt. Manager in the areas of Wages & Salary administration, compliance of Labour Laws, Training & Development, Industrial Relations, Disciplinary issues, Manpower issues (viz. appointment, promotion, contract engagement, seniority, confirmation, etc.), Settlement of dues, Legal issues in service matters, IR activities, Welfare, Canteen and Contract Labour, etc, as would be required for time to time.
- iii) The selected candidate will be paid a fixed consolidated remuneration package of Rs.29,000/- per month.
- iv) The selected candidate may avail of HDC accommodation (unfurnished) at Haldia on payment of licence fee/ rent, as applicable. Electricity charges shall have to be borne by the candidate.
- v) The office of selected candidate will normally be at any of the working points under P&IR Division, HDC.
- vi) The selected candidate will generally be required to work full time for 5 days in a week and will normally be entitled to two weekly off-days (Saturday & Sunday). However, in case of necessity, he may be required to work on Saturday also for which no compensation, monetary or otherwise, will be allowed. For work on any Sunday / declared Holidays in exigency, he will be granted a compensatory day of rest conveniently, in lieu thereof, and for this, no other compensation, monetary or otherwise, would be granted.

Contd.....

- vii) 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 remuneration.
- viii) 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 shall be allowed without any deduction from the remuneration on the basis of certification from HDC, KoPT 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.
- ix) The selected candidate will be entitled to indoor and outdoor medical facilities as are available in the Port Hospital at Haldia for self and spouse only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed. This restriction will not apply for treatment of any injury sustained due to accident occurred in the course of and arising out of engagement.
- x) If the candidate is required to go on official tour outside headquarters of Haldia, he / she will be entitled to TA/DA, as applicable to the regular incumbents in the post of Asstt. Manager (P&IR).
- xi) The candidate will be entitled to avail the canteen facility of HDC.
- xii) The candidate will normally report to the Manager (P&IR), HDC, or any other officer authorized by him.
- xiii) The candidate will be responsible for charge and care of the HDC / KoPT's money, goods and stores and all other property that may be entrusted on him / her and he / she will be accountable for the same.
- xiv) The contractual engagement may also be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and/or for any act considered to be derogatory / detrimental to the interest of HDC / KoPT.
- xv) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

Contd.....

Terms & conditions for contractual engagement of
Asstt. Manager under Materials Management Division of HDC

- i) The engagement will be for a period of 1(one) year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC reserves the right to enter into a fresh contract for such period and on such terms, as may be mutually agreed upon by the parties.
- ii) The selected candidate will be responsible for procurement related activities and Stores functions. In addition, he may be entrusted with any other responsibility in connection with inventory as well as other materials management functions, as and when necessary.
- iii) The selected candidate will be paid a fixed consolidated remuneration package of Rs.29,000/- per month.
- iv) The selected candidate may avail of HDC accommodation (unfurnished) at Haldia on payment of licence fee/ rent, as applicable. Electricity charges shall have to be borne by the candidate.
- v) The office of selected candidate will normally be at any of the working points under the Materials Management Division, HDC.
- vi) The selected candidate will generally be required to work full time for 5 days in a week and will normally be entitled to two weekly off-days (Saturday & Sunday). However, in case of necessity, he may be required to work on Saturday also for which no compensation, monetary or otherwise, will be allowed. For work on any Sunday / declared Holidays in exigency, he will be granted a compensatory day of rest conveniently, in lieu thereof, and for this, no other compensation, monetary or otherwise, would be granted.
- vii) 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 remuneration.

Contd.....

- viii) 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 shall be allowed without any deduction from the remuneration on the basis of certification from HDC, KoPT 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.
- ix) The selected candidate will be entitled to indoor and outdoor medical facilities as are available in the Port Hospital at Haldia for self and spouse only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed. This restriction will not apply for treatment of any injury sustained due to accident occurred in the course of and arising out of engagement.
- x) If the candidate is required to go on official tour outside headquarters of Haldia, he / she will be entitled to TA/DA, as applicable to the regular incumbents in the post of Asstt. Manager (M.M.).
- xi) The candidate will be entitled to avail the canteen facility of HDC.
- xii) The candidate will normally report to the Manager (M.M.), HDC, or any other officer authorized by him.
- xiii) The candidate will be responsible for charge and care of the HDC / KoPT's money, goods and stores and all other property that may be entrusted on him / her and he / she will be accountable for the same.
- xiv) The contractual engagement may also be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and/or for any act considered to be derogatory / detrimental to the interest of HDC / KoPT.
- xv) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

Contd.....

