



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
SYAMA PRASAD MOOKERJEE PORT, KOLKATA
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
कार्मिक एवं औद्योगिक संपर्क प्रभाग
Personnel & Industrial Relations Division



Advertisement for Contract Engagement

Advertisement No.: 02 / 2021

Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata intends to engage 01 (one) Safety Officer under Haldia Dock Complex, SMP, Kolkata on contract basis at Haldia, West Bengal. Applications are invited from eligible Indian Nationals for the aforesaid contract engagement, the details of eligibility criteria for such engagement is given below: -

Eligibility Criteria

i) Educational Qualification & Experience:-

Essential :

EITHER (i) Possesses a recognized Degree in any branch of Engineering / Technology & has practical experience of working in a Port or similar place in a supervisory capacity for a period of not less than 2 years / Possesses a recognized Degree in Physics or Chemistry & has had practical experience of working in a Port or similar place in a supervisory capacity for a period of not less than 5 years / Possesses a recognized Diploma in any branch of Engineering or Technology & has had a practical experience of working in a port or similar place in a supervisory capacity for a period of not less than 5 years, and,

(ii) Possesses a Degree or Diploma in Industrial Safety recognized by the Central Govt., and,

(iii) Has adequate knowledge of the language spoken by majority of the workers in the port in which he is to be appointed.

OR (i) Possesses a recognized Degree or Diploma in Engineering or Technology and has had experience of not less than 5 years in a department of Central Govt. which deals with the administration of Indian Dock Labourers Act, 1934 & the Dock Workers' (Safety, Health & Welfare) Act, 1986.

(ii) Possesses a recognized Degree or Diploma in Engineering or Technology and has had experience of not less than 5 years, full time, on training, education, consultancy or research in the field of accident prevention in Industry or in any Port or any Institution.

ii) Age: Upper age limit 62 years as on May 01, 2021.

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 pro forma given here under with one recent passport size photograph and self-certified photocopies of relevant certificates / testimonials. Application in sealed envelope, superscribing “**Application for contractual engagement of Safety Officer, 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: 721 607, by **June 07, 2021**. 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.

Terms and Conditions for contractual engagement of Safety Officer under Haldia Dock Complex

1. The engagement will be for a period of 02 (Two) years and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC / SMP, Kolkata reserves the right to enter into a fresh contract for such period and on such terms and conditions as may be mutually agreed upon by the parties.
2. The selected candidate will be responsible to look after the safety issues in connection with the Port Functioning along with statutory compliances as per Dock Workers' (Safety, Health and Welfare) Act, 1986 and Regulations thereof.
3. The candidate selected for contractual engagement of Safety Officer will be paid a fixed consolidated remuneration of ₹ 47,800/- (Rupees forty-seven thousand eight hundred only) per month with yearly enhancement of Rs. 1400/- (Rupees one thousand four hundred only).
4. The selected candidate will have to work full time for 6 days in a week, with normal weekly-off day (Sunday). However in case of necessity, in exigency of work, he may be required to work on Sunday / 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.
5. 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 (fifteen) days, pro-rata deduction will be made from the consolidated remuneration.
6. 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, Kolkata 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.

(3)

7. The selected candidate will be entitled to indoor & outdoor medical facilities as are available in Port Hospital, at Haldia for self, spouse & maximum two children upto the age of 25 years. 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 course of and arising out of engagement.
8. The selected candidate may avail of the facility of HDC accommodation (unfurnished) on payment of license fee / rent, as applicable. Electricity charges for the said quarter shall have to be borne by the candidate at actual.
9. The selected candidate may be required to work at any place / office within the jurisdiction of HDC / SMP, Kolkata.
10. If the selected candidate is required to go on official tour, the candidate will be entitled to TA / DA, as applicable.
11. The selected candidate will normally report to the General Manager (M&S). However, he may be required to report to any other officer of HDC, in exigency of work.
12. The selected candidate will be entitled to avail canteen facilities of HDC.
13. The selected candidate will be allowed the transport facilities of HDC.
14. The selected candidate shall be responsible for charge and care of HDC / SMP, Kolkata's money, goods and stores and all other property that may be entrusted to him and he will be accountable for the same.
15. The contractual engagement may be terminated by giving three months' 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 / SMP, Kolkata.

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

**PRESCRIBED PRO FORMA FOR APPLICATION
APPLIED FOR: SAFETY OFFICER (ON CONTRACT)**

1. Name:
2. Father's / Husband's Name:
3. Date of birth:
(Self-attested copy of proof to be enclosed)
4. Age (As on 01/05/2021):
5. Permanent Address:
6. Address for Communication:
7. Telephone: Landline: Mobile:
8. E-mail Address:
9. Nationality:
10. Religion:
11. Category (Please tick): SC / ST/ OBC / UR

Affix Recent Passport size Photo here

12. Academic Qualification: (Self attested copies of Mark sheet / Certificate to be enclosed)

	Subject / Honours / Pass Course	Name of Board / College / University	Percentage (%) with Division / Class
Secondary / Madhyamik (or equivalent)			
Graduation			
P. G. Degree / Diploma			
Additional Qualification			

13. Professional qualification :-

14. Experience: (Self attested copies of Proof to be enclosed)

Organization	Scale of pay & Present Basic Pay.	Post	Period (_____ to _____)	Duration

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)