

# **KOLKATA PORT TRUST**

## **HALDIA DOCK COMPLEX**

Applications are invited from Indian nationals for contractual engagement of 258 General Equipment Operator and 14 Supervisor under Haldia Dock Complex, Kolkata Port Trust against a fixed consolidated remuneration of Rs.17,900/- & Rs.24,000/- per month respectively. Detailed terms and conditions and Prescribed Application Format are furnished below. Application 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**.

### **Terms and conditions for contractual engagement of General Equipment Operator under TO(Sh&CH) Division of HDC.**

The engagement will be from Indian nationals initially for a period of 1(one) year renewable for a further period of one year and so on subject to satisfactory performance. 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 February 01, 2016.

**II) Qualification:**

**Essential :**

Must have passed Class-VIII. Must possess a Heavy Motor Vehicle driving licence issued by the Appropriate Authority. Must be able to operate payloaders / Dumpers / Bulldozers / Excavators and be able to attend to minor faults and identify defects and faults and have knowledge of relevant safety rules.

**Contd..2..**

**Desirable:**

Preferably, Madhyamik Pass with national Trade Certificate in Mechanical / Fitter / Electrician / Wireman / Mechanic (MV) / Mechanic (Diesel) trade.

**III) Experience :**

Minimum 4 years of experience of working for similar operations. Preference will be given to those candidates who have experience of handling Dry Bulk Cargo at HDC under different organizations authorized by KoPT for such operations.

**B) Other terms & conditions of contract :-**

- i) The selected candidate will be responsible for operating the equipment such as Dumpers, Payloaders, Bulldozer, Excavator, etc. for various cargo handling functions on shore at Berth No. 2 & 8 of HDC. They may also be required to work at other Berths within the Dock Area of Haldia Dock Complex.
- ii) The selected candidate will be paid a fixed consolidated remuneration of Rs.17, 900/- 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 will be posted in the Dock Area under TO(Sh&CH) Division, HDC.
- v) The selected candidate would report to the Sr. Dy. Manager TO(Sh&CH) Division or his authorized officer of the Division, where he will be posted.
- vi) The selected candidate will have to work in shifts on rotation i.e. morning, afternoon, night & general shift duty, if situation so warrants. He 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, he may also be booked on Holidays / Weekly Off days / Overtime hours beyond his 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.

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- 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 from the local Police Station in the prescribed proforma, after selection for such contract engagement.

**Terms and conditions for contractual engagement of Supervisor under TO(Sh&CH) Division of HDC.**

The engagement will be from Indian nationals initially for a period of 1(one) year renewable for a further period of one year and so on subject to satisfactory performance. 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 February 01, 2016.

**II) Qualification:**

**Essential :**

Must have passed Higher Secondary Examination or equivalent.

**Desirable:**

Diploma in Mechanical Engineering from a recognised Technical School or College.

**IV) Experience :**

Minimum 5 years experience in dry bulk cargo handling operations. Preference will be given to those candidates who have experience of handling Dry Bulk Cargo at HDC under different organizations authorized by KoPT for such operations.

**Contd..4..**

**B) Other terms & conditions of contract :-**

- i) The selected candidate will be responsible for supervision of cargo handling functions on shore at jetty site and storage area site at Berth No. 2 & 8 of HDC. They may also be required to work at other Berths within the Dock Area of Haldia Dock Complex.
- ii) The selected candidate will be paid a fixed consolidated remuneration of Rs.24,000/- 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 will be posted in the Dock Area under TO(Sh&CH) Division, HDC.
- v) The selected candidate would report to the Sr. Dy. Manager TO(Sh&CH) Division or his authorized officer of the Division, where he will be posted.
- vi) The selected candidate will have to work in shifts on rotation i.e. morning, afternoon, night & general shift duty, if situation so warrants. He 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, he may also be booked on Holidays / Weekly Off days / Overtime hours beyond his 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.

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- 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 from the local Police Station 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 / Heavy Motor Vehicle driving licence. Application in sealed envelope superscribing "**Application for the contractual engagement of G.E.O. / Supervisor**" should reach the office of Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower Building, PO - Haldia Township, Dist - Purba Medinipur, Pin-721607 by **March 15, 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 **March 15, 2016** may not be entertained.

*\*\* N.B. "KoPT may not engage any manpower so advertised in the event of successful implementation of shore handling contract for which tender has already been floated".*

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

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

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

	<b>Name of the Exam/Degree</b>	<b>Name of School/ Board / College</b>	<b>Year of Passing</b>
Class-VIII			
Madhyamik (or equivalent)			
Graduation			
HMV License			
Diploma			

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

<b>Organisation</b>	<b>Scale of pay &amp; Present Basic Pay.</b>	<b>Post</b>	<b>Period (____ to ____)</b>	<b>Duration</b>

(Enclose separate sheet, if require)

15. 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 )