

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

Requires

Topaz

Kolkata Port Trust, Haldia Dock Complex intends to engage 02 ** (Two) Topaz on contractual basis under the Marine Operations Division, Haldia Dock Complex, KoPT at Haldia. Applications are invited from Indian nationals for the aforesaid contractual engagement, the details of eligibility criteria of which are given below:-

[** The numbers of engagements are indicative only. The same may increase / decrease in future, as per actual requirements]

Eligibility Criteria

(i) Age:

Age should be above 25 years but below 45 years as on October 01, 2015.

(ii) Essential qualification & Experience:

Essential Qualification:

- a) Must have passed Madhyamik or Equivalent.
- b) Must be able to be clean toilets, septic tanks and to do all types of conservancy, sweeping and cleaning jobs and other allied works incidental to and connected with place of posting, both on board and on shore.

Experience:

The candidate must have 2 years of cleaning experience in Floating Crafts (Vessels / Ships / Tugs / Launch, etc.)

General Instruction

Interested candidates, fulfilling the above eligibility criteria and agreeable to the terms & conditions given in the enclosure, may apply in the enclosed proforma with one recent passport size photograph and self certified photocopies of relevant certificates / testimonials. Application in sealed envelope super scribed "**Application for contractual engagement of Topaz**", should reach the office of Manager (P&IR), Haldia Dock Complex, Jawahar Tower Connector Building, P.O.-Haldia Township, Dist.-Purba Medinipur, PIN – 721607, by **November 16, 2015**. Mere fulfillment 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.

Encl: As stated

Manager (P&IR)
Haldia Dock Complex

Terms and conditions for engagement of Topaz under M.O. Division on contractual basis

1. The candidate's engagement will be 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 and conditions as may be mutually agreed upon by the parties.
2. The selected candidate will be responsible for all types of conservancy work and cleanliness of the vessels / crafts / units, where he is attached to. The candidate is liable to transfer from one unit to the other as per requirement of the division.
3. The candidate will normally be entitled to a monthly compensation of Rs. 17,000/- (Rupees Seventeen thousand only) for performing 26 shifts of 10 hrs. duration each, per month.
4. The candidate will normally be entitled to a weekly off day after undertaking six 10 hrs. shifts. If situation so warrants, the weekly day of rest may be changed with prior intimation. In exigency of work, the candidate may also be booked on Holidays / Weekly Off days / Overtime hours beyond the scheduled duty hours, for which appropriate relief may be considered, as per the discretion of the competent authority.
5. The candidate will normally work at Haldia, however, in case of necessity; the candidate will be required to work at any place within the jurisdiction of the KoPT.
6. The candidate will be provided with HDC accommodation (unfurnished) on payment of rent, as applicable. Electricity charges, for the said quarter, shall have to be borne by the candidate, at actual.
7. The candidate will be entitled to 15 (fifteen) 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 (fifteen) days, pro-rata deduction will be made from the consolidated remuneration.
8. Additionally, leave on medical ground, to the extent of 10(ten) days in a year (12months from the date of engagement and proportionate in case of shorter period of engagement) on illness shall be allowed without any deduction from the remuneration on the basis of certification from HDC Medical Officer. Intimation of sickness should be reported to the Head of Division / Reporting Officer forthwith in writing, together with the certificate of illness from a Registered Medical Practitioner, in addition to verbal intimation over phone.
9. The candidate will be entitled to indoor & outdoor medical facilities as are available in Port Hospital, 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 this engagement.
10. 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 Topaz, under M.O.Division, HDC.

11. The candidate will be entitled to avail Canteen facility at HDC, KoPT.
12. The Manager (MO), H.D.C., or his authorized representative will be the Reporting Officer.
13. The candidate will be responsible for charge and care of the 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.
14. 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 which is considered to be derogatory / detrimental to the interest of H.D.C, KoPT.
15. The candidate will have to submit character / antecedent certificate in the prescribed proforma.

**PRESCRIBED PROFORMA FOR APPLICATION
ENGAGEMENT FOR: TOPAZ**

Affix Recent
Passport size
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 October 01, 2015):
5. Sex:
6. Permanent Address:
.....
7. Address for Communication:
.....
8. Telephone: Landline:
Mobile:
9. E-mail Address:
10. Nationality:
11. Religion:

12. Qualification:
(Self certified
copies of Marks
sheets/
Certificates 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			

13. Experience :
(Self certified copies
of
Certificates to be
enclosed)

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

15. 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)