



Haldia Dock Complex

Requires

Draftsman (on contract) under I&CF Division Haldia Dock Complex, SMPA.

हल्दिया डॉक कॉम्प्लेक्स, एसएमपीए के अंतर्गत (अनुबंध पर) ड्राफ्ट्समैन।

Haldia Dock Complex, SMPA intends to engage 02 (two)** **Draftsman** under I&CF Division, Haldia Dock Complex, SMPA on contractual basis. Applications are invited from Indian Nationals for the aforesaid contractual engagement, the details eligibility criteria for such are given below:-

(** The numbers of engagements are indicative only. The same may increase / decrease in future, as per actual requirements)

A. Eligibility Criteria

- (i) Age: upper age limit is 40 years as on May 01, 2026.
- (ii) Essential qualification:
 - a) Must have passed Madhyamik or equivalent.
 - and
 - b) ITI Certificate (2- years Course) in Draftsmanship (Civil) from an NCVT-recognized institute.
- iii) Essential Experience:
 - a) Minimum 02(two) years of hands-on experience in preparation of Civil/ structural drawing using Auto Cad.
 - b) Desirable:

Proficiency in Auto CAD (2D & 3D), MS Office, Familiarity with Sketch UP / Revit; experience in handling drawing for public sector / industrial infrastructure project.

(2)

B. Remuneration: Rs. 35,000/- (Consolidated per month).

C. Period of engagement: 03 (Three) years.

D. Method of Selection: Selection will be made through written test followed by trade test (qualifying in nature).

Test	Full Marks	Qualifying Marks
Written Test	100	50

Job Description: -

I. Drafting & Design:

- a) Prepare detailed technical drawing and layouts using AutoCAD and other relevant software.
- b) Develop structural, architectural, and civil engineering drawing for various construction project.
- c) Revise designs based on project requirements engineering feedback.

II. Collaboration and coordination:

- a) Work closely with civil engineers, architects, and Managers to understand project specifications.
- b) Coordinate with other departments to ensure alignment of designs with overall project goals.
- c) Attend meeting to discuss project details and progress.
- d) Strong understanding of construction processes, materials and structural system.
- e) Excellent attention to detail and problem-solving skills.
- f) Good communication and teamwork abilities.

III. Quality Assurance:

- a) Ensure accuracy and compliance with industry standards, codes and regulations.
- b) Conduct quality checks on drawing, plans and revisions.
- c) Review and update existing drawing to reflect modifications.

IV. Documentation and Reporting:

- a) Maintain records of all drawing, plans, and revisions.
- b) Provide support in preparing documentation for project approvals.
- c) Generate reports and updates on drafting activities as needed.

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V. Software Proficiency:

- a) Utilize AutoCAD and other drafting software to create precise designs.
- b) Stay updated with the latest drafting technologies and techniques.
- c) Proficiency in AutoCAD is mandatory, knowledge of additional software like Revit, Sketch UP, or 3D Modeling tools is Plus.

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 enclosed proforma with one recent passport size photograph and self-certified photocopies of relevant certificates / testimonial in support of educational qualification and proof of experience certificates.

Application in sealed envelope superscripting “**Application for contractual engagement of Draftsman under I&CF Division, HDC**”, should reach the office of the Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower, P.O.: Haldia Township, Dist.: Purba Medinipur, W.B., PIN. : 721607, by **June 12, 2026**.

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 applications, or applications received after the last date may not be entertained.

Encl: As stated

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

Terms and Conditions for contractual engagement of Draftsman
under I&CF Division of HDC

