

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

REQUIRES

Driver on contractual basis

Kolkata Port Trust, Haldia Dock Complex intends to engage of **08 Drivers** (The number of engagements are indicative only. This may increase / decrease in future, as per operational requirement) under HDC, on contractual basis for a period of 1(one) year. The last date of receiving complete application, is May 04, 2015.

Eligibility Criteria

Age:

Age should not be below 25 years as on April 01, 2015.

Qualification:

Essential:

- (i) Must have passed Class-VIII Examination.
- (ii) Must possess a valid Heavy Motor Vehicle Driving Licence issued by the Appropriate Authority. Must be efficient in driving all types of light, medium and heavy vehicles like Car, Jeep, Mini Bus, Heavy Duty Trucks, etc. Must be able to check and maintain Vehicles and attend to minor faults.
- (iii) Should have 4 years experience in Driving.

Preferable: Madhyamik Pass with National Trade Certificate of Mechanic(M.V).

General Instructions

Interested candidates, fulfilling the above eligibility criteria and agreeable to the terms & conditions may apply in the enclosed proforma with one recent passport size photograph and self certified photocopies of relevant certificates/testimonials. Application, in sealed envelope superscribed “**Application for contractual engagement of Driver**”, should reach the office of Manager(P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur, PIN-721607 by **May 04, 2015**. 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 application or application received after the last date may not be entertained.

**Manager (P&IR)
Haldia Dock Complex**

Terms & Conditions of Contract :-

- (i) The engagement will be from Indian nationals for a period of 01(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 deployed in shift duties and will be required to go to Kolkata, as and when required, at any time of the day. He will be required to drive ambulance and any other vehicle, as per the direction of the KoPT officers, and any other related jobs, as will be entrusted on him.
- (iii) The selected candidate will be paid a fixed consolidated remuneration of Rs.14, 900/-(Rupees fourteen thousand nine hundred only) per month.
- (iv) The selected candidate may avail of the facility of HDC accommodation (unfurnished) on payment of licence fee / rent, as applicable. Electricity charges shall have to be borne by the candidate as per actuals.
- (v) The selected candidate would report to the Section In-Charge concerned of the Central Garage and Work shop, Haldia Dock Complex.
- (vi) The selected candidate will be required to work in shifts on rotation i.e. morning, afternoon & night as per requirement. The candidate may also be required to work on general shift duty, if situation so warrants. He 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. In exigencies of work, he may also be booked on Holidays / Weekly Off days / Overtime hours beyond scheduled duty hours, for which appropriate relief may be considered, as per the discretion of the Competent Authority.
- (vii) 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.
- (viii) 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 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.
- (ix) 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 engagement.

- (x) If the selected candidate is required to go on official tour outside headquarters of Haldia Dock Complex, the candidate will be entitled to TA/DA as applicable to the regular incumbent in the post of Driver.
- (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, 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 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 pro-forma after selection for such contract engagement.

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**PRESCRIBED PROFORMA FOR APPLICATION
for Contractual Engagement of Driver**

1. Name :
2. Father's / Husband's Name :
3. Date of birth :
(Self Certified copy of proof to be enclosed)
4. Age (As on 01.04.2015):
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 :

**Paste Photo
here**

13. Qualification:
(Self certified copies
of Marks sheets /
Certificates &
License to be
enclosed)

| | Percentage % with Division/ Class & Year | Name of School | Remarks |
|--------------------------------------|---|-----------------------|----------------|
| Class-VIII Pass | | | |
| Madhyamik (or equivalent) | | | |
| Heavy Driving Licence | | | |
| Others | | | |

14. Experience:
(Self certified copies
of certificates to be
enclosed)

| Organisation | Scale of pay & Present Basic Pay | Post | Period (____ to ____) | Duration |
|---------------------|---|-------------|----------------------------------|-----------------|
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15. Additional Information (if any)

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

(Full Signature of Applicant with Date)