

NOTICE

Ref. Advt. No. 07/2020

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

(Jawahar Tower Complex, Haldia
Township, Purba Medinipur, West
Bengal, PIN – 721607)

**Written Examination for selection of Safety Officer (on contract)
under Haldia Dock Complex**

- Written Test Venue** : Conference Room, Jawahar Tower Annex Building
P.O. – Haldia Township, Dist. – Purba
Medinipur, West Bengal – 721607.
- Date of Test** : 26/02/2021
- Reporting Time** : 1000 hrs.
- Selection Process** : **Written Test, followed by Interview (on the same day)**
- Model Question Paper with Answer:** Attached.
(for Written Test)
- Question Paper** : **Total Marks: 90 | Qualifying Marks: 45**
Interview: 10 Marks
Overall Qualifying Marks: 50
(Only upon qualifying in the written test, candidates
would be allowed to appear for the interview)
- Duration of the Written Test** : **120 minutes**

General Instructions to the candidates:

- Admit card have been issued to the prima-facie eligible candidates both by speed posts and also by email. If the candidate does not receive admit card by post, he/she may also take a print out of the e-mail (soft copy) of the admit card.
- The candidate must bring the admit card with recent passport size photograph affixed in the space provided and the filled in self-declaration at the time of appearing for the written examination. No candidate will be permitted to enter the examination Centre without the admit card with fill up the self-declaration about their health status.
- The admit card along with affixed passport size photograph will be collected in the examination hall and therefore the candidates are advised to keep one photocopy of the Admit Card for his / her own reference.

- Candidate must carry at least one photo bearing IDENTITY PROOF in original such as Passport, Driving License, Voter Card, Aadhaar Card, Identity Card issued by University / College, Pan Card **along with a self-certified photocopy of the same**, to the examination Centre, failing which, HE/SHE SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.
- The candidates should bring a set of all relevant certificates / testimonials (**both original and self-attested photocopy**) regarding his / her eligibility, as published in the advertisement and submitted by him / her.
- The candidate should reach the examination Centre / Venue within the reporting time. Late-comers will not be permitted to appear in the test. **They should bring 2 good quality BLACK/BLUE ball point pens for answering the test questions. Use of Pencils is strictly prohibited for answering questions.**
- Candidature for the test is provisional and subject to fulfilling all the eligibility conditions as indicated in the advertisement. Receipt of Admit card by the candidate is not to be construed as acceptance of the candidate's eligibility for selection. If, at any stage, it is found that the candidate is ineligible for sitting in the written examination or at any subsequent stage his / her candidature will be rejected.
- Candidates are not allowed to carry any papers, notes, books, calculators, pagers or mobile phone or electronic devices etc., in the examination hall. Any candidate found using or in possession of such unauthorised material or indulging in copying or adopting unfair means, is liable to be summarily disqualified.
- Request for change of centre / venue will not be entertained under any circumstances.
- No Travelling allowance will be reimbursed for appearing in the Written Test.
- Candidates are required to comply with the Government COVID-19 related safety protocols for the examination as prescribed therein. The important COVID-19 safety guidelines are given below.
- Candidates are required to wear Facemask and carry their own water bottle, Hand Sanitizer etc. inside the examination hall.
- Candidates shall be allowed entry only if using Face Mask / Face Cover and the Face Mask / Face Cover has to be worn properly all times inside the examination center. They have to undergo mandatory Thermal Screening and Hand Sanitization before entering into the Examination Centre.
- Candidates shall be permitted to enter the examination Centre only if they are not having any COVID-19 symptoms. HDC reserves the right to allow / disallow entry of candidates subject to COVID-19 Protocol.
- Candidates are required to maintain physical distance when queuing up for entry.
- Bags/Books/Mobiles etc. shall not be allowed in the Examination hall. Designated space would be provided by HDC for keeping such items.

- Spitting in and around is strictly prohibited. Use of spit/saliva for counting / turning question paper/Answer Sheet is also strictly prohibited.
- Sharing of personal belongings / stationary shall not be allowed.
- Candidates are also requested to go through the detailed Government COVID-19 guidelines given below:-

The Government guideline on preventive measures to be followed by the candidates while appearing for the written examination to contain spread of Covid-19

1. Generic preventive measures

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (candidates and parents) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquette to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all, as far as feasible.