1. The engagement will be for a period of 03 (three) years and after expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC, SMPA reserves the right to enter into a fresh contract for such period and on such terms & conditions as may be mutually agreed upon by the parties.
2. The selected candidate will be responsible for the aforesaid jobs.
3. The selected candidate will be paid a consolidated remuneration of Rs. 35,000/- (Rupees thirty-five thousand only) per month. With yearly increment based on Annual Performance Review after completion of each year of service as applicable.
4. The selected candidate may be required to work at any place / office within the jurisdiction of HDC, SMPA.
5. The selected candidate will normally report to the Sr. Dy. Manager (I&CF) or any other officer as may be authorized by the Sr. Dy. Manager (I&CF), HDC, SMPA.
6. The selected candidate will have to work for 6 (six) 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. The candidate will be required to work in shifts on rotations i.e. morning, afternoon, night & general shift as per requirement. In exigency of work, on weekly off days / Holidays beyond your scheduled duty, he/she be granted a compensatory day off rest, conveniently in lieu thereof and for this no other compensation monetary and otherwise would be granted.
7. The selected candidate may avail of the facility of HDC accommodation (unfurnished), subject to availability, on payment of license fee / rent, as applicable. Electricity charges for the said quarter, shall have to be borne by the candidate, as per actual.
8. 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. Availing of half-day leave would be allowed within the limit of 15 days of leave.

9. 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, SMPA 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. However, 50% of un-availed leave on medical ground in a year can be carried forward, subject to the same being within the tenure of the contract period.
10. The selected candidate will be entitled to indoor & outdoor medical facilities as are available in the Port Hospital, at Haldia for self & spouse and a maximum of two 'dependent' children upto the age of 21 years. In case of having twins or more during the second child birth, all the children born together inclusive of 1st and 2nd child birth would be considered for the above medical facilities. Besides the following additional medical facilities would also be available.
 - a) Purchase of Medicines:- Purchase of medicines from designated medical store at Haldia, as would be prescribed by the Port Hospital on cashless basis, may be allowed. Payment of the same would be made by HDC.
 - b) Pathological tests: All pathological diagnostic tests, as would be prescribed by the Port Hospital, may be allowed to be done from designated laboratories at Haldia and the expenditure of the same would be reimbursed / paid directly by Port.
 - c) Referral: Referral to the Centenary Hospital, Kolkata of SMP-K (both for OPD and IPD, as are available) may be allowed.
 - d) Mediclaim: Reimbursement of 25% of the medical insurance premium paid by the selected candidate to cover his / her family, subject to an upper limit of Rs. 5000/- per annum, would be done by HDC.

However, in case of any injury sustained due to accident occurred in course of and arising out of engagement, the port will extend all necessary medical treatment in addition to the treatment mentioned above.

- 11.The selected candidate may be extended Ex-gratia, as will be approved by the Competent Authority from year to year.
- 12.The selected candidate's wards shall get the benefit of sponsored candidate in DAV Public school, Haldia.
- 13.HDC, SMPA would contribute 8.33% of yearly remuneration / applicable premium towards a Gratuity Fund through institution like LIC.
- 14.The selected candidate will be entitled to avail the Transport facility of HDC.
- 15.The selected candidate will be entitled to avail the canteen facility of HDC.
- 16.If the selected candidate is required to go on official tour he / she will be entitled to TA / DA, as per approved rates.
- 17.The selected candidate will be responsible for charge and care of the HDC, SMPA's money, goods and stores and all other properties that may be entrusted to the candidate and will be accountable for the same.
- 18.The contractual engagement may be terminated by giving 3 months' notice from either side or money equivalent to 3 months' remuneration. 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, SMPA.
- 19.The selected candidate will have to submit character / antecedent certificate in the prescribed proforma after selection for such contract engagement.

**PRESCRIBED PROFORMA FOR APPLICATION
POST APPLIED FOR: Draftsman (on contract)**

Name:

1. Father's / Husband's Name:

2. Date of birth:

(Self attested copy of proof to be enclosed)

4. Age (As on 01/05/2026):

5. Sex:

6. Permanent Address:

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7. Address for Communication:

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8. Telephone: Landline: Mobile:

9. E-mail Address:

10. Nationality:

11. Religion:

12. Category (Please tick) : SC / ST/ OBC / UR

(Self attested copy of proof to be enclosed)

13. Qualification: (Self attested copy of Proof to be enclosed)

	Year of Passing/Course duration	Name of Board / College / University	Percentage (%) with Division / Class
Class-X			
Class-XII			
ITI Draftsmanship (Civil) 2 years Course			
Additional (if any)			

14. Experience: (Self attested copy 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 belief and if any document is found incorrect at any stage during my service at HDC, my job may be liable for termination.

Affix
Recent
Passport
size Photo
here

(Full Signature of Applicant with Date)