



# KOLKATA PORT TRUST HALDIA DOCK COMPLEX



## **Special Recruitment Drive for Persons with Disabilities (PWDs)**

Haldia Dock Complex, Kolkata Port Trust, invites applications from eligible Indian Nationals, to filling up the following posts through Special Recruitment Drive for Persons with Disabilities (PWDs) from the candidates suffering from Orthopaedically Handicapped (**OH**), Hearing Handicapped (**HH**) & Visually Handicapped (**VH**):

Sl. No.	Name of the Post	Division	Indicative No. of reserved vacancies				Suitable for VH / OH /HH	Upper Age Limit as on 01-09-2015 with relaxation (in years)	Scale of Pay
			VH	OH	HH	Total			
1	Assistant Manager	Personnel & Industrial Relations	1	0	0	1	B, LV	PWD (UR): 40 PWD (OBC): 43 PWD (SC/ST):45	20,600 - 46,500
2	Assistant Manager	Finance	0	0	1	1	HH		20,600 - 46,500
3	Sr. Medical Officer	Medical	0	1	0	1	OA, OL		20,600 - 46,500

### **Abbreviations used:**

B = Blind, LV = Lower Vision, HH = Hearing Handicapped, OA = One Arm, OL = One Leg

### **Emoluments:**

Selected candidates will be placed in pay scale as mentioned above. In addition, Dearness Allowance (DA) based on IDA pattern is payable. Additionally, allowances upto a maximum of 45% of basic pay may be allowed under 'cafeteria'. Apart from this, Gratuity, New Pension Scheme, HRA or Subsidized Accommodation, L.T.C., Leave Encashment, Medical benefits, etc., are also allowed. Further, for the post of Sr. Medical Officer under Medical Division, additionally, Non-practising Allowance (NPA) will be paid.

### **Educational Qualification, Experience & Physical Requirements:-**

#### 1. For the post of Assistant Manager under Personnel & Industrial Relations Division:

##### a. Educational Qualification & Experience:

Essential : Degree from a recognized University / Institution.

Desirable : i) Post Graduate Degree / Diploma in Personnel Management / Industrial Relations / Social Work / Labour Welfare or allied subjects or Degree in Law from a recognised University / Institution.

ii) Two years experience in an executive cadre in the field of General Administration / Personnel & Industrial Relations etc., in an Industrial / Commercial / Govt. Undertaking.

##### b. Physical Requirements:-

Sitting (S), Hearing (H), Reading & Writing (RW)

2. For the post of Assistant Manager under Finance Division:

a. Educational Qualification & Experience:

Essential : Member of Institute of Chartered Accountants of India or Institute of Cost and Works Accountants of India

Desirable : Two years experience in an executive cadre in the field of Finance, Accounting in an Industrial / Commercial / Govt. Undertaking.

b. Physical Requirements:-

Sitting (S), Bending (BN), Seeing (SE), Reading & Writing (RW), Communication (C)

3. For the post of Sr. Medical Officer under Medical Division:

a. Educational Qualification & Experience:

Essential : i) M.B.B.S. Degree from a recognised University / Institution.

ii) One year experience in a Hospital, after completion of Internship of one year.

Desirable : i) Post Graduate Degree Medical Degree from a recognised University / Institution.

b. Physical Requirements:-

Sitting (S), Standing (ST), Bending (BN), Seeing (SE), Reading & Writing (RW), Communication (C), Manipulation by Fingers (MF), Walking (W), Hearing (H).

**Relaxation and Concessions:-**

1. The upper age limit indicated for PWD vacancies is with relaxation as applicable inline with Government guidelines.
2. Only such candidates' viz., VH, OH, HH would be eligible for reservation in services / posts who suffer from not less than **40%** of relevant disability.
3. A candidate who wants to avail of benefit of PWD reservation would have to submit a "Disability Certificate" issued by a competent authority in the format given in **Annexure – II** alongwith the application form.
4. Candidates seeking age relaxation must submit requisite caste certificate in the prescribed format from the competent authority alongwith the application form. Otherwise, their claim for reserved status (SC/ST/OBC-NCL) will not be entertained.

**General Instruction to the Candidates:**

Interested eligible candidates may apply in the enclosed proforma(**Annexure-I**), alongwith self-attested photocopies of testimonials & Disability Certificate, SC/ST/OBC Certificate (if applicable) and 2 recent passport size photographs. Application in sealed envelope, superscribing the name of the post applied for, should reach the Office of the Manager (P&IR), Haldia Dock Complex, Jawahar Tower Building, P.O. : Haldia Township, Dist. : Purba Medinipur, W.B. Pin. : 721607, by **October 30, 2015**. Persons working in Govt. / Autonomous Bodies / PSUs should apply through proper channel. 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 applications, or applications received late, may not be entertained.

Manager (P&IR)  
Haldia Dock Complex

## PRESCRIBED PROFORMA FOR APPLICATION

POST APPLIED FOR: .....

Affix Recent Passport size Photo here
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1. Name: .....
2. Father's / Husband's Name: .....
3. Date of birth: .....  
(Self attested copy of proof to be enclosed)
4. Age (As on 01/09/2015): .....
5. Sex: .....
6. Permanent Address: .....  
.....
7. Address for Communication: .....  
.....
8. Telephone: Landline: .....  
Mobile: .....
9. E-mail Address: .....
10. Nationality: .....
11. Religion: .....
12. Category (Please tick): SC / ST/ OBC / UR (GENL)  
(Self attested copy of proof to be enclosed)
13. Category of PWD (Please tick): VH / HH / OH  
(Self attested copy of proof to be enclosed)
14. Percentage of Disability: ..... %  
(Certificate of Disability to be enclosed as per **Annexure – II**)

15. Qualification:  
(Self attested copy of  
Proof to be enclosed)

	Percentage % with Division / Class	Name of University / Board / College	Honours / Pass Course
Class - X			
Class - XII			
Graduation			
P.G.Degree / Diploma			
Additional			

16. Experience :  
(Self attested copy of  
Proof to be enclosed)

Organisation	Scale of pay & Present Basic Pay.	Post	Period (_____to _____)	Duration

17. Additional Information (if any)

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

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(Full Signature of Applicant with Date)



C. Hearing impairment:

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.

3. Percentage of disability in his / her case is \_\_\_\_\_ percent.

4. Shri/Smt/Kum\_\_\_\_\_ meets the following physical requirements for discharge of his / her duties:-

- |  |        |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing.     | Yes/No |
| (iii) L-can perform work by lifting                  | Yes/No |
| (iv) KC-can perform work by kneeling and crouching.  | Yes/No |
| (v) B-can perform work by bending.                   | Yes/No |
| (vi) S-can perform work by sitting.                  | Yes/No |
| (vii) ST-can perform work by standing.               | Yes/No |
| (viii) W-can perform work by walking.                | Yes/No |
| (ix) SE-can perform work by seeing.                  | Yes/No |
| (x) H-can perform work by hearing / speaking         | Yes/No |
| (xi) RW-can perform work by reading and writing      | Yes/No |

(Dr. .... )  
Member  
Medical Board

(Dr.....)  
Member  
Medical Board

(Dr.....)  
Member  
Medical Board

Countersigned by the  
Medical Superintendent / CMO / Head of  
Hospital (with seal)

**Note:** Strike out which is not applicable.