

**KOLKATA PORT TRUST
Haldia Dock Complex**

Requires

**Personnel Officer, Asstt. Executive Engineer, Asstt. Engineer
& Stores / Purchase Officer on contract basis**

Haldia Dock Complex, Kolkata Port Trust intends to engage personnel on contract basis for the following posts at Haldia. Applications are invited from Indian Nationals for the same so as to reach the office of the Manager (P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur – 721607 within **August 06, 2009**.

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|------|----------------------------------|---|----------------|
| i) | Personnel Officer | - | 4 posts |
| ii) | Asstt. Executive Engineer | - | 8 posts |
| iii) | Asstt. Engineer | - | 7 posts |
| iv) | Stores / Purchase Officer | - | 2 posts |

The detailed terms and conditions of contractual engagement for the aforesaid posts are given hereunder at Annexure – I, II, III & IV respectively.

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**Terms and conditions for contractual engagement of
Personnel Officer under P&IR Division of HDC**

- (i) The selected candidate must possess a Honours Degree in Arts / Science or Commerce from a recognized University or 1st Class Degree from a University which does not offer Honours Course. The Post Graduate Degree / Diploma in Personnel Management / Industrial Relations / Social Work from a recognized University / Institute is desirable. Experience in the field of Personnel Management / Human Resource Management / Industrial Relations in a reputed organization having responsible position would be preferred.
- (ii) The incumbent shall be at least 35 years of age as on the 1st day of the month in which advertisement is issued.
- (iii) The candidate will be responsible for performing the functions of Personnel Officer in the areas of wages & salary Administration, compliance of Labour Laws, Training & Development, Industrial Relations, Disciplinary issues, Manpower issues (viz. appointment, promotion, contract engagement, seniority, confirmation, etc.) Settlement of dues, Legal issues in service matters, IR activities, welfare & canteen, etc. as would be required from time to time.
- (iv) 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, KoPT / HDC reserve the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties.
- (v) The selected candidate will be paid a fixed consolidated remuneration package of Rs. 25,000/- per month. In case of retired Government Official, the remuneration, will be the amount equivalent to last pay drawn after adjustment of pension amount or such amount, as may be mutually agreed upon.
- (vi) The selected candidate may avail of the facility of HDC accommodation (unfurnished) at Haldia on payment of licence fee / rent as applicable. Electricity charges shall have to be borne by the candidate.
- (vii) The office of the selected candidate will normally be at the office of Manager (P&IR), HDC, Jawahar Tower Building, Haldia Township, Purba Medinipore.
- (viii) The candidate will be required to work full time for 5 days in a week and will normally be entitled to weekly off on Saturday and Sunday. However, in case of necessity, the candidate may be required to work on weekly off days / declared national holidays and for this, he will be granted compensatory day of rest conveniently in lieu thereof and he will not be entitled to any other compensation, monetary or otherwise, for the same.

- (ix) 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 may be availed of with prior approval. For any unauthorized absence in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration.
- (x) 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/ 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.
- (xi) The selected candidate will be entitled to indoor and outdoor medical facilities as are available in KoPT Hospital at Haldia and if necessary, also at Kolkata for self 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 employment.
- (xii) If the candidate is required to go on official tour outside Head Quarters at Haldia, he will be entitled to TA / DA as applicable to the regular incumbents in the post of Personnel Officer.
- (xiii) The candidate will normally report to the Manager (P&IR), Haldia Dock Complex.
- (xiv) 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 him and he will be accountable for the same.
- (xv) The contractual engagement may also be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hour's notice for unsatisfactory performance and / or for any act considered to be derogatory / detrimental to the interest of the HDC / KoPT.
- (xvi) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

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Annexure-II

Terms and conditions for contractual engagement of Asstt. Executive Engineer under P&E Division of HDC

- (i) The selected candidate must possess a Degree in Mechanical / Electrical / Electronics & Telecommunication / Instrumentation Engineering or equivalent qualifications.
- (ii) The incumbent shall be at least 35 years of age as on the 1st day of the month in which advertisement is issued.
- (iii) The candidate will be responsible for working as Shift-in-charge for operation and maintenance of Ore & Coal Handling Plant and / or maintenance of Electrical power distribution / Illumination in Township & Dock Zone and / or maintenance of Plant and Machineries and / or contract dealings.
- (iv) 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, KoPT / HDC reserve the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties.
- (v) The selected candidate will be paid a fixed consolidated remuneration package of Rs. 25,000/- per month. In case of retired Government Official, the remuneration will be the amount equivalent to last pay drawn after adjustment of pension amount or such amount, as may be mutually agreed upon.
- (vi) The selected candidate will be required to stay in HDC quarters at Haldia on payment of licence fee / rent, as applicable. Electricity charges shall have to be borne by the candidate.
- (vii) The office of the selected candidate will normally be at any of the working points, like Ore & Coal Handling Plant, Lock Entrance, Chiranjibpur Power House, Township Electrical Maintenance, Loco Shed, Oil Jetty, Chiranjibpur Operational Building, etc. or any other working points under P&E Division of Haldia Dock Complex.
- (viii) The candidate will be required to work in shifts on rotation i.e., morning, afternoon and night, as per requirement. The candidate may also be required to work in general shift duty, if situation so warrants. He will have to work for six 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 he will not be entitled to any other compensation, monetary or otherwise, for the same.

