

**Terms and conditions for contractual engagement of Jr. Executive  
under Haldia Co-ordination Cell, Kolkata.**

The engagement will be from Indian nationals for a period of 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.

**A) The selected candidate must fulfill the following eligibility criteria :-**

**I) Age :**

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

**II) Qualification :**

**Essential :** Must be a Graduate from a recognized University.

**Desirable :** Proficiency in MS Word and MS Excel.

**Experience :** Must have 2 years experience in any Government Organization / PSU etc (either directly or through suitable contractual mode) in office administration and secretarial matters.

**B) The candidate will be responsible for the following services :-**

- (i) Managing the Kolkata offices of Deputy Chairman, Haldia.
- (ii) Coordinating different offices of KoPT in Kolkata concerning Haldia matters.
- (iii) Coordinating with other stakeholders having their offices in Kolkata.
- (iv) Booking of transport for visiting officials of HDC to Kolkata, visiting doctors to Haldia.
- (v) Rendering clerical and other assistance to the officers of HDC during their visit to Kolkata, including typing and stenography.

**C) Other Terms & Conditions of Contract :-**

- (i) The selected candidate will be paid a fixed consolidated remuneration of Rs.16,000/- per month.
- (ii) The selected candidate may avail of the facility of KoPT accommodation (unfurnished ) on payment of licence fee / rent, as applicable. Electricity charges shall have to the borne by the candidate as per actuals.
- (iii) The office of the selected candidate will normally be at Haldia Co-ordination Cell at Kolkata.
- (iv) The selected candidate will be required to work full time for 5 days in a week i.e. during normal office days of Haldia Co-ordination Cell at Kolkata, and will normally be entitled to two weekly off-days (Saturday and Sunday). However, in case of necessity, he may be required to work on other days also. For work on any weekly off day / declared National Holidays, in exigency, he may be granted a compensatory day of rest conveniently, in lieu thereof, and for this, no other compensation, monetary, or otherwise, would be granted.

- (v) 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.
- (vi) 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.
- (vii) The selected candidate will be entitled to indoor & outdoor medical facilities as are available in the Port Hospital at Kolkata 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.
- (viii) The selected candidate on official tour will be entitled to TA/DA as applicable to the regular incumbents carrying the scale of pay of Rs.13600-32400/- per month.
- (ix) The selected candidate will report to Manager (Admn.), HDC.
- (x) The selected candidate will be responsible for the charge and care of HDC / KoPT's money, goods and stores and all other property that may be entrusted and will be accountable for the same.
- (xi) 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.

### **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 Jr. Executive**", should reach the office of Manager(P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur, PIN-721607 by **November 22, 2013**. 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.

**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 : .....

**Paste Photo  
here**

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

	<b>Percentage % with Division/ Class</b>	<b>Name of University / college</b>	<b>Honours / Pass Course</b>
<b>Madhyamik (or equivalent)</b>			
<b>Graduation</b>			
<b>Post Graduation</b>			
<b>Others</b>			

(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)

<b>Organisation</b>	<b>Scale of pay &amp; Present Basic Pay</b>	<b>Post</b>	<b>Period (____to____)</b>	<b>Duration</b>

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 the candidate with date)