

**Terms and conditions for contractual engagement of Electrician (10 nos.)  
under Plant & Equipment Division of HDC.**

A. The candidate must fulfill the following eligibility criteria:-

**i) Age:**

Minimum age should be 25 years and maximum 45 years as on 01/11/2017.

**ii) Qualification:**

- a) Must have passed Madhyamik or its equivalent examination.
- b) Must possess National Trade Certificate in the trade of Electrician.
- c) Must have Workman's Permit from the Directorate of Electricity.

**Desirable:**

Preferably completed full period of Apprenticeship.

**iii) Experience :**

Must have 4 years experience in the trade of Electrician.

**B. Selection Methodology**

The selection will be on the basis of written test.

**C. Other Terms & Conditions of contract**

- (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 selected candidate will be responsible for indoor and outdoor electrification work consisting of electrical wiring for lights, fans, motors, generators, switchgears, transformers, different electrical panels, overhead line work including cable connections. He should be aware of general, electrical safety aspects. He shall also be responsible to carry out any other job as may be assigned by the superior authority.
- (iii) The selected candidate will be paid a fixed consolidated remuneration of Rs.16,900/- per month.
- (iv) The selected candidate will be provided with HDC accommodation (unfurnished) on payment of standard rent as applicable for the employees for the type of quarters allotted. Electricity charges for the said accommodation shall have to be borne by the candidate at actual.
- (v) The selected candidate may be posted at any of the sections under Plant & Equipment Division.

**(2)**

- (vi) The selected candidate would report to the Section-in-Charge of the concerned section under Plant & Equipment Division, where he posted.
  - (vii) The selected candidate will be required to work in shifts on rotation i.e. morning, afternoon & night as per the requirements. The selected candidate may also be required to work on general shift duty, if situation so warrants. The selected candidate will have to work for 6 days in a week and will be given a staggered weekly day of rest. If situation so demands, the weekly day of rest may be changed with prior intimation. For work on any weekly off day / declared National Holiday in exigency, the selected candidate will be granted a compensatory day of rest conveniently in lieu thereof and the selected candidate will not be entitled to any other compensation, monetary or otherwise, for the same.
  - (viii) The selected 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.
  - (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 illness may 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 Medical Superintendent / 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 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 the contractual engagement.
  - (xi) The selected candidate will be entitled to avail the canteen facility of HDC.
  - (xii) The selected candidate shall be responsible for charge and care of HDC / KoPT's money, equipment goods and stores and all other property that may be entrusted on him and he will be accountable for the same.
  - (xiii) The contractual engagement may be terminated by giving one month's notice from either side. However, the engagement is also terminable on 24 hours' notice for unsatisfactory performance and for any act considered to be derogatory / detrimental to the interest of HDC, KoPT.
  - (xiv) The selected candidate will have to submit character / antecedent certificate in the prescribed proforma after selection for such contract engagement.
-

**Terms and conditions for contractual engagement of Machinist  
under Plant & Equipment Division of HDC.**

A. The candidate must fulfill the following eligibility criteria:-

**i) Age:**

Minimum age should be 25 years and maximum 45 years as on 01/11/2017.

**ii) Qualification:**

- a) Must have passed Madhyamik or its equivalent examination.
- b) Must possess National Trade Certificate in the trade of Machinist.

**Desirable:**

Preferably completed full period of Apprenticeship.

**iii) Experience :**

Must have 4 years experience in the trade of Machinist.

**B. Selection Methodology**

The selection will be on the basis of written test.

**C. Other Terms & Conditions of contract**

- (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 selected candidate will be responsible for operating Drilling Machine, Shaping Machine etc. along with the jobs associated with those.
- (iii) The selected candidate will be paid a fixed consolidated remuneration of Rs.16,900/- per month.
- (iv) The selected candidate will be provided with HDC accommodation (unfurnished) on payment of standard rent as applicable for the employees for the type of quarters allotted. Electricity charges for the said accommodation shall have to be borne by the candidate at actual.
- (v) The selected candidate may be posted at any of the sections under Plant & Equipment Division.
- (vi) The selected candidate would report to the Section-in-Charge of the concerned section under Plant & Equipment Division, where he posted.

