

Terms & Conditions of contract engagement of Operator (Computer)

i) The engagement will be from Indian Nationals 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/ KoPT 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 selected candidate must possess the following qualification:

Essential

Qualification

Must have passed 10+2 with Diploma in Computer Hardware Engineering and / or Network Engineering and / or Computer Technology or equivalent from a recognized University / Institution.

Age

Age should not be below 35 years as on the 1st. Day of the month in which the advertisement is published.

Experience

Must have five years of experience in Maintenance of hardware, OS and network equipment in an online environment in an industrial / commercial / Government. Undertaking.

iii) The candidate will be responsible for :

a. To provide system assistance, as required, for the massive Port Community System Project being implemented at all ports as per directive of MoSRTTH, GoI.

b. To provide system assistance, as required, to run the ad hoc arrangement created to sustain the various online services till a more robust system is put in place and thereafter provide system assistance, as required, for proper running of the same.

c. To provide system assistance, as required, regarding forthcoming projects related to network augmentation, security & surveillance etc. at HDC.

d. To provide system assistance, as required, for maintenance of servers, backup devices and existing network.

e. To provide system assistance, as required, for hindrance-free running of the Permit System, DMIS, e-Portal etc.

f. To provide additional system assistance, as required, to ensure uptime of computer clients, peripheral devices, scanners, UPS Systems, Thin clients & all equipment related to computerization at HDC including operating system and office suite support, as applicable.

iv) The candidate would be paid a consolidated fixed monthly remuneration of *Rs.10000/-*. However, in case of retired Govt. employees, the remuneration will be the amount equivalent to last pay drawn after adjustment of pension amount or such amount, as may be mutually agreed upon.

v) The candidate must avail of the facility of HDC accommodation (unfurnished) on payment of license fee/ rent as applicable. Electricity charges shall have to be borne by the candidate as per actuals. It shall be mandatory for the incumbent to stay in KoPT. quarters to ensure proximity with workplace.

vi) The office of the incumbent will normally be at Jawahar Tower; P.O. Haldia Township; Dist: Purba Medinipur; West Bengal – 721607. However, the incumbent would be required to attend office at any / all locations under the purview of computerization at Haldia Dock Complex, Kolkata Port Trust.

vii) The incumbent will be required to work full time for 6 days a week and will normally be entitled to a weekly off day. This weekly day of rest would be staggered in the interest of the

work. If required, the incumbent shall also have to work on the weekly day off and for this, no compensation, monetary or otherwise, will be allowed. For work on any weekly off day / declared National Holiday in exigency, the incumbent 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.

- 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 unauthorized absence, in excess of 15 days, pro-rata deduction will be made from the consolidated remuneration.
- 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 critical 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 & outdoor medical facilities as are available in Port Hospital, Haldia for self only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed.
- xi) On official tour outside headquarters of Haldia Dock Complex, the candidate will be entitled to TA/DA as applicable to the regular incumbents working in the post *carrying the pay scale of 5000-10850/-*.
- xii) The name of the reporting officer would be Sri A. Das, Deputy Manager (Computer), Haldia Dock Complex.
- xiii) The candidate will be entitled to grant of medical benefits as available in the Port Hospital HDC for injury sustained due to accident in course of an arising out of employment.
- xiv) The candidate shall be responsible for charge and care of HDC / KoPT's money, goods and stores and all other property that may be entrusted on him and he / she will be accountable for the same.
- xv) 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 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.
- xvii) Interested candidates must send their applications within March 22, 2010 furnishing detailed bio-data, including name, date of birth, permanent address, address for communication, contact phone number, e-mail address, nationality, religion, detailed of educational and professional qualification, details of experience and post held (indicating name of the employer, salary drawn and present pay scale) or any other relevant information, with two recent passport size photographs and certified photo copies of relevant certificates / testimonials. Retired government officials must furnish certificates in support of last pay drawn, amount of pension received etc. Please note that submitting application for the said contract engagement does not confer any right on the applicant for selection. Incomplete applications or applications received late will not be accepted. Application in closed envelop superscribed as "Application for contract engagement of Operator (Computer)" should be addressed to the Manager (P&IR), Personnel & Industrial Relations Division, Haldia Dock Complex, 6th Floor Jawahar Tower, Haldia Township, Dist. Purba Medinipur, Pin-721607.

