

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

REQUIRES

One Surveyor on Contract engagement basis

Terms and conditions for contractual engagement of Surveyor under Administration Division of HDC are given below:

- (i) The engagement will be from *Indian Citizen* 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:
 - a) Diploma in Surveyorship / Diploma in Survey Engineering, or its equivalent.
 - b) *Age of the candidates should not be below 35 years.*
- (iii) The candidate will be responsible for performing all the functions for the post of Surveyor and Civil / Survey Draftsman under Admn. Division, monitoring the allotment of land inside dock interior zone for storage of cargo, undertaking survey of other areas of HDC for the purpose of allotment as well as tenancy control, etc. as per necessity and direction of the appropriate authority.
- (iv) The candidate will be paid a fixed consolidated remuneration of *Rs.11250/- per month. However, for retired govt.employees such 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 may avail of the facility of HDC accommodation (unfurnished) on payment of licence fee / rent, as applicable. In the event of availing HDC quarters, electricity charges shall have to be borne by the candidate at actuals.
- (vi) The office of the selected candidate shall normally be at the office of the Manager (Admn.), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur-721607.
- (vii) The candidate will be required to work full time for 6 days a week and will normally be entitled to a weekly-off day. If weekly day of rest is required to be staggered in the interest of work, the same may also be done. However, in case of necessity, the candidate shall have to work on Saturdays also and for this, no compensation, monetary or otherwise, will be allowed. 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 engagement for a lesser period), 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 in the post of Surveyor.
- (xii) Manager (Admn.), H.D.C. will be the Reporting Officer.
- (xiii) 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 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 after selection for such contract engagement.

Instructions to Candidates

- 1) Interested candidates, fulfilling the eligibility criteria detailed above, and agreeable to the said terms and conditions of contract engagement, may apply 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 qualification, 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 two recent passport size photographs and certified photo copies of relevant certificates / testimonials.
- 2) Retired government officials must furnish certificates in support of last pay drawn, amount of pension received etc.
- 3) Application in sealed envelope superscribed " Application for contractual engagement as Surveyor" should reach Manager (P&IR), Haldia Dock Complex, Jawahar Tower, Haldia Township, Purba Medinipur, Pin-721607 by January 07, 2010. Mere fulfillment of the aforesaid 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 January 07, 2010 may not be entertained.

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