**(2)**

- (vii) The selected candidate will be required to work in shifts on rotation i.e. morning, afternoon & night as per the requirements. The selected candidate may also be required to work on general shift duty, if situation so warrants. The selected candidate will have to work for 6 days in a week and will be given a staggered weekly day of rest. If situation so demands, the weekly day of rest may be changed with prior intimation. For work on any weekly off day / declared National Holiday in exigency, the selected candidate will be granted a compensatory day of rest conveniently in lieu thereof and the selected candidate will not be entitled to any other compensation, monetary or otherwise, for the same.
  - (viii) The selected 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.
  - (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 illness may 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 Medical Superintendent / 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 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 the contractual engagement.
  - (xi) The selected candidate will be entitled to avail the canteen facility of HDC.
  - (xii) The selected candidate shall be responsible for charge and care of HDC / KoPT's money, equipment goods and stores and all other property that may be entrusted on him and he will be accountable for the same.
  - (xiii) The contractual engagement may be terminated by giving one month's notice from either side. However, the engagement is also terminable on 24 hours' notice for unsatisfactory performance and for any act considered to be derogatory / detrimental to the interest of HDC, KoPT.
  - (xiv) The selected candidate will have to submit character / antecedent certificate in the prescribed proforma after selection for such contract engagement.
-

**Terms and conditions for contractual engagement of Turner under Plant & Equipment Division of HDC.**

A. The candidate must fulfill the following eligibility criteria:-

**i) Age:**

Minimum age should be 25 years and maximum 45 years as on 01/11/2017

**ii) Qualification:**

- a) Must have passed Madhyamik or its equivalent examination.
- b) Must possess National Trade Certificate in the trade of Turner.

**Desirable:**

Preferably completed full period of Apprenticeship.

**iii) Experience :**

Must have 4 years experience in the trade of Turner.

**B. Selection Methodology**

The selection will be on the basis of written test.

**C. Other Terms & Conditions of contract**

- (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 selected candidate will be responsible for operating various types of Lathe Machines and the jobs associated with it.
- (iii) The selected candidate will be paid a fixed consolidated remuneration of Rs.16,900/- per month.
- (iv) The selected candidate will be provided with HDC accommodation (unfurnished) on payment of standard rent as applicable for the employees for the type of quarters allotted. Electricity charges for the said accommodation shall have to be borne by the candidate at actual.
- (v) The selected candidate may be posted at any of the sections under Plant & Equipment Division.
- (vi) The selected candidate would report to the Section-in-Charge of the concerned section under Plant & Equipment Division, where he posted.

(2)

- (vii) The selected candidate will be required to work in shifts on rotation i.e. morning, afternoon & night as per the requirements. The selected candidate may also be required to work on general shift duty, if situation so warrants. The selected candidate will have to work for 6 days in a week and will be given a staggered weekly day of rest. If situation so demands, the weekly day of rest may be changed with prior intimation. For work on any weekly off day / declared National Holiday in exigency, the selected candidate will be granted a compensatory day of rest conveniently in lieu thereof and the selected candidate will not be entitled to any other compensation, monetary or otherwise, for the same.
  - (viii) The selected 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.
  - (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 illness may 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 Medical Superintendent / 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 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 the contractual engagement.
  - (xi) The selected candidate will be entitled to avail the canteen facility of HDC.
  - (xii) The selected candidate shall be responsible for charge and care of HDC / KoPT's money, equipment goods and stores and all other property that may be entrusted on him and he will be accountable for the same.
  - (xiii) The contractual engagement may be terminated by giving one month's notice from either side. However, the engagement is also terminable on 24 hours' notice for unsatisfactory performance and for any act considered to be derogatory / detrimental to the interest of HDC, KoPT.
  - (xiv) The selected candidate will have to submit character / antecedent certificate in the prescribed proforma after selection for such contract engagement.
-

## **General Instructions**

Interested candidates, fulfilling the eligibility criteria detailed above, and agreeable to the said terms & conditions of contract engagement, may apply in the prescribed proforma attached herewith with two recent passport size photographs and self certified photo copies of relevant certificates / testimonials. Application in sealed envelope superscribing “**Application for contractual engagement of Electrician / Machinist / Turner**”, should reach the office of Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower Connector Building, Haldia Township, Purba Medinipur, PIN - 721607 by **December 27, 2017**. Mere fulfilment 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 the last date may not be entertained.

Enclo: As stated.

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

**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 01/11/2017) : .....
5. Sex : .....
6. Permanent Address : .....
  
7. Address for Communication : .....
  
8. Telephone : Landline : .....  
Mobile : .....
9. E-mail Address: .....
10. Nationality : .....
11. Religion : .....
12. SC/ST/OBC : .....
13. Qualification:  
(Self certified copies of Marks sheets/ Certificates to be enclosed)

	Percentage( %) with Division/ Class	Name of University / College	Honours / Pass Course
Madhyamik(or equivalent)			
Graduation			
Post Graduation			
Additional			

(Please indicate whether Honours Course was offered by the University at the time of your enrollment in the Degree Course.)

14. Experience :

Organisation	Scale of pay & Present Basic Pay.	Post	___ to _	Period

(Self certified  
copies of  
certificates to be  
enclosed)

15. Additional Information (if any)

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



---

( Full Signature of Applicant with Date )