Terms and conditions for contractual engagement of
Asstt. Manager under P&E Division of HDC.

- i) The engagement will be for a period of 1(one) year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC reserves the right to enter into a fresh contract for such period and on such terms, as may be mutually agreed upon by the parties.
- ii) The selected candidate will be responsible for working as Shift-in-charge for operation and maintenance of Ore & Coal Handling Plant and / or maintenance of Electrical power distribution / Illumination in Township & Dock Zone and / or maintenance of Plant and Machineries and / or contract dealings, as applicable.
- iii) The selected candidate will be paid a fixed consolidated remuneration package of Rs.29,000/- per month.
- iv) The selected candidate may avail of HDC accommodation (unfurnished) at Haldia on payment of licence fee/ rent, as applicable. Electricity charges shall have to be borne by the candidate.
- v) The office of the selected candidate will normally be at any of the working points, like Ore & Coal Handling Plant, Lock Entrance, Chiranjibpur Power House, Township Electrical Maintenance, Loco Shed, Oil Jetty, Chiranjibpur Operational Building, etc. or any other working points under P&E Division of Haldia Dock Complex.
- vi) The selected candidate will be required to work in shifts on rotations i.e. morning, afternoon & night as per requirement. The candidate may also be required to work in general shift duty, if situation so warrants. The candidate will have to work for six days in a week and will be given a staggered weekly day of rest. If situation so warrants, the weekly day of rest may be changed with prior intimation. In exigency of work, the candidate may also be booked on Holidays / Weekly Off days for which appropriate relief may be considered, as per the discretion of the competent authority.
- vii) 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 remuneration.

Contd.....

- viii) 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 shall be allowed without any deduction from the remuneration on the basis of certification from HDC, KoPT 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.
- ix) The selected candidate will be entitled to indoor and outdoor medical facilities as are available in the Port Hospital at Haldia for self and spouse only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed. This restriction will not apply for treatment of any injury sustained due to accident occurred in the course of and arising out of engagement.
- x) If the candidate is required to go on official tour outside headquarters of Haldia, he / she will be entitled to TA / DA, as applicable to the regular incumbents in the post of Asstt. Manager, P&E Division.
- xi) The candidate will be entitled to avail the canteen facility of HDC.
- xii) The candidate will normally report to the Sr. Dy. Manager, P&E Division, HDC or any other officer authorized by him.
- xiii) The candidate will be responsible for charge and care of the HDC / KoPT's money, goods and stores and all other property that may be entrusted on him / her and he / she will be accountable for the same.
- xiv) The contractual engagement may also be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and/or for any act considered to be derogatory / detrimental to the interest of HDC / KoPT.
- xv) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

Contd.....

Terms and conditions for contractual engagement of
Civil Engineer under I&CF Division of HDC.

- i) The engagement will be for a period of 1(one) year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC reserves the right to enter into a fresh contract for such period and on such terms, as may be mutually agreed upon by the parties.
- ii) The selected candidate will be responsible for design and execution of civil engineering projects, management of various related contracts and maintenance of various infrastructure and civic facilities, maintenance of stores etc., and also any other job as may be assigned by the competent authority.
- iii) The selected candidate will be paid a fixed consolidated remuneration package of Rs.29,000/- per month.
- iv) The selected candidate may avail of HDC accommodation (unfurnished) at Haldia on payment of licence fee/ rent, as applicable. Electricity charges shall have to be borne by the candidate.
- v) The office of the selected candidate shall be at any section of I&CF Division, HDC. However, if so decided by the competent authority, the candidate may be posted at any other working point within the jurisdiction of Haldia Dock Complex.
- vi) The selected candidate will be required to work full time for six days in a week and will normally be entitled to a weekly off day. In exigency of work, the candidate may also be booked on Holidays / Weekly Off days for which appropriate relief may be considered, as per the discretion of the competent authority.
- vii) 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 remuneration.

Contd.....

