

**KOLKATA PORT TRUST**  
**HALDIA DOCK COMPLEX**

**REQUIRES**

**6 Lower Division Clerks on contract engagement basis.**

Haldia Dock Complex, Kolkata Port Trust intends to engage 6 Lower Division Clerks for operations of Weigh Bridges under Traffic Operations (Shipping & Cargo Handling) Division on contract basis for posting at Haldia. Applications are invited from Ex-Serviceman (Junior Commissioned Officer or equivalent) of Indian Nationality for the same, so as to reach the office of the Manager(P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur- 721607 within 14-03-2011.

**General Instructions**

Interested candidates, fulfilling the eligibility criteria detailed in the terms and conditions for such contractual engagement given below, and agreeable to the said terms & conditions, may apply in the enclosed proforma giving detailed bio-data, including name, date of birth, permanent address, address for communication, contact phone number, e-mail address, nationality, religion, details of educational and professional qualifications, details of experience and posts held (indicating name of the employers ), pay scale and salary drawn, extra curricular activities or any other relevant information, with one recent passport size photograph and self certified photo copies of relevant certificates/testimonials. Application in sealed envelope superscribed “**Application for contractual engagement of L.D. Clerks(Sh&CH)**”, should reach the office of Manager(P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur, PIN-721607 by **14-03-2011**. 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 application or application received after 14-03-2011 may not be entertained.

Enclo: As stated.

Manager (P&IR)  
Haldia Dock Complex  
Phone – 03224 263160

Contd.....

**Terms & conditions of contract engagement of Lower Division Clerks for operation of weigh bridges under Traffic Operations (Shipping & Cargo Handling) Division of HDC**

- i) The engagement will be for a period of 1(one) year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC 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) Eligibility Criteria:-
  - (a) The selected candidate must have passed Higher Secondary Examination (or equivalent) and should be conversant with computer operations.
  - (b) The incumbent shall be at least 25 years of age as on the 1<sup>st</sup> day of the month in which The advertisement is issued.
- iii) The candidate will be responsible for operation of the weigh bridges of the port in the dock interior zone, and collection of necessary charges for the same and all other activities that may be assigned to him by the authorities of T.O.(Sh&CH) division.
- iv) The selected candidate will be paid a fixed consolidated remuneration package of Rs.15,000/-per month.
- v) The selected candidate may avail of HDC accommodation (unfurnished) at Haldia, on payment of licence fee, as applicable. Electricity charges shall have to be borne by the candidate.
- vi) The selected candidate will be posted at the Dock Interior Zone under T.O.(Sh&CH) Division of Haldia Dock Complex.
- vii) The candidate will be required to work full time for 6 days in a week and will normally be entitled to a staggered weekly-off day. The candidate will be required to work in shifts on rotation i.e. morning, afternoon and night, as per requirement. If situation so warrants, the candidate may be required to work in general shift duty and the weekly day of rest may be changed with prior intimation. For work on any weekly off day / declared National Holiday in exigency, the candidate will be granted a compensatory day of rest conveniently in lieu thereof and he / she will not be entitled to any other compensation, monetary or otherwise, for the same.
- viii) The 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.

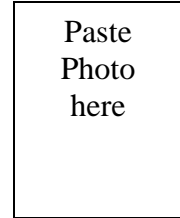
Contd.....

- ix) 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.
- x) The selected candidate will be entitled to indoor and 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.
- xi) If the candidate is required to go on official tour outside headquarters of Haldia, he / she will be entitled to TA/DA, as applicable to the regular incumbents in the post of Lower Division Clerks under T.O.(Sh&CH) Division.
- xii) The candidate will be entitled to avail the canteen facility of HDC.
- xiii) The candidate will report to the Manager(Sh&CH), Haldia Dock Complex, or any other officer authorized by him.
- xiv) The candidate will be responsible for charge and care of the HDC / KoPT's money, goods and stores and all other property that may be entrusted on him / her and he / she will be accountable for the same.
- xv) The contractual engagement may also 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.
- xvi) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

Contd.....

**PRESCRIBED PROFORMA FOR APPLICATION**

**POST APPLIED FOR : .....**



1. Name : .....

2. Father's / Husband's Name : .....

3. Date of birth : .....

(Self Certified copy of proof to be enclosed)

4. Age (as on 1<sup>st</sup> day of the month in which the advertisement is published).....

1. Sex : .....

2. Permanent Address : .....

3. Address for Communication : .....

4. Telephone : Landline : .....

Mobile : .....

5. E-mail Address: .....

6. Nationality : .....

7. Religion : .....

8. SC/ST/OBC : .....

9. Qualification:

(Self certified copies of Marks sheets/ Certificates to be enclosed)

	Percentage % with Division/ Class	Name of University / College/ Institution	Honours / Pass Course	Duration of the Course
Higher Secondary				
Graduation : -----				
P.G. Diploma:----				
P.G. Degree :-----				
Others: -----				

10. Experience :

(Self certified copies of certificates to be enclosed)

Organisation	Scale of pay & Present Basic Pay	Post held	Duration From to	Period

11. Additional Information (if any)

I certify that the above information is true to the best of my knowledge and the necessary supporting documents are enclosed.

\_\_\_\_\_  
( Full signature of applicant with date )