

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA
HALDIA DOCK COMPLEX**

Advertisement No. 08/2021

Requires

Security Officer (on contract)

Syama Prasad Mookerjee Port, Kolkata (erstwhile Kolkata Port Trust) (SMP-K), Haldia Dock Complex (HDC) intends to engage **1 (one)**** Security Officer on contract basis under Administration division, HDC at Haldia. The detail of eligibility criteria for such contractual engagement is given below: -

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

Security Officer (on contract): -

Eligibility Criteria

(i) **Age** : Not below 35 years or above 55 years of age.

(ii) **Essential Qualification & Experience:**

Full time Bachelor Degree of minimum 3 years duration from a recognized University / Institution.

Ex-Servicemen including CISF and other Para Military Forces / Police having minimum 3 years post qualification experience as JCO / Inspector.

Desirable:

Preference would be given to the candidates having experience of handling Law & Order situation, Deployment of Personnel, Enquiry, Crowd Control, etc.

Remuneration: The candidate will be paid a consolidated remuneration of Rs. 45,000/- (Rupees Forty five thousand only) per month with yearly increment of Rs.1400/- (Rupees One thousand four hundred only).

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 pro forma given here under with one recent passport size photograph and self-certified photocopies of relevant certificates / testimonials. Application in sealed envelope, superscribing "*Application for contractual engagement to **Security Officer under HDC***", should reach the Office of the Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower, 6th floor, P.O.: Haldia Township, Dist.: Purba Medinipur, W.B. PIN: 721607, by **January 06, 2022**. 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 applications, or applications received after the last date, may not be entertained.

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

General terms & conditions for Security Officer (on contract):

- i) The engagement will be for a period of 2 (two) years and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC / SMP-K 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 candidate will be responsible for :
 - a) Day to day functioning of the Security Unit, HDC.
 - b) Monitoring the duty of the deployed private security personnel engaged through the private security contract.
 - c) Monitoring the smooth functioning and management of the private security contract.
 - d) Ensuring proper patrolling of Port Townships and carry out regular inspections at various duty points.
 - e) Keeping strict surveillance so that no criminal offences take place within the Port areas.
 - f) Carrying out enquiries in case of pilferage / miscreant activities in Port areas.
 - g) Co-ordination with the local police and District authorities relating to various security issues, encroachment removal etc.
 - h) Assisting Ld. Estate Officer, HDC for resumption of possession of Port premises etc.
 - i) Taking all required action to ensure normal functioning of HDC offices during strike/agitation.
 - j) Maintaining of applicable protocols and manage of VIPs, VVIPs visits at HDC.
 - k) Keeping all relevant files and records upto date pertaining to security Unit.
 - l) Carrying out any other jobs assigned to him from time to time by the SMP-K management.
- iii) The candidate will be paid a consolidated remuneration of Rs. 45,000/- (Rupees Forty five thousand only) per month with yearly increment of Rs.1400/- (Rupees One thousand four hundred only).
- iv) The selected candidate will have to work full time for 6 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. However in case of necessity, in exigency of work, he may be required to work on weekly-off day / Holidays for which appropriate relief may be considered, as per the discretion of the Competent Authority. He will also have to attend emergency calls, as per requirement, beyond his normal duty hours, without any extra remuneration for the same.
- v) 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.
- vi) 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 / SMP, Kolkata 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.

- vii) The selected candidate would be entitled to indoor & outdoor medical facilities as are available in the Port Hospital at Haldia for self & spouse and a maximum of two children upto the age of 25 years. 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 course of and arising out of engagement.
- viii) The selected candidate may avail of the facility of HDC accommodation (unfurnished) on payment of license fee / rent, as applicable. Electricity charges for the said quarter shall have to be borne by the selected candidate, at actuals.
- ix) The selected candidate may be required to work at any place / office within the jurisdiction of HDC / SMP, Kolkata.
- x) If the selected candidate is required to go on official tour, the candidate will be entitled to TA / DA, as applicable.
- xi) The selected candidate will normally report to the Sr. Dy. Manager (Administration). However, the candidate may be required to report to any other officer of HDC, in exigency of work.
- xii) The selected candidate would be entitled to avail the canteen facility of HDC.
- xiii) The selected candidate would be allowed the transport facility of HDC.
- xiv) The selected candidate shall be responsible for charge and care of HDC / SMP, Kolkata's money, goods and stores and all other property that may be entrusted to him / her and he / she will be accountable for the same.
- xv) The contractual engagement may be terminated by giving 3 months' notice from either side or 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, SMP, Kolkata.
- xvi) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

PRESCRIBED PROFORMA FOR APPLICATION

Engagement of Security Officer (on contract)
under Administration Division HDC, SMP, Kolkata

1. Name:
2. Father's / Husband's Name:
3. Date of birth:
(Self-Certified copy of proof to be enclosed)
4. Age (As on 06/01/2022):
5. Gender:
6. Permanent Address:
.....
7. Address for Communication:
.....
8. Telephone: Landline:
Mobile:
9. E-mail Address:
10. Nationality:
11. Religion: Category (SC/ST/OBC/UR):
12. Qualification: (Self Certified copies of Mark sheets / Certificates to be enclosed)

Affix Recent
passport size
Photo here

Qualification	Name of the Degree	Name of the University / Institution or equivalent	Percentage with Division / Class
Class - X			
Class - XII			
Degree			
Additional (if any)			

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

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

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)