

KOLKATA PORT TRUST
HALDIA DOCK COMPLEX

REQUIRES

2 Programmers on contractual engagement.

*Haldia Dock Complex, Kolkata Port Trust intends to engage 2 Programmers under Administration Division of Haldia Dock Complex, Kolkata Port Trust on contract basis, for posting at Haldia. Applications are invited from Indian Nationals, so that it reaches the office of the Manager(P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur- 721607 within **November 07, 2011**. The details of eligibility criteria for contractual engagement of the aforementioned post is given below:-*

Eligibility Criteria

(i) Age:

Age should not be below 25 years as on November 01, 2011..

(ii) Essential Qualification:

Must possess Honours Degree in Science with Mathematics as one of the subjects / Degree in Computer / Engineering Degree with Computer and Electronics as main subjects OR Engineering Degree in Computer Science / Electronics and Telecommunications or equivalent from a recognized University / Institution OR Degree from a recognized University / Institution with Post Graduate Degree / Diploma in Computer Application / Computer Science / Systems Management / Operations Research or equivalent.(Desirable : Two years post qualification experience in Computer Application. Knowledge in IBM DB2, Web Application Server, Java and Crystal Report.)

General Instructions

Interested candidates, fulfilling the above eligibility criteria and agreeable to the terms & conditions given below, may apply in the enclosed proforma with one recent passport size photograph and self certified photocopies of relevant certificates/testimonials. Application, in sealed envelope superscribed

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“Application for contractual engagement of Programmer”, should reach the office of Manager(P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur, PIN-721607 by **November 07, 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.

Enclo: As stated.

Manager (P&IR)
Haldia Dock Complex

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Terms & Conditions of contractual engagement of Programmer

- 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 candidate will be responsible for execution of various on going computerization activities as well as for existing on line systems under HDC.
- iii) The selected candidate will be paid a fixed consolidated remuneration of Rs.25,000/-per month.
- iv) The candidate may avail of the facility of HDC accommodation (unfurnished) on payment of rent as applicable. Electricity charges shall have to be borne by the candidate as per actuals.
- v) The office of the selected candidate will normally be at any of the working points under Admn. Division of Haldia Dock Complex.
- vi) The candidate will be required to work full time for 6 days in a week and will normally be entitled to a weekly-off day. 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 / she 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 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.
- 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 Dock Complex, the candidate will be entitled to TA/DA as applicable to the regular incumbents in the post of Programmer(Admn.).
- xi) Manager (Admn.) HDC will be the Reporting Officer.
- xii) The candidate will be entitled to avail the canteen facility of HDC.

- xiii) The candidate shall be responsible for the charge and care of 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 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.
- 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 enrolment 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 is true to the best of my knowledge and that necessary documents including the certificate from my employer is enclosed.

(Full Signature of Applicant with Date)