

KOLKATA PORT TRUST

HALDIA DOCK COMPLEX

Requires

Draftsman (Mech.)

KOLKATA PORT TRUST, HALDIA DOCK COMPLEX (ISO: 9001-2008 Certified) intends to engage 1 (one) Draftsman (Mech.) on contract basis for its P&E Division at Haldia. Applications are invited from Indian nationals, so that it reaches the office of the Manager(P&IR), Haldia Dock Complex, Jawahar Tower Connector Building, Haldia Township, Purba Medinipur-721607 within **November 08, 2013**. The details of eligibility criteria for contractual engagement of the aforementioned post is given below:-

Eligibility Criteria

(i) Age:

Age should not be below 25 years as on October 01, 2013.

(ii) Essential qualification & experience

- a) Must have passed Madhyamik (or equivalent) examination.
- b) Must possess a National Trade Certificate in Draftsmanship in Mechanical discipline. Must have served the full period of Apprenticeship in the trade of Draftsman (Mech.).

(iii) Experience :

Must have a minimum of 4 years of experience as Draftsman (Mech.).

General Instructions

Interested candidates, fulfilling the above eligibility criteria agreeable to the terms & conditions, details of which can be seen in the KoPT website at www.kolkataporttrust.gov.in or HDC website at www.haldiadock.gov.in 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 Draftsman (Mech.)**”, should reach the Manager (P&IR), Haldia Dock Complex, Jawahar Tower Connector Building, P.O-Haldia Township, Dist-Purba Medinipur, Pin -721607, by **November 08, 2013**. 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.

Manager (P&IR)
Haldia Dock Complex

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**Terms and conditions for contractual engagement of
Draftsman (Mech.) under P&E Division of HDC.**

- 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 discharging the duties and responsibilities associated with the post of Draftsman(Mech.) and to take care of all Drawings, Standards [IS, BS, DIN, ISO, etc.], Manuals, Books, other documents and Drawing Instruments and to ensure safe custody of these documents.
- iii) The selected candidate will be paid a fixed consolidated remuneration of Rs.14,400/- 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 quarter allotted. Electricity charges for the said accommodation shall have to be borne by the candidate at actuals.
- v) The office of the selected candidate shall be the Drawings Office [1st floor of Chiranjibpur Operational Building] of P&E Division H.D.C. However, if so decided by the competent authority, the candidate may be posted at any other working point within the jurisdiction of Haldia Dock Complex.
- vi) The selected candidate will generally be required to work full time for 5 days in a week and will normally be entitled to two weekly off-days(Saturday & Sunday). However, in case of necessity, you may be required to work on other days also. For work on any weekly off day / declared National Holidays in exigency, you will be granted a compensatory day of rest conveniently, in lieu thereof, and for this, no other compensation, monetary or otherwise, would be granted.
- 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) On official tour the selected candidate will be entitled to TA/DA as applicable to the regular incumbent in the post of Draftsman(Mech.), P&E Division.
- xi) The selected candidate will normally report to the Officer-in- Charge of the Drawing Office of P&E Division, Haldia Dock Complex.

- xii) The selected candidate will be entitled to avail the canteen facility of HDC.
 - xiii) 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.
 - xiv) 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.
 - xv) The selected candidate will have to submit character / antecedent certificate in the prescribed proforma after selection for such contract engagement.
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**PRESCRIBED PROFORMA FOR APPLICATION
POST APPLIED FOR :**

1. Name :

2. Father's / Husband's Name :

3. Date of birth :
(Self Certified copy of proof to be enclosed)

4. Age (As on 01/10/2013):

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			
Others			

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

14. 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 that necessary documents, including the certificate from my employer, are enclosed.

**Paste Photo
here**

(Full Signature of Applicant with Date)