Terms & Conditions of contract engagement of Technician (Computer)

i) The engagement will be from Indian Nationals 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/ KoPT 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 selected candidate must possess the following qualification:

Essential

Qualification

Must have passed 10+2 with Diploma in Computer Hardware Engineering or equivalent from a recognized University / Institution.

Age

Age should not be below 35 years as on the 1st. Day of the month in which the advertisement is published.

Experience

Must have three years of experience in system related maintenance of hardware, OS and preliminary network equipment troubleshooting in an online environment in an industrial / commercial / Government. Undertaking.

iii) The candidate will be responsible for :

a. To provide system assistance, as required, to run the ad hoc arrangement created to sustain the various online services till a more robust system is put in place and thereafter provide system assistance, as required, for proper running of the same.

b. To provide system assistance for equipment, as required, consequent to implementation of forthcoming projects like network augmentation, security & surveillance etc. at HDC.

c. To provide system assistance, as required, for hindrance-free running of the Permit System

d. To provide system maintenance assistance, as required, to ensure uptime all equipment related to computerization at HDC including operating system and office suite support, as applicable.

e. To provide system assistance to end users for any issue related to computerization at HDC.

iv) The candidate would be paid a consolidated fixed monthly remuneration of Rs.8500/-. However, in case of retired Govt. employees, the remuneration will be the amount equivalent to last pay drawn after adjustment of pension amount or such amount, as may be mutually agreed upon.

v) The candidate must avail of the facility of HDC accommodation (unfurnished) on payment of license fee / rent as applicable. Electricity charges shall have to be borne by the candidate as per actual. It shall be mandatory for the incumbent to stay in KoPT. quarters to ensure proximity with workplace.

vi) The office of the incumbent will normally be at Jawahar Tower; P.O. Haldia Township; Dist: Purba Medinipur; West Bengal – 721607. However, the incumbent would be required to attend office at any / all locations under the purview of computerization at Haldia Dock Complex, Kolkata Port Trust.

vii) The incumbent will be required to work in shifts on rotation, i.e., morning, afternoon, & night as per requirement. The candidate may also be required to work in general shift duty, if situation so warrants. He will have to work 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 charged with prior intimation. If required, the incumbents shall also have to work on the weekly day off and for this, no compensation, monetary or otherwise, will be allowed. For work on any weekly off day / declared National Holiday in exigency, the incumbents 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.

- 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.
- 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 critical 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 & outdoor medical facilities as are available in Port Hospital, Haldia for self only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed.
- xi) On official tour outside headquarters of Haldia Dock Complex, the candidate will be entitled to TA/DA as applicable to the regular incumbents working in the post *carrying the pay scale of 4300-8120/-*.
- xii) The name of the reporting officer would be Sri A. Das, Deputy Manager (Computer), Haldia Dock Complex.
- xiii) The candidate will be entitled to grant of medical benefits as available in the Port Hospital, HDC for injury sustained due to accident in course of an arising out of employment.
- xiv) The candidate shall be responsible for charge and care of HDC / KoPT's money, goods and stores and all other property that may be entrusted on him and he / she will be accountable for the same.
- xv) 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 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.
- xvii) Interested candidates must send their applications within March 22, 2010 furnishing detailed bio-data, including name, date of birth, permanent address, address for communication, contact phone number, e-mail address, nationality, religion, detailed of educational and professional qualification, details of experience and post held (indicating name of the employer, salary drawn and present pay scale) or any other relevant information, with two recent passport size photographs and certified photo copies of relevant certificates / testimonials. Retired government officials must furnish certificates in support of last pay drawn, amount of pension received etc. Please note that submitting application for the said contract engagement does not confer any right on the applicant for selection. Incomplete applications or applications received late will not be accepted. Application in closed envelop superscribed as "Application for contract engagement of Technician (Computer)" should be addressed to the Manager (P&IR), Personnel & Industrial Relations Division, Haldia Dock Complex, 6th Floor Jawahar Tower, Haldia Township, Dist. Purba Medinipur, Pin-721607.