

KOLKATA PORT TRUST
HALDIA DOCK COMPLEX

REQUIRES

**3 Traffic Officers (Railways), 2 Traffic Officers (Shipping & Cargo Handling),
2 Personnel Officers (Personnel & Industrial Relations), 2 Stores / Purchase
Officers (Materials Management) and 2 Accounts/Audit Officers (Finance)
on contract engagement basis.**

Haldia Dock Complex, Kolkata Port Trust intends to engage 3 Traffic Officers under T.O. (Railways) Division, 2 Traffic Officers under Traffic Operations (Shipping & Cargo Handling) Division, 2 Personnel Officers under Personnel & Industrial Relations Division, 2 Stores / Purchase Officers under Materials Management Division and 2 Accounts/Audit Officers under Finance Division of Haldia Dock Complex, Kolkata Port Trust on contract basis, for posting at Haldia. Applications are invited from Indian Nationals for the same, so that it reaches the office of the Manager(P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur- 721607 within **September 19, 2011**. The details of eligibility criteria for contractual engagement of the aforementioned posts are given below:-

Eligibility Criteria

(i) Age:

Age should not be below 25 years as on 01/09/2011, for all the aforesaid posts.

(ii) Essential Qualification:

(a) For Traffic Officer under T.O.(Rlys.) Division

Must possess a three years Degree Course in Arts / Science or Commerce from a recognized University.

(b) For Traffic Officer under T.O.(SH&CH) Division

Must possess a three years Degree Course in Arts / Science or Commerce from a recognized University.

(c) For the post of Personnel Officer under P&IR Division

Must possess a Honours Degree in Arts / Science or Commerce from a recognized University or 1st Class Degree from a University which does not offer Honours Course.

[Desirable: Post-Graduate Degree / Diploma in Personnel Management / Social Work from a recognized University / Institute. Some experience of work in a responsible position in the related field in a reputed Industrial Organisation.]

(d) For Stores/Purchase Officer under M.M. Division

Must possess a Degree in Engineering from a recognized University / Institute or equivalent.

[Desirable: A Post-Graduate Degree / Diploma in Materials Management from a recognized University or Institute is desirable.]

(e) For Accounts/ Audit Officer Division

M.Com or Chartered Accountant or Cost and Works Accountant or MBA with specialization in Finance.

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General Instructions

Interested candidates, fulfilling the above eligibility criteria and agreeable to the terms & conditions given below, 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 post held (indicating name of the employer), 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 Traffic Officer under T.O.(Rlys.) Division / Traffic Officer under T.O.(Sh&CH) Division / Personnel Officer / Stores Purchase Officer / Accounts/Audit Officer**”, as applicable, should reach the office of Manager(P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur, PIN-721607 by **September 19, 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 the last date may not be entertained.

Encl: As stated.

Manager (P&IR)
Haldia Dock Complex

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**Terms and conditions for contract engagement of
Traffic Officer under Traffic Operations(Railways) 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) The candidate will be responsible for execution of various operational / commercial activities related to traffic operations under the T.O.(Rly.) Division, H.D.C., or any other related function that may be entrusted on him / her.
- iii) The selected candidate will be paid a fixed consolidated remuneration package of Rs.25,000/-per month.
- iv) The selected candidate may avail of HDC accommodation (unfurnished) at Haldia on payment of licence fee/ rent, as applicable. Electricity charges shall have to be borne by the candidate.
- v) The office of selected candidate will normally be at any of the working points under the T.O.(Rly.) Division, HDC.
- vi) The candidate will be required to work in shifts on rotations i.e. morning, afternoon & night as per requirement. The candidate may also be required to work in general shift duty, if situation so warrants. The candidate will have to work for six days in a week and will be given a staggered weekly day of rest. If situation so warrants, 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 in lieu thereof, and the candidate will not be entitled to any other compensation, monetary or otherwise, for the same.
- vii) 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.
- viii) 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 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.
- ix) 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.
- x) 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 Traffic Officer(Rlys.).
- xi) The candidate will be entitled to avail the canteen facility of HDC.
- xii) The candidate will normally report to the Manager, T.O.(Rlys.) Division, HDC or any other officer authorized by him.

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- xiii) 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.
- xiv) 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/or for any act considered to be derogatory / detrimental to the interest of HDC / KoPT.
- xv) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

**Terms and conditions for contract engagement of
Traffic Officer 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) The candidate will be responsible for execution of various operational / commercial activities related to traffic operations under the T.O.(Sh&CH.) Division, H.D.C., or any other related function that may be entrusted on him / her.
- iii) The selected candidate will be paid a fixed consolidated remuneration package of Rs.25,000/-per month.
- iv) The selected candidate may avail of HDC accommodation (unfurnished) at Haldia on payment of licence fee/ rent, as applicable. Electricity charges shall have to be borne by the candidate.
- v) The office of selected candidate will normally be at any of the working points under the T.O.(Sh&CH.) Division, HDC.
- vi) The candidate will be required to work in shifts on rotations i.e. morning, afternoon & night as per requirement. The candidate may also be required to work in general shift duty, if situation so warrants. The candidate will have to work for six days in a week and will be given a staggered weekly day of rest. If situation so warrants, 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 in lieu thereof, and the candidate will not be entitled to any other compensation, monetary or otherwise, for the same.
- vii) 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.
- viii) 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 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.
- ix) 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.
- x) 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 Traffic Officer (Sh&CH).
- xi) The candidate will be entitled to avail the canteen facility of HDC.
- xii) The candidate will normally report to the Manager, T.O.(Sh&CH.) Division, HDC, or any other officer authorized by him.

