

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

No: P&IR/13/9/2016/ 4589

Date: February 15, 2016

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**):

Sl. No.	Name of the Post	Division	Indicative No. of reserved vacancies			Suitable for OH / HH	Upper Age Limit as on 01-02-2016 with relaxation (in years)	Scale of Pay
			OH	HH	Total			
1	Assistant Manager(Fin)	Finance	0	1	1	HH	PWD (UR): 40 PWD (OBC): 43 PWD (SC/ST):45	20,600 - 46,500
2	Sr. Medical Officer	Medical	1	0	1	OA, OL		20,600 - 46,500

Abbreviations used:

OH= Orthopaedically Handicapped, HH = Hearing Handicapped, OA = One Arm, OL = One Leg

Emoluments:

Selected candidates will be placed in the scale of pay 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 Finance Division:

a. Educational Qualification & Experience:

Essential : Member of Institute of Chartered Accountants of India or of 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)

(2)

2. 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) A Post Graduate 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 in line with Government guidelines.
2. Only such candidates' viz., 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), documents in support of marriage for female candidates, if any, and 2 recent passport size photographs. Application in sealed envelope, superscribing the name of the post applied for, should reach the Office of the Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower Building, P.O. : Haldia Township, Dist. : Purba Medinipur, W.B. Pin. : 721607, by **March 24, 2016**. 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.

Sr.Dy.Manager (P&IR)
Haldia Dock Complex

PRESCRIBED PROFORMA FOR APPLICATION

POST APPLIED FOR:

Affix Recent
Passport size
Photo
here

- 1. Name:
- 2. Father's / Husband's Name:
- 3. Date of birth:
(Self attested copy of proof to be enclosed)
- 4. Age (As on 01/02/2016):
- 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)

	Name of Exam./Degree with Stream	Name of University / Board / College	Year of passed out
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.

(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.