

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA**  
**HALDIA DOCK COMPLEX**  
**Advertisement No. 03/2021**

**Requires**

**Draftsman**

Haldia Dock Complex, Kolkata Port Trust intends to engage 01\*\* (One) Draftsman on contract basis under the Marine Operations Division, Haldia Dock Complex, SMP-K at Haldia.

[\*\* The numbers of engagements are indicative only. The same may increase / decrease in future, as per actual requirement]

**Selection Methodology:-**

Through a trade test of qualifying nature, followed by a written test of MCQ type.

**Eligibility Criteria**

**(i) Age:**

Between 25 years to 45 years, as on May 01, 2021.

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

**Essential Qualification:**

Ex-Serviceman from Indian Navy who worked with Hydrographic Survey Section (SR-I/II) or Indian Army (Land Surveyor). Preference may be given to the applicants possessing the following technical knowledge / experience.

- A. Survey Software, Processing of Survey Data and Printing of Charts.
- B. Working knowledge of GPS, Echo Sounders, Levelling and other survey instruments.
- C. Good computer knowledge is essential.

**General Instruction to the Candidates:**

Interested eligible candidates may apply in the enclosed proforma (**Annexure-I**), alongwith self-attested photocopies of supporting documents and 2 recent passport size photographs. Application in sealed envelope, superscribing "**Application for contractual engagement of Draftsman under M.O. Division, HDC**", should reach the Office of the *Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower Building, P.O.: Haldia Township, Dist.: Purba Medinipur, W.B. Pin.: 721607*, by **June 07, 2021**. Persons working in Govt. / Autonomous Bodies / PSUs should apply through proper channel. 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 late, may not be entertained.

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

## **Terms and conditions of contract engagement of Draftsman under HPSU, MO Division, HDC**

1. The engagement will be for a period of 02(two) year 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 and conditions as may be mutually agreed upon by the parties.
2. The duties and responsibilities of the candidate on contract engagement shall be as follows: Hydrographic surveys of River Hugli, Oil Jetties, Haldia Approach Jetty, Haldia Dock Lock, Haldia Dock Basin, Berths, Barge & Fly Ash Jetties etc. under HDC, collection of tidal data, processing of survey data and printing of charts, leveling of tide gauges etc., maintenance of survey instruments and other Hydrographic survey related works. Also up keep of survey related records, data and charts.
3. The consolidated monthly remuneration for the contract engagement is Rs. 27300/- (Rupees Twenty Seven Thousand three hundred only) with yearly enhancement of Rs800/-.
4. Normal working days is six days per week (in 0800 hrs. to 1700 hrs shift) and one day of weekly off shall be allowed. If situation so demands, the weekly day of rest may be changed with prior intimation. In exigency of work, the candidate may also be booked on Holidays / weekly off days / Overtime hours beyond scheduled duty hours, for which appropriate relief may be considered, as per the discretion of the competent authority.
5. The candidate shall normally work at Haldia, however, in case of necessity he will be required to work at any place within the jurisdiction of the SMP-K.
6. The candidate shall be provided with HDC accommodation (unfurnished) on payment of rent, as applicable. Electricity charges, for the said quarter, shall have to be borne by him, at actual.
7. The candidate shall be entitled to 15 (fifteen) 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.
8. Additionally, leave on medical ground, to the extent of 10 (ten) 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 Medical Officer. Intimation of sickness should be reported to the Head of Division / Reporting Officer forthwith in writing, together with the certificate of illness from a Registered Medical Practitioner, in addition to verbal intimation over phone.
9. The candidate shall be entitled to indoor & outdoor medical facilities as are available in Port Hospital, Haldia, for self and spouse and a maximum of two children up to 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 the course of and arising out of this engagement.

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10. On official tour outside headquarters of Haldia Dock Complex, he will be entitled to TA / DA, as applicable.
  11. The candidate will be entitled to avail Canteen facility at HDC, SMP-K.
  12. Manager (M.O.), H.D.C., or his authorized officer will be the Reporting Officer.
  13. The candidate will be responsible for charge and care of the HDC, SMP-K's money, goods and stores and all other property that may be entrusted on him and he will be accountable for the same.
  14. The contractual engagement may be terminated by giving 3 months' notice from either side or money equivalent to 3 months' remuneration. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and / or for any act which is considered to be derogatory / detrimental to the interest of H.D.C, SMP-K.
  15. The candidate will have to submit character / antecedent certificate in the prescribed proforma.
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**PRESCRIBED PROFORMA FOR APPLICATION**

**Contractual Engagement of: Draftsman**

1. Name: .....
2. Father's / Husband's Name: .....
3. Date of birth: .....  
(Self Certified copy of proof to be enclosed)
4. Age (As on 01/05/2021): .....
5. Sex: .....
6. Permanent Address: .....  
.....
7. Address for Communication: .....  
.....
8. Telephone: Landline: .....  
Mobile: .....
9. E-mail Address: .....
10. Nationality: .....
11. Religion: .....
12. Qualification / Experience of Indian Army / Navy :  
(Self certified copies of Marks sheets/ Certificates to be enclosed)

Affix Recent  
Passport size  
Photo here

Qualification as mentioned in advertisement	Rank/designation	Indian Navy/Army	Service duration (From – To)

13. Other Experience (if any) : (Self certified copies of Certificates 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 belief. The necessary documents, including the certificate from my employer, are enclosed.

\_\_\_\_\_  
(Full Signature of Applicant with Date)