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- xiii) 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.
- xiv) 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/or for any act considered to be derogatory / detrimental to the interest of HDC / KoPT.
- xv) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

**Terms and conditions for contract engagement of
Personnel Officer under P&IR 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) The candidate will be responsible for performing the functions of Personnel Officer in the areas of Wages & Salary administration, compliance of Labour Laws, Training & Development, Industrial Relations, Disciplinary issues, Manpower issues (viz. appointment, promotion, contract engagement, seniority, confirmation, etc.), Settlement of dues, Legal issues in service matters, IR activities, Welfare, Canteen and Contract Labour, etc, as would be required for time to time.
- iii) The selected candidate will be paid a fixed consolidated remuneration package of Rs.25,000/-per month.
- iv) The selected candidate may avail of HDC accommodation (unfurnished) at Haldia on payment of licence fee/ rent, as applicable. Electricity charges shall have to be borne by the candidate.
- v) The office of selected candidate will normally be at any of the working points under P&IR Division, HDC.
- vi) The candidate will have to work for six days in a week and will be given a staggered weekly day of rest. If situation so warrants, 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, in lieu thereof, and the candidate will not be entitled to any other compensation, monetary or otherwise, for the same.
- vii) 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.
- viii) 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 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.
- ix) 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.
- x) 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 Personnel Officer(P&IR).
- xi) The candidate will be entitled to avail the canteen facility of HDC.

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- xii) The candidate will normally report to the Manager(P&IR), HDC, or any other officer authorized by him
- xiii) 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.
- xiv) 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/or for any act considered to be derogatory / detrimental to the interest of HDC / KoPT.
- xv) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

**Terms & conditions of contract engagement of Stores / Purchase Officer
under Materials Management 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) The candidate will be responsible for procurement related activities and Stores functions. In addition, he may be entrusted with any other responsibility in connection with inventory as well as other materials management functions, as and when necessary.
- iii) The selected candidate will be paid a fixed consolidated remuneration package of Rs.25,000/-per month.
- iv) The selected candidate may avail of HDC accommodation (unfurnished) at Haldia on payment of licence fee/ rent, as applicable. Electricity charges shall have to be borne by the candidate.
- v) The office of selected candidate will normally be at any of the working points under the Materials Management Division, HDC.
- vi) The candidate will have to work for six days in a week and will be given a staggered weekly day of rest. If situation so warrants, 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, in lieu thereof, and the candidate will not be entitled to any other compensation, monetary or otherwise, for the same.
- vii) 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.
- viii) 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 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.
- ix) 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.
- x) 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 Stores / Purchase Officer(M.M.).
- xi) The candidate will be entitled to avail the canteen facility of HDC.
- xii) The candidate will normally report to the Manager(M.M.), HDC, or any other officer authorized by him

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- xiii) 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.
- xiv) 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/or for any act considered to be derogatory / detrimental to the interest of HDC / KoPT.
- xv) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

**Terms and conditions for contract engagement of
Accounts/Audit Officer under Finance 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) The candidate will be responsible for:
 - a. Various functions of the Finance Division which includes dealing with proposal having financial implications, checking/raising of various bills, auditing of proposals and bills.
 - b. Any other related functions as may be allotted by Manager(Finance).
- iii) The selected candidate will be paid a fixed consolidated remuneration package of Rs.25,000/-per month.
- iv) The selected candidate may avail of HDC accommodation (unfurnished) at Haldia on payment of licence fee/ rent, as applicable. Electricity charges shall have to be borne by the candidate.
- v) The office will normally be at any of the working points under Finance Division, HDC.
- vi) The candidate will be required to work full time for 6 days in a week and will be given a staggered weekly day of rest. If situation so warrants, 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 will not be entitled to any other compensation, monetary or otherwise, for the same.
- vii) 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.
- viii) 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 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.
- ix) 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.
- x) 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 Accounts/Audit Officer (Finance).
- xi) The candidate will be entitled to avail the canteen facility of HDC.
- xii) The candidate will normally report to the Manager (Finance), HDC, or any other officer authorized by him.

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- xiii) 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.
- xiv) 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/or for any act considered to be derogatory / detrimental to the interest of HDC / KoPT.
- xv) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

**PRESCRIBED PROFORMA FOR APPLICATION
POST APPLIED FOR :**

Paste Photo here

1. Name :
2. Father's / Husband's Name :
3. Date of birth :
(Self Certified copy of proof to be enclosed)
4. Age (As on 01/09/11) :

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	Honours / Pass Course
Graduation			
Post Graduation			
P.G. Diploma			
Additional			

(Please indicate whether Honours Course was offered by the
University at the time of your enrollment in the Degree Course.)

10. Experience :

(Self
certified
copies of
certificates
to be
enclosed)

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

11. Additional Information (if any)

I certify that the above information are true to the best of my knowledge and the necessary documents including the certificate from my employer are enclosed.

(Full Signature of Applicant with Date)