

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX
Requires
Junior Marine Officers**

Kolkata Port Trust, Haldia Dock Complex intends to engage 02 ** (Two) Junior Marine Officers on contract basis under the Marine Operations Division, Haldia Dock Complex, KoPT at Haldia. Applications are invited from Indian nationals for the aforesaid contractual engagement, the details of eligibility criteria of which are given below: -

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

Eligibility Criteria

(i) Age:

Age should be 25 years or above as on October 01, 2016.

(ii) Essential qualification & Experience:

Incumbents working / working as Petty / Chief Petty Officer in Indian Navy / Coast Guard preferably in the fields of Engine Room Artificer, Signals and General Duty / B.Sc. (Nautical Science) or equivalent.

General Instruction

Interested candidates, fulfilling the above eligibility criteria and agreeable to the terms & conditions given in the enclosure, may apply in the enclosed proforma with one recent passport size photograph and self certified photocopies of relevant certificates / testimonials. Application in sealed envelope super scribed "**Application for contractual engagement of Junior Marine Officer**", should reach the office of Sr. Dy. Manager(P&IR), Haldia Dock Complex, Jawahar Tower Connector Building, P.O.-Haldia Township, Dist.-Purba Medinipur, PIN – 721607, by **November 11, 2016**. 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 the last date may not be entertained.

Encl: As stated

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

Terms and conditions for engagement of Junior Marine Officer under M.O. Division on contractual basis

- i) The engagement will be 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 candidate will be responsible for supervision in the area of tanker operations and allied anti-pollution activities, carrying out repair works of crafts, general supervision and any other responsibilities, as may be assigned by the reporting authority.
- iii) The candidate will be paid a fixed consolidated remuneration of ₹ 24,500/- (Rupees twenty four thousand five hundred only) per month.
- iv) The candidate may avail of the facility of HDC accommodation (unfurnished) on payment of rent, as applicable. Electricity charges shall have to be borne by the candidate as per actuals.
- v) The candidate will normally be at any of the working points under Marine Operations Division, HDC.
- vi) The candidate will be required to work in shifts on rotation i.e. morning, afternoon & night, as per requirement. The candidate may also be required to work in general shift duty, if situation so warrants. The candidate will have to work for 6 days in a week and will be given a staggered weekly day of rest. If situation so warrants, the weekly day of rest may be changed with prior intimation. For work on any weekly off day / declared National Holiday in exigency, the candidate will be granted a compensatory day of rest conveniently in lieu thereof and the candidate will not be entitled to any other compensation, monetary or otherwise, for the same. The candidate will also have to attend emergency calls as per requirement, beyond the normal duty hours without any extra remuneration for the same.
- vii) 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.
- 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 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.
- ix) The candidate will be entitled to indoor and outdoor medical facilities as are available in Port Hospital at 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 engagement.

- x) If the candidate is required to go on official tour outside Head Quarters of Haldia Dock Complex, he will be entitled to TA / DA, as applicable.
- xi) The candidate will normally report to the Manager (M.O.), Haldia Dock Complex.
- xii) The candidate will be responsible for the charge and care of the HDC / KoPT's money, goods and stores and all other property that may be entrusted on and will be accountable for the same.
- xiii) The candidate will be entitled to canteen facilities of HDC.
- xiv) 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 the HDC / KoPT.
- xv) The candidate will have to submit police verification certificate from local police station.

PRESCRIBED PROFORMA FOR APPLICATION
ENGAGEMENT FOR: Junior Marine Officer

1. Name:
2. Father's / Husband's Name:
3. Date of birth:
 (Self Certified copy of proof to be enclosed)
4. Age (As on 01/10/2016):
5. Sex:
6. Permanent Address:

7. Address for Communication:

8. Telephone: Landline:
 Mobile:
9. E-mail Address:
10. Nationality:
11. Religion:

Affix Recent Passport size Photo here

12. Qualification:
 (Self certified
 copies of Marks
 sheets/
 Certificates to
 be enclosed)

Qualification	Percentage % with Division / Class	Name of University / Board / College	Honours / Pass Course
Class - X			
Class - XII			
Graduation			
P.G.Degree / Diploma			
Additional (if any)			

13. Experience:
 (Self certified
 copies of
 Certificates to be
 enclosed)

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

14. Additional Information (if any)

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

 (Full Signature of Applicant with Date)