



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता
SYAMA PRASAD MOOKERJEE PORT, KOLKATA
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
कार्मिक एवं औद्योगिक संपर्क प्रभाग
Personnel & Industrial Relations Division



Advertisement for Contract Engagement

Advertisement No.: 05 / 2020

Haldia Dock Complex, SMP, Kolkata intends to engage 03** (Three) Jr. Engineer and 01** (One) Surveyor under I&CF Division Haldia Dock Complex, SMP, Kolkata on contractual basis for posting at Haldia. Applications are invited from Indian Nationals for the aforesaid contractual engagements, the details of 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) Jr. Engineer :

Eligibility Criteria

- (i) Age: upper age limit is 35 years as on September 01, 2020
- (ii) Essential qualification : Must have passed Madhyamik or its equivalent examination and possess an L.C.E Diploma (Diploma in Civil Engineering)
- (iii) Experience : 05 years' experience in Civil Engineering works
- (iv) Method of Selection : Selection will be made through written test.

B) Surveyor :

Eligibility Criteria

- (i) Age: upper age limit is 30 years as on September 01, 2020
- (ii) Essential qualification : Must have passed Madhyamik or its equivalent examination and possess a Diploma / Certificate in Surveyorship or its equivalent.
- (iii) Experience : Some experience in different kinds of surveyor work.
- (iv) Method of Selection : Selection will be made through Trade test (Qualifying in nature) followed by written test.

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 the relevant certificates / testimonials. Application in sealed envelope superscribed “**Application for contractual engagement of Jr. Engineer under I&CF Division, HDC**” OR “**Application for contractual engagement of Surveyor under I&CF Division, HDC**”, as applicable, 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 **October 22, 2020**. 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

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

Terms and Conditions for contractual engagement of Jr. Engineer **under I&CF Division of HDC**

1. The engagement will be for a period of 02 (Two) years and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC / SMP, Kolkata reserves the right to enter into a fresh contract for such period and on such terms and conditions as may be mutually agreed upon by the parties.
2. The selected candidate will be responsible for execution of civil engineering projects, management of various related contracts and maintenance of various infrastructures, stores, within HDC's jurisdiction.
3. The candidate selected for contractual engagement of Jr. Engineer will be paid a fixed consolidated remuneration of ₹ 31,900/- (Rupees thirty one thousand nine hundred only) per month with yearly increment of ₹ 1000/- (One thousand only).
4. 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 demands, the weekly day of rest may be changed with prior intimation. The selected candidate will be required to work in shifts on rotation i.e. morning, afternoon, night & general shift as per requirement. 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.
5. 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 (fifteen) days, pro-rata deduction will be made from the consolidated remuneration.
6. 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.
7. The selected candidate will be entitled to indoor & outdoor medical facilities as are available in Port Hospital, at Haldia for self & 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 course of and arising out of engagement.
8. 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 candidate at actual.
9. The selected candidate may be required to work at any place / office within the jurisdiction of I&CF Division, HDC / SMP, Kolkata.
10. If the selected candidate is required to go on official tour, the candidate will be entitled to TA / DA, as applicable.
11. The selected candidate shall report to the officer, as will be authorized by the in - charge of the I&CF Division, HDC / SMP, Kolkata.
12. The selected candidate will be entitled to avail canteen facilities of HDC.

13. 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 and he will be accountable for the same.
14. 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 / or for any act considered to be derogatory / detrimental to the interest of HDC / SMP, Kolkata.
15. The selected candidate will have to submit character / antecedent certificate in the prescribed proforma after selection for such contract engagement.

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

1. The engagement will be for a period of 02 (Two) years and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC / SMP, Kolkata reserves the right to enter into a fresh contract for such period and on such terms and conditions as may be mutually agreed upon by the parties.
2. The selected candidate will be responsible for different survey works in civil engineering projects and other related works with tools, instruments etc. for various infrastructures within HDC's jurisdiction.
3. The candidate selected for contractual engagement of Surveyor will be paid a fixed consolidated remuneration of ₹ 27,300/- (Rupees twenty seven thousand three hundred only) per month with yearly increment of ₹ 800/- (Eight hundred only).
4. 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 demands, the weekly day of rest may be changed with prior intimation. The selected candidate will be required to work in shifts on rotation i.e. morning, afternoon, night & general shift as per requirement. 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.
5. 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 (fifteen) days, pro-rata deduction will be made from the consolidated remuneration.
6. 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.
7. The selected candidate will be entitled to indoor & outdoor medical facilities as are available in Port Hospital, at Haldia for self & 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 course of and arising out of engagement.
8. 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 candidate at actual.

9. The selected candidate may be required to work at any place / office within the jurisdiction of I&CF Division, HDC / SMP, Kolkata.
10. If the selected candidate is required to go on official tour, the candidate will be entitled to TA / DA, as applicable.
11. The selected candidate shall report to the officer, as will be authorized by the in - charge of the I&CF Division.
12. The selected candidate will be entitled to avail canteen facilities of HDC.
13. 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 and he will be accountable for the same.
14. 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 / or for any act considered to be derogatory / detrimental to the interest of HDC / SMP, Kolkata.
15. The selected candidate will have to submit character / antecedent certificate in the prescribed proforma after selection for such contract engagement.

**PRESCRIBED PROFORMA FOR APPLICATION
APPLIED FOR: JR. ENGINEER (ON CONTRACT)**

1. Name:
2. Father's / Husband's Name:
3. Date of birth:
(Self attested copy of proof to be enclosed)
4. Age (As on 01/09/2020):
5. Permanent Address:
6. Address for Communication:
7. Telephone: Landline: Mobile:
8. E-mail Address:
9. Nationality:
10. Religion:
11. Category : (SC / ST/ OBC / UR)
12. Qualification: (Self attested copy of Proof to be enclosed)

Affix Recent Passport size Photo here
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	Subject / Honours / Pass Course	Name of Board / College / University	Percentage (%) with Division / Class
Secondary /Madhyamik (or equivalent)			
Higher Secondary / Class - XII (or equivalent)			
Graduation			
P. G. Degree / Diploma / Certificate			
Additional Qualification			

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

Organization	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 if any document is found incorrect at any stage during my service at HDC, my job may be liable for termination that necessary documents including the certificate from my employer are enclosed.

(Full Signature of Applicant with Date)

**PRESCRIBED PROFORMA FOR APPLICATION
APPLIED FOR: SURVEYOR (ON CONTRACT)**

1. Name:
2. Father's / Husband's Name:
3. Date of birth:
(Self attested copy of proof to be enclosed)
4. Age (As on 01/09/2020):
5. Permanent Address:
.....
6. Address for Communication:
.....
7. Telephone: Landline: Mobile:
8. E-mail Address:
9. Nationality:
10. Religion:
11. Category: (SC / ST/ OBC / UR)
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Organization	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 if any document is found incorrect at any stage during my service at HDC, my job may be liable for termination that necessary documents including the certificate from my employer are enclosed.

(Full Signature of Applicant with Date)

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

CORRIGENDUM NOTICE FOR:

Advertisement No. 05/2020

Reference advertisement No. 05/2020, the advertisement should be read as for 'Contract Engagement' instead of 'Direct Recruitment'. Accordingly, details of the fresh advertisement is displayed herewith.

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