

**Terms and conditions for contractual engagement of
Gas-cum-Electric Welder
under Plant & Equipment Division of HDC.**

The engagement will be from Indian nationals 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 / KoPT 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.

A) The selected candidate must fulfill the following eligibility criteria:-

I) **Age**

Age should not be below 25 years as on December 01, 2014.

II) **Qualification:**

Essential :

- a) Must have passed Madhyamik or its equivalent examination.
- b) Must possess National Trade Certificate in the trade of Welder. Must be able to carry out all types of welding and gas cutting jobs smoothly and efficiently and also must be able to read basic mechanical drawings and welding symbols.

Desirable:

Preferably completed full period of Apprenticeship.

III) **Experience :**

Must have 2 years' experience in the trade of Welder.

B) Other terms & conditions of contract :-

- i) The selected candidate will be responsible for the following jobs:-
 - a) To perform cutting, welding of various metals by gas cutting process, gas welding as well as electric arc welding methods respectively; metal deposition by thermal spray welding process following all relevant Safety Rules & Regulations.
 - b) Handling Oxy- Acetylene gas system and electric arc welding machine.
 - c) Selecting proper type of welding electrodes.
- ii) The selected candidate will be paid a fixed consolidated remuneration of Rs.16,100/- per month.
- iii) 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.

- iv) The selected candidate may be posted in the Central Mechanical & Electrical Motor Repairing Workshop under P&E Division, HDC. He will also have to perform duty at site, as and when required, and his Reporting Officer will be the Section-in-Charge of Central Mechanical & Electrical Motor Repairing Workshop under P&E Division, HDC.
- v) The selected candidate would report to the Section-in-Charge of the concerned section under Plant & Equipment Division, where he will be posted.
- vi) The selected candidate will have to work for 6 days in a week and will be given a staggered weekly day of rest. If situation so demands, the weekly day of rest may be changed with prior intimation. In exigencies of work, you may also be booked on Holidays / Weekly Off days / Overtime hours beyond your scheduled duty hours, 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.
- 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) The selected candidate will be entitled to avail the canteen facility of HDC.
- xi) The selected candidate shall be responsible for charge and care of HDC, KoPT's money, equipment goods and stores and all other property that may be entrusted on him and he will be accountable for the same.
- xii) 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 for any act considered to be derogatory / detrimental to the interest of HDC / KoPT.
- xiii) The selected candidate will have to submit character / antecedent certificate in the prescribed proforma after selection for such contract engagement.

General Instructions

Interested candidates, fulfilling the above eligibility criteria and agreeable to all the terms & conditions, may apply in the enclosed proforma with two recent passport size photographs and self certified photocopies of the relevant certificates / testimonials. Application in sealed envelope superscribing “**Application for the contractual engagement of Gas-cum-Electric Welder**” should reach the office of Manager (P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur, Pin-721607 by **February 03, 2015** 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 **February 03, 2015** may not be entertained.

**PRESCRIBED PROFORMA FOR APPLICATION
CONTRACTUAL ENGAGEMENT AS :**

Paste Photo here

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) :
- xiv) Sex :
- xv) Permanent Address :
- xvi) Address for Communication :
- xvii) Telephone : Landline :
Mobile :
- xviii) E-mail Address:
- xix) Nationality :
- xx) Religion :
- xxi) SC/ST/OBC :
- xxii) Qualification: (Self certified copies of Marks sheets/ Certificates to be enclosed)

	Percentage(%) with Division/ Class	Name of Board / University / College	Honours / Pass Course
Madhyamik(or equivalent)			
H.S.(10+2) or equivalent			
Graduation			
Post Graduation			
Additional			

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

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

(Enclose separate sheet, if require)

xxiii) Additional Information (if any):

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

(Full Signature of Applicant with Date)