



# KOLKATA PORT TRUST

HALDIA DOCK COMPLEX

(An Autonomous body under Ministry of Shipping Govt. of India.)

Jawahar Tower, Haldia Township

Dist.: Purba Medinipur, Pin : 721607



Advt No. 2020/03

## **Contractual Engagement of Traffic Officer under Railway Division of HDC**

Haldia Dock Complex, Kolkata Port Trust intends to engage 02 (Two)\* Traffic Officers on contract basis. Accordingly, applications are invited from Indian Nationals for the same, so that it reaches the office of Sr.Dy.Manager(P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur-721607 within **March 25,2020**. The details of eligibility criteria and terms and conditions for such contractual engagement of the aforementioned post are given below-

*\* The management reserves the right to increase or decrease the no. of engagements.*

**A)** The candidate must fulfil the following eligibility criteria:-

- i) **Age:**  
Age should not be below 25 years and not above 45 years as on **February 01, 2020**
- ii) **Qualification:**  
Graduate from a recognised university
- iii) **Desirable Experience:**  
Two years' experience in Supervisory cadre in Railway Transportation in an Industrial / Commercial/ Govt. Undertaking.

**B)** **Selection Methodology:** The selection will be based on Written Test only.

**C)** **Other Terms & Conditions of contract**

I. The selected candidate will be responsible for the following jobs:-

• **Shift wise Railway Operations Planning & Monitoring:**

1. Hand over take over from previous shift officer.
2. Forecast taken from S. E. Railway Area Control.
3. Allotment of job to locomotives and monitoring their trips.
4. Monitoring and scheduling of movement of Rakes from Yard to Siding and vis a vis
5. Communication with Shunting Master as well as Shunter Gunner regarding progress of work.
6. Communicating with Cabins regarding movement of Locomotive / Rakes in the yard as well as Receipt & despatch of trains.
7. Communicating the Rake Arrival and Departure details to Railway Control.

8. Monitoring and scheduling the piecemeal job like segregation of Transhipments wagons, Un-connected wagons, Sick line fit loaded wagons and nomination of line or rakes to be attached with.
9. Confirmation from the TXR and Cabin Master regarding attachment of power in outgoing trains and readiness of the train is ensured.
10. Communication with Shift officer of Coal Tippler regarding progress of tipping and tippler released empty wagon details.
11. Communication with Railway In-motion Weight-bridge regarding weighment of rake.

- **Record Management:**

1. Attendance of Staffs taken of both Yard and associated cabins and LC gates (A Cabin, B Cabin, F Cabin, E Cabin, C Cabin and Staff posted SH Yard) by GM Yard officer and G Cabin, H cabin, Vidyasagar Gate, Tippler and BH Yard by BH Yard Officer).
  2. Recording of Trip details of all the locomotives operating in the yard.
  3. Recording of Fuel and Hour meter reading as well as status of locomotives shift available.
  4. Checking of each & every wagon waybill to ascertain the status, consignor, consignee, commodity and source and destination. The same is relayed to Railway Control for further orders.
- Any other related functions as may be allotted by General Manager (Traffic).
- II. Your office will normally be at the office of Sr. Dy. Manager (Rlys.), Haldia Dock Complex. However, you may be required to work at any department / office within the jurisdiction of HDC, KoPT.
  - III. The engagement will be for a period of 02 years and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, H.D.C., KoPT reserves the right to enter into a fresh contract for such period and such terms as may be mutually agreed upon by the parties.
  - IV. The selected candidate will be paid a fixed consolidated monthly remuneration of Rs. **36,800** /- per month with yearly enhancement of **Rs.1,100**/-.
  - V. The selected candidate will be provided with HDC accommodation (unfurnished) on payment of standard rent as applicable for the employees for the type of quarters allotted. Electricity charges for the said accommodation shall have to be borne by the candidate at actual.
  - VI. The selected candidate will be posted in T.O(Rlys) Division under the control of the office of Sr.Dy.Manager(Rlys).
  - VII. The selected candidate would directly report to the Sr.Dy.Manager(Rlys) HDC, or any other officer nominated by him for his daily performance.
  - VIII. 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. You will be required to work in shifts on rotations i.e. morning, afternoon, night & general shift as per requirement. In exigency of work, you may also be booked on weekly off days / Holidays for which appropriate relief may be considered, as per the discretion of the Competent Authority. You will also have to attend emergency calls as per requirement, beyond your normal duty hours without any extra remuneration for the same.
  - IX. 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.

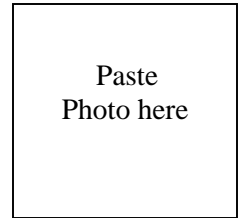
- X. Additionally, leave on medical ground, to the extent of 10 days in a year (12 months from the date of engagement and proportionate in case of shorter period of engagement ) on illness, may be allowed without any deduction from the remuneration, on the basis of certification from HDC / KoPT Medical 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.
- XI. The selected candidate will be entitled to indoor and outdoor medical facilities as are available in Port Hospital, Haldia for self and spouse only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic test 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 the contractual engagement.
- XII. The selected candidate will be entitled to avail canteen facility of HDC.
- XIII. The selected candidate shall 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 and he will be accountable for the same.
- XIV. If the selected candidate is required to go on official tour outside Head Quarters at Haldia, he will be entitled to TA / DA, as applicable to the similarly placed regular incumbents in the class-II category, at the level of Traffic Officer.
- XV. The contractual engagement may be terminated by giving one month's notice from either side. However, the engagement is also terminable on 24 hour's notice for unsatisfactory performance and for any act considered to be derogatory / detrimental to the interest of HDC, KoPT.

**D) General Instruction**

- a) Candidates, fulfilling the above eligibility criteria and agreeable to the terms & conditions, may apply in the enclosed proforma with two recent passport size photograph and self certified photocopies of relevant certificates / testimonials. Application in sealed envelope superscribing "**Application for contractual engagement Traffic Officer**", should reach the office of Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower Building. 6<sup>th</sup> floor, P.O.-Haldia Township, Dist.-Purba Medinipur, PIN – 721607, by **March 25,2020** 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 application or application received after the last date may not be entertained.
- b) Interested candidates are advised to follow KoPT website for further updates.

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

**PRESCRIBED PROFORMA FOR APPLICATION  
APPLIED FOR : TRAFFIC OFFICER (ON CONTRACT)**



1. Name: .....
2. Father's Name: .....
3. Date of Birth: .....  
(Self-Certified copy of proof to be enclosed)

4. Age (As on February 01, 2020) .....

5. Permanent Address :

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6. Address for Communication :

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7. Telephone: Landline: ..... Mobile : -----

8. E-mail Address: .....

9. Nationality: .....

10. Religion: .....

11. SC/ST/OBC: .....

12. Academic Qualification:

Examination	Subject / Honors / Pass Course	Name of Board/ College / University	Percentage (%) with Division / Class
Secondary/ Madhyamik (or equivalent)			
Higher Secondary / Class-XII (or equivalent)			
Graduation			
Additional Qualification			

(Self-certified copies of Marks sheets/ Certificates to be enclosed)

13. Professional qualification: (if any)\_\_\_\_\_

14. Experience:

Post	Scale of Pay & Present Basic Pay & Gross Pay	Organization	From - To	Period

(Self-certified copies of certificates to be enclosed)

15. Additional Information (if any)

I certify that the above information is true to the best of my knowledge and if any document is found incorrect at any stage during my service at HDC, my job may be liable for termination.

\_\_\_\_\_  
(Full Signature of Applicant with date)