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- (ix) 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 may be availed of with prior approval. For any unauthorized absence in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration.
- (x) 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/ KoPT Medical Officer. Intimation of sickness should be reported to the Head of the Department / Reporting Officer forthwith in writing together with the certificate of illness from a registered Medical Practitioner in addition to verbal intimation over phone.
- (xi) The selected candidate will be entitled to indoor and outdoor medical facilities as are available in KoPT Hospital at Haldia and if necessary, also at Kolkata for self 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 this engagement.
- (xii) If the candidate is required to go on official tour outside Head Quarters at Haldia, he will be entitled to TA / DA as applicable to the regular incumbents in the post of Assistant Executive Engineer.
- (xiii) The candidate will normally report to the Manager (P&E), Haldia Dock Complex.
- (xiv) 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 him and he will be accountable for the same.
- (xv) The contractual engagement may also be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hour's notice for unsatisfactory performance and / or for any act which is considered to be derogatory / detrimental to the interest of the HDC / KoPT.
- (xvi) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

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**Terms and conditions for contractual engagement of
Asstt. Engineers under I&CF Division of HDC**

- (i) The selected candidate must possess a Degree in Civil Engineering or equivalent qualification.
- (ii) The incumbent shall be at least 35 years of age as on the 1st day of the month in which advertisement is issued.
- (iii) The candidate will be responsible for execution of civil engineering projects, management of various related contracts and maintenance of various infrastructures and civic facilities within HDC's jurisdiction.
- (iv) 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, KoPT / HDC reserve the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties.
- (v) The selected candidate will be paid a fixed consolidated remuneration package of Rs. 25,000/- per month. In case of retired Government Official, the remuneration will be the amount equivalent to last pay drawn after adjustment of pension amount or such amount, as may be mutually agreed upon.
- (vi) The selected candidate will be required to stay in HDC quarters at Haldia on payment of licence fee / rent, as applicable. Electricity charges shall have to be borne by the candidate.
- (vii) The office of the selected candidate will normally be at any of the working points within the jurisdiction of HDC.
- (viii) The candidate will be required to work full time for 6 days in a week and will normally be entitled to a weekly off day. 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 he will not be entitled to any other compensation, monetary or otherwise, for the same.
- (ix) 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 may be availed of with prior approval. For any unauthorized absence in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration.

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- (x) 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/ 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.
- (xi) The selected candidate will be entitled to indoor and outdoor medical facilities as are available in KoPT Hospital at Haldia and if necessary, also at Kolkata for self 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 employment.
- (xii) If the candidate is required to go on official tour outside Head Quarters at Haldia, he will be entitled to TA / DA as applicable to the regular incumbents in the post of Assistant Engineer.
- (xiii) The candidate will normally report to the Manager (I&CF), Haldia Dock Complex.
- (xiv) 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 him and he will be accountable for the same.
- (xv) The contractual engagement may also be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hour's notice for unsatisfactory performance and / or for any act which is considered to be derogatory / detrimental to the interest of the KoPT.
- (xvi) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

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**Terms and conditions for contractual engagement of
Stores / Purchase Officer under MM Division of HDC**

- (i) The selected candidate must possess a Degree in Engineering from a recognized University / Institute or equivalent. A Post-Graduate Degree / Diploma in Materials Management from a recognized University or Institute is desirable.
- (ii) The incumbent shall be at least 35 years of age as on the 1st day of the month in which advertisement is issued.
- (iii) The candidate will be responsible for procurement related activities as may be assigned to him and / or stores functions. In addition, he may be entrusted with any other responsibility in connection with inventory as well as materials management functions, as and when necessary.
- (iv) 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, KoPT / HDC reserve the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties.
- (v) The selected candidate will be paid a fixed consolidated remuneration package of Rs. 25,000/- per month. In case of retired Government Official, the remuneration, will be the amount equivalent to last pay drawn after adjustment of pension amount or such amount, as may be mutually agreed upon.
- (vi) The selected candidate may avail of HDC accommodation (unfurnished) at Haldia on payment of licence fee / rent, as applicable. Electricity charges shall have to be borne by the candidate.
- (vii) The office of the selected candidate will normally be at any of the working points under the Materials Management Division, HDC.
- (viii) The candidate will be required to work full time for 6 days in a week and will normally be entitled to a weekly off day. 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 he will not be entitled to any other compensation, monetary or otherwise, for the same.
- (ix) 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 may be availed of with prior approval. For any unauthorized absence in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration.

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- (x) 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/ 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.
- (xi) The selected candidate will be entitled to indoor and outdoor medical facilities as are available in KoPT Hospital at Haldia and if necessary, also at Kolkata for self 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.
- (xii) If the candidate is required to go on official tour outside Head Quarters at Haldia, he will be entitled to TA / DA as applicable to the regular incumbents in the post of Stores / Purchase Officer.
- (xiii) The candidate will normally report to the Manager (Materials Management), Haldia Dock Complex.
- (xiv) 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 him and he will be accountable for the same.
- (xv) The contractual engagement may also be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hour's notice for unsatisfactory performance and / or for any act considered to be derogatory / detrimental to the interest of the HDC / KoPT.
- (xvi) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

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General Instructions

Interested candidates, fulfilling the eligibility criteria detailed above, and agreeable to the said terms & conditions of contract engagement, may apply giving detailed bio-data, including name, date of birth, permanent address, address for communication, contact phone number, e-mail address, nationality, religion, details of educational and professional qualification, details of experience and post held (indicating name of the employer, pay scale and salary drawn), whether SC/ST/OBC, extra curricular activities or any other relevant information, with two recent passport size photographs and certified photo copies of relevant certificates / testimonials. Application in sealed envelope superscribing the name of the post applied for should reach the office of Manager (P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur, PIN - 721607 by **August 06, 2009**. Mere fulfillment of the aforesaid 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 **August 06, 2009** may not be entertained.

Manager (P&IR)
Haldia Dock Complex
Phone – 03224 263160