



**HALDIA DOCK COMPLEX
SMP-K
REQUIERS**

Assistant Manager (Electrical) (On Contract)

Haldia Dock Complex (HDC), SMP-K intends to engage **one (01)**** Assistant Manager(Electrical) under P&E Division, HDC. Applications are invited from Indian Nationals for the aforesaid contractual engagement. The details of eligibility criteria for such contractual engagement is given below:-

[** The number of engagements are indicative only.]

A. Eligibility Criteria:-

Essential Qualification:-

- a) Degree or equivalent in Electrical Engineering from a recognized University/ Institution (4 years degree course)

Diserable:-

Two years experience in relevant department in an executive cadre in an Industrial/Commercial/ Govt, Undertaking.

Age:- Not exceeding 45 years (The date of determining the age limit shall be the last date of receipt of application i.e. July 29, 2024).

B. Selection methodology:- Selection will be based on Written test and Interview.

C. Remuneration:-The candidate will be paid a consolidated remuneration of Rs.57,000/- (Rupees Fifty seven thousand only) per month with yearly increment based on Annual Performance Review.

General instruction to the candidates

Interested candidates, fulfilling the above mentioned eligibility criteria and agreeable to the terms and conditions given below, may apply in the pro-forma given hereunder with one recent passport size colour photograph with self-certified photocopies of relevant certificates / testimonials.

Application in sealed envelope superscribing “***Application for contractual engagement of Assistant Manager (Electrical) under HDC***” should reach the office of Sr. Dy. Manager(P&IR), Haldia Dock Complex, Jawahar Tower, 6th floor, PO-Haldia Township, Dist-Purba Medinipur, West Bengal, PIN-721607, **latest by July 29, 2024.**

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 **July 29, 2024** will not be entertained.

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

**Terms and conditions for contractual engagement of Assistant Manager (Electrical)
under P&E Division of Haldia Dock Complex**

- i) The engagement will be for a period 03(three) years and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, HDC/ SMP-K 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
 - a) Supervising and monitoring various electrical job.
 - b) Maintenance of Air Conditioners.
 - c) Maintenance of Lifts.
 - d) Various maintenance & project works.
- iii) The selected candidate will be paid a consolidated remuneration of Rs. 57,000/- (Rupees fifty seven thousand only) per month with yearly increment based on Annual Performance Appraisal.
- iv) The selected candidate will normally be posted at the office of Sr. Dy. Manager (P&E), Haldia Dock Complex. However, he /she may be required to work at any department /office within the jurisdiction of HDC, SMP-K.
- v) The selected candidate will normally report to the Sr. Dy. Manager (P&E), Haldia Dock Complex or any other officer as may be authorized by the Sr. Dy. Manager (P&E), HDC, SMP-K.
- vi) The selected candidate will have to work full time for 6 days in a week and will be entitled to a weekly-off day. If situation so warrants, the weekly day of rest may be changed with prior intimation. The selected candidate will be required to work in shifts on rotation i.e. morning afternoon, night & general shift as per requirement. In exigency of work, he may also be booked on weekly off days /Holidays for which appropriate relief may be considered as per the discretion of the Competent Authority. The selected candidate may also have to attend emergency calls as per requirement, beyond of normal duty hours without any extra remuneration for the same.
- vii) The selected candidate may avail of the facility of HDC accommodation (unfurnished), subject to availability, on payment of license fee/ rent, as applicable. Electricity Charges for the said quarter, shall have to borne by the candidate, as per actual.
- 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. Availing of half-day leave would be allowed within the limit of 15 days of leave.

(3)

- 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 / SMP - K Medical officer. Intimation of sickness should 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. However, 50% of un-availed leave on medical ground in a year can be carried forward, subject to the same being within the tenure of the contract period.
- x) The selected candidate would be entitled indoor & outdoor medical facilities as are available in the Port Hospital, at Haldia for self & spouse and a maximum of two 'dependent' children upto the age of 21 years. In case of having twins or more during the second child birth, all the children born together inclusive of 1st and 2nd child birth would be considered for the above medical facilities. Besides the following additional medical facilities would also be available:-
- a) Purchase of Medicines:- Purchase of medicines from designated medical store at Haldia, as would be prescribed by the Port Hospital on cashless basis, may be allowed. Payment of the same would be made by HDC.
 - b) Pathological tests: All pathological diagnostic tests, as would be prescribed by the Port Hospital, may be allowed to be done from designated laboratories at Haldia and the expenditure of the same would be reimbursed / paid directly by Port.
 - c) Referral: Referral to the Centenary Hospital, Kolkata of SMP - K (both for OPD and IPD, as are available) may be allowed.
 - d) Mediclaim: Reimbursement of 25% of the medical insurance premium paid by the employee to cover his / her family, subject to an upper limit of Rs. 5000/- per annum, would be done by HDC.
- However, in case of any injury sustained due to accident occurred in course of and arising out of engagement, the port will extend all necessary medical treatment in addition to the treatment mentioned above.
- xi) The selected candidate may be extended Ex-gratia, as will be approved by the Competent Authority from year to year.
- xii) The wards of the selected candidate shall get the benefit of sponsored candidate in DAV Public school, Haldia.
- xiii) The selected candidate will be entitled to monthly reimbursement of upto Rs. 400/- for tele communication facility, as per actual requirement. The type of connection and the service provider may be, as will be in the vogue under HDC.
- xiv) HDC, SMP - K would contribute 8.33% of yearly remuneration / applicable premium towards a Gratuity Fund through institution like LIC.
- xv) The selected candidate would be allowed the Transport facilities of HDC.

- xvi) The selected candidate will be entitled to avail the Canteen facility of HDC.
- xvii) If the selected candidate is required to go on official tour, the candidate will be entitled to TA/DA, as per approved rates.
- xviii) The selected candidate shall be responsible for the charge and care of HDC, SMP-K's money, goods and stores and all other property that may be entrusted on him / her and he / she will be accountable for the same.
- xix) The contractual engagement may also be terminated by giving 03 month's notice from either side or money equivalent to 03 months remuneration. 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, SMP-K.
- xx) The candidate will have to submit character / antecedent certificate in the prescribed pro forma.

PRESCRIBED PROFORMA FOR APPLICATION
Engagement of Assistant Manager(Electrical)(on contract) under
HDC, SMP, Kolkata

**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 29/ 07 /2024):
5. Gender:
6. Permanent Address:
.....
7. Address for Communication:
.....
8. Telephone: Landline:
Mobile:
9. E-mail Address:
10. Nationality:
11. Religion: Category (SC/ST/OBC/UR):
12. Qualification: (Self Certified copies of Mark sheets / Certificates to be enclosed)

Qualification	Name of the Degree	Name of the University / Institution or equivalent	Percentage with Division / Class
Class - X			
Class - XII			
Graduation			
Post Graduation			
Additional (if any)			

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

Organisation	Scale of pay / Salary	Post	Period (____ to ____)	Duration

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)