2. Entry and Exit to the examination center

- i. Entrances to have mandatory hand hygiene and thermal screening provisions. If any examination functionary/examinee fails to meet the self-declaration criteria, they shall not be allowed entry.
- ii. Only asymptomatic staff and students shall be allowed inside the examination hall.
- iii. In regular course, a symptomatic candidate should be referred to the nearest health center and given an opportunity to undertake the examination through other means or the Universities/Educational Institution shall arrange for taking exam at a later date when the student is declared physically fit. However, if a student is found to be

symptomatic, the permission or denial thereof, in such cases shall be granted as per the policy already enunciated on the issue by the Examination Conducting Authorities.

- iv. All staff and students to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the examination center by all.
- v. Enough entry & exits gates for students and staff shall be ensured to avoid overcrowding.
- vi. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the center as far as feasible.
- vii. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- viii. Proper crowd management in the examination center as well as outside premises like parking lots, waiting areas — duly following physical distancing norms shall be ensured.
- ix. Bags/books/mobiles should not be allowed in the examination center.
- x. The examinees will be taken to a registration room in batches maintaining adequate physical distancing norms for document verification and recording of attendance. Thereafter they will be escorted in batches to the allotted examination hall.
- xi. Frisking of examinees, if needed, shall be undertaken after thermal screening. Personnel involved in frisking shall wear triple layer medical mask in addition to gloves. Proper hand hygiene shall be maintained by such personnel every time they change their gloves.
- xii. On completion of exam, the candidates should be permitted to move out in an orderly manner.

MODEL QUESTION PAPER

Written Test for selection to the post of Safety Officer - 2021

Total duration – 2.00 hr

Full marks – 90

A. Questions:

20 x 2=40

1. What is illumination level maintained as per dock safety regulation in working and non-working area in dock area?
2. What is the name of the authority who will inspect the dock area for safety & security?
3. What is the quality policy in HDC towards safety?
4. What are the 5 (five) preventive measures to avoid fatal accident in the port premises?
5. Frequency to carry out load test of the material handling equipment/Gear in Port area?
6. What is the qualification of Agency who will carry out load test of the equipment in port?
7. _____ and _____ guideline used in Oil Jetty and Oil Terminal for using fire-fighting system.
8. What is the role of Safety officer in Marine?
9. What is the responsibility of Safety officer?
10. What make a good safety officer?
11. When the Steel wire ropes are rejected?
 - i) 15% of the wire are broken
 - ii) 10% of the wire are broken.
 - iii) 5% of the wire are broken
 - iv) None of the above.
12. The frequency of testing of lifting appliances.
 - i) One year
 - ii) Five year
 - iii) 3 year
 - iv) 2 year

13. Each walkway must have the following
- Tow Guard.
 - Railings and hand rail.
 - All of the above.
 - None of the above.
14. The Guidelines for handling liquid petroleum gases including LPG.
- OISD 115
 - OISD 156
 - All of the above
 - None of the above
15. Permissible noise level for helical gearbox.
- 85 Db
 - 90 DB
 - 80 DB
 - None of the above.
16. Least count of a Vernier caliper means.
- Minimum measurement available from the Vernier caliper.
 - One millimeter measurement
 - One inch measurement
 - None of the above.
17. Fan guard of a motor is provided for
- Protection against accident
 - Cooling of motor
 - All of the above
 - None of the above
18. Lubrication of a bearing is essential for
- Reducing friction among the rolling elements
 - Increasing friction among rolling elements
 - Controlling temperature of the bearing
 - (i) & (iii) above.
19. During inspection of steel wire rope which one of the following is essential from safety point of view?
- Invoice
 - Challan
 - Certificate of competent person as per Dock Safety Regulation, 1990.
 - None of the above

20. Some of the PPE equipment for Dock workers are:

- i) Helmet
- ii) Safety shoe
- iii) All of the above
- iv) None of the above

B. Questions :

20 x 2.5=50

1. Give five example of loose gear?
2. What is the meaning of safe working load.
3. What is the role of Dock Labour Inspector.
4. What is the role of DGFASLI.
5. What is the main functioning of Dock Safety Committee?
6. The **Dock Workers** (Safety, Health and Welfare) Act_____.
7. Who is the secretary of the Advisory Committee of the dock workers?
8. What is the meaning of Flam proof?
9. What is the meaning of heavy lift tarrick?
10. What is Grinding?
11. What are the Duties of a Safety Officer?
12. What are the Duties of a Supervisor?
13. General Safety precautions in construction?
14. What is Fork Lift Truck?
15. How to prevent accidents of "power Tools"?
16. What are the causes of Accidents of "hard Tools"?
17. What Precautions are necessary for Electrical work?
18. Cause of accident in construction?
19. Safety Rules when using Ladders?
20. Safety Rules in using Compressed Air?

