

Applications are invited from Indian nationals for contractual engagement of Hindi Translator, under Haldia Dock Complex, Kolkata Port Trust against a fixed consolidated remuneration of Rs.16,900/- per month. The last date of receiving complete application is **March 15, 2016**.

**Terms and conditions for contractual engagement of Hindi Translator  
under Administration Division of HDC.**

- (i) 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.
- (ii) The selected candidates must fulfill the following eligibility criteria:-
  - a) Graduation with Hindi & English as two subjects.
  - b) Minimum 3 years' working experience in Translation job from Hindi to English and vice versa, or, in Hindi Teaching / Journalism.
  - c) Age should not be below 25 years as on February 01, 2016.
  - d) Candidates with Post Graduation in Hindi will be preferred.
  - e) Knowledge of computer application in Hindi & English will be preferred.
- (iii) The candidate will be responsible for all functions related to implementation of Official Language Act, 1963 of Govt. of India.
- (iv) The candidate will be paid a fixed consolidated remuneration of Rs.16900/- per month.
- (v) The candidate may avail of the facility of HDC accommodation (unfurnished) on payment of license fee / rent, as applicable. Electricity charges shall have to be borne by the candidate as per actual.
- (vi) The office of the selected candidate shall normally be at the office of the Sr.Dy.Manager (Admn.), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur-721607.
- (vii) The 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 / she may be required to work on Saturdays without any compensation. In exigency, for work on Sunday / Holidays / Overtime hours beyond his / her scheduled duty hours, for which appropriate relief may be considered, as per the discretion of the Competent Authority.
- (viii) The 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.
- (ix) 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.

( 2 )

- (x) 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.
- (xi) If the 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 the regular incumbents carrying scale of pay of Rs.17700-44600/- per month.
- (xii) The candidate will generally report to Sr.Dy.Manager (Admn.). However, he/she may be required to report to any other officer of HDC, in exigency of work.
- (xiii) The candidate will be entitled to avail the canteen facility of HDC.
- (xiv) The candidate shall 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.
- (xv) 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.
- (xvi) The 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 the terms & conditions may apply in the enclosed proforma with one recent passport size photograph and self certified photocopies of relevant certificates/testimonials. Application, in sealed envelope superscribed “**Application for contractual engagement of Hindi Translator**”, should reach the office of Sr. Dy. Manager(P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur, PIN-721607 by **March 15, 2016**. 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.

(P.K.Das)  
Sr.Dy.Manager(P&IR)

**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 01/02/2016) : .....
5. Sex : .....
6. Permanent Address : .....
7. Address for Communication : .....
8. Telephone : Landline : .....  
Mobile : .....
9. E-mail Address: .....
10. Nationality : .....
11. Religion : .....
12. SC/ST/OBC : .....

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

	Percentage (%) with Division / Class	Name of University / College	Honours / Pass Course
Graduation			
Post Graduation			
P. G. Diploma			
Additional qualification, if any.			

(Please indicate whether Honours Course was offered by the University at the time of your enrolment in the Degree Course)

14. Experience:

(Self  
certified  
copies of  
certificates  
to be  
enclosed)

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

15. Additional Information (if any)

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

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(Full Signature of Applicant with Date)