- viii) 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 shall be allowed without any deduction from the remuneration on the basis of certification from HDC, KoPT 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
- ix) The selected candidate will be entitled to indoor and outdoor medical facilities as are available in the Port Hospital at Haldia for self and spouse only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed. This restriction will not apply for treatment of any injury sustained due to accident occurred in the course of and arising out of engagement.
- x) If the candidate is required to go on official tour outside headquarters of Haldia, he / she will be entitled to TA / DA, as applicable to the regular incumbents in the post of Asstt. Manager, I&CF Division.
- xi) The candidate will be entitled to avail the canteen facility of HDC.
- xii) The candidate will normally report to the Manager (I&CF), Haldia Dock Complex.
- xiii) The candidate will be responsible for charge and care of the HDC / KoPT's money, goods and stores and all other property that may be entrusted on him / her and he / she will be accountable for the same.
- xiv) The contractual engagement may also be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and/or for any act considered to be derogatory / detrimental to the interest of HDC / KoPT.
- xv) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

Contd.....

Terms and conditions for contractual engagement of
Supervisor(Civil) under I&CF Division of HDC.

- i) The engagement will be for a period of 1(one) year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC reserves the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties.
- ii) The selected candidate will be responsible for execution of civil engineering projects, management of various related contracts and maintenance of various infrastructure and civic facilities, maintenance of stores etc., and also any other job as may be assigned by the superior authority.
- iii) The selected candidate will be paid a fixed consolidated remuneration of Rs.19,000/- per month.
- iv) The selected candidate may avail of HDC accommodation (unfurnished) at Haldia on payment of licence fee/ rent, as applicable. Electricity charges shall have to be borne by the candidate.
- v) The office of the selected candidate shall be at any Section of I&CF Division H.D.C. However, if so decided by the competent authority, the candidate may be posted at any other working points within the jurisdiction of Haldia Dock Complex.
- vi) The selected candidate will be required to work full time for six days in a week and will normally be entitled to a weekly off day. If situation so warrants the weekly day of rest may be changed with prior intimation. In exigency of work, the candidate may also be booked on Holidays / Weekly Off days for which appropriate relief may be considered, as per the discretion of the competent authority.
- vii) 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 remuneration.

Contd.....

- viii) 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 shall be allowed without any deduction from the remuneration on the basis of certification from HDC, KoPT Medical Officer. Intimation of sickness shall 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.
 - ix) The selected candidate will be entitled to indoor & outdoor medical facilities as are available in the Port Hospital at Haldia for self and spouse only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed. This restriction will not apply for treatment of any injury sustained due to accident occurred in the course of and arising out of engagement.
 - x) If the selected candidate is required to go on official tour outside headquarters of Haldia Dock Complex, the candidate will be entitled to TA/DA, as applicable to Jr.Engineer Gr-I under I&CF Division.
 - xi) The candidate will normally report to Manager (I&CF), Haldia Dock Complex.
 - xii) The candidate will be entitled to avail the canteen facility of HDC.
 - xiii) The candidate will be responsible for charge and care of HDC / KoPT's money, goods and stores and all other property that may be entrusted on him and he will be accountable for the same.
 - xiv) The contractual engagement may be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and/or for any act considered to be derogatory / detrimental to the interest of HDC/ KoPT.
 - xv) The candidate will have to submit character / antecedent certificate in the prescribed proforma.
-

PRESCRIBED PROFORMA FOR APPLICATION

POST APPLIED FOR :



1. Name :
2. Father's / Husband's Name :
3. Date of Birth :
(Self Certified copy of proof to be enclosed)
4. Age (As on 01/12/2014):
5. Sex :
6. Permanent Address :
7. Address for Communication :
.....
8. Telephone : Landline :
Mobile :
9. E-mail :
10. Nationality :
11. Religion :
12. SC/ST/OBC :

13. Qualification:
(Self certified
copies of Marks
sheets/ Certificates
to be enclosed)

	Percentage % with Division/ Class	Name of University / Board	Honours / Pass Course
Class-X			
Class-XII			
Graduation			
Post Graduation			
Additional			

14. Experience :
(Self certified
copies of
certificates to be
enclosed)

Organisation	Scale of pay & Present Basic Pay.	Post	_____ to _____	Period

(Attach separate sheet, if require)

15. Additional Informations (if any)

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

(Full Signature of Applicant with Date)