Answer Sheet

A. Answers :

1. As per Dock Safety Regulation illumination level should be
WA: 25 lux and NWA: 10 lux.
2. Inspector of Dock Safety (Safety, Health & Welfare)_ and Dy. Director
(Safety),
3. Accident should be nil.
4. Preventive measures:
 - i) Sufficient illumination
 - ii) Prominent Sign / display board.
 - iii) Safety helmets, safety shoes etc.
 - iv) Cleaning of road
 - v) Follow the traffic rules.
5. Once in 3 (three) years and Gear every year.
6. National Qualification Registrar (NQR) certified by Director General
Factory Advise Services & Labour Institutes (DGFASLI)
7. OISD-156 and OISD-177
8.
 - i) To survey and confirm safety measures in the vessels
 - ii) Supervising and ensuring compliance with the SMS of the ship.
 - iii) First aid box.
 - iii) Life Jacket
9.
 - i) Enforce company policies and procedures and safety and health
regulations and standards.
 - ii) Observe work in progress and assure safety equipment is worn and
procedures followed.
 - iii) Develop policies and plans to reduce employee risk.
 - iv) Ensure employee safety training, classroom lectures, demos and
hands-on instruction.
10.
 - i) 'Ability to listen' make a good safety officer.
 - ii) Good safety officer should be able to overcome any challenges.
11. (ii), 12. (ii), 13. (iii), 14. (ii), 15. (i), 16. (i), 17. (iii), 18. (iv), 19. (iii), 20. (iii)

B. Answers:

1. Hook, Shackle, Swivel, ceiling, spreader, Chain link.
2. The lifting appliances, design with normal safe working load.
3. Assisting to issue the fitness certificate for infrastructure/equipment, make examination of ship, dock, lifting machinery, cargo gear, transport equipment, warehouses, wire ropes etc.
4. To ascertain the status of working condition, standard of safety for industries during operation.
5. (i) To inspect the cause of accident.
(ii) Organizing safety week.
(iii) To recommend the remedial measure in the dock for ratification.
(iv) To organize training programme for supervisory staff and workers.
(v) To improve welfare annuity inside dock.
(vi) To comply the decision of safety committee by port authority.
6. 1986
7. Shift Inspector
8. This protection method assumes that the surrounding explosive atmosphere can enter an enclosure intended to protect electrical equipment and that there will be internal explosions during the life of the protected equipment.
9. It is a lift gear in the ship.
10. Grinder is a portable machine with a wheel guard in position to reduced the danger.
11. Prepare tool box talk
 - o Prepare monthly statistics
 - o Prepare the checklist
 - o Accident reports
 - o Management meetings
 - o Arrange the safety classes/training
12. a. He has to instruct this worker about the work methods and procedures.
b. He has to maintain discipline among the workers
c. He has to supply necessary materials
d. He has to control quality and cost of the job
e. He has to guide has workers in doing a job in the correct and safe way
13. Adequate first aid equipment should be kept ready



- Adequate fire fighting equipment should be available
 - All general electrical rules should be followed
 - suitable lighting arrangements should be necessary at night work
 - Work men at height should be wear safety belts
14. Forklift truck is designed to handle heavy loads.
15. a. The operators should wear face shields or safety glasses
- b. Power tools should be placed in the store room after use
- c. Power tools should have protected by guards
- d. Pneumatic hoses or electric cables of power tools should not pass through passage ways.
16. Due to wrong way using of tools.
- Due to defective condition of tools
 - Due to failure of using right tools for right job
 - Due to wrong way of carrying tools
17. a. All electrical installations shall be as per standard electricity rules
- b. Only competent persons should handle the electrical equipment.
- c. The equipment should be earthed properly
18. Erection equipment failure
- Falling of persons from height
 - Electrical shocks
 - Improper lighting
 - Non-stop working by worker
19. The foot wear is not greasy, oily and muddy and has a good grip on the rungs.
- When climbing or coming down a ladder should be facing the ladder side and had on with both hands.
 - Carry light tools in pockets in a shoulder bag.
20. a. Only authorized persons should be used compressed air.
- b. The body or clothes should not be cleaned.
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