

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

REQUIRES

Haldia Dock Complex, Kolkata Port Trust, intends to fill up the following posts on **on transfer (i.e. absorption) / deputation basis:-**

- 1) **Administrative Officer -1**
- 2) **Accounts / Audit Officer -2**
- 3) **Asstt. Engineer -1**
- 4) **Stores / Purchase Officer -1**
- 5) **Engineer –in- Charge -1**
- 6) **Asstt.Executive Engineer -6**
- 7) **Personnel Officer -1**
- 8) **Traffic Officer (Shipping & Cargo Handling) -1**
- 9) **Traffic Officer (Railways) -1**

Eligibility criteria and other service conditions etc. are given in the enclosed Annexures (I to XI).

General Instructions :-

1. Incumbents fulfilling the eligibility criteria may apply through proper channel, enclosing 2 passport size photographs, giving detailed bio-data, including name, date of birth, permanent address, address for communication, e-mail address, contact phone number, nationality, religion, whether SC/ST/OBC, details of educational and professional qualifications, details of experience and posts held, (indicating name of the post, scale of pay and employer) present basic pay and scale of pay, extra curricular activities and any other relevant information, enclosing therewith self certified copies of all supporting documents.
2. Complete applications, **in the prescribed format (Annexure-X)**, through proper channel, should reach the office of the Manager, Personnel & Industrial Relations Division, Haldia Dock Complex, Jawahar Tower Connector Building, P.O. : Haldia Township, Dist: Purba Medinipur, Pin: 721607 latest by **15-12-2009**.
3. In case of candidates applying for more than one post, separate applications must be submitted for each post applied for. The name of the post must be superscribed on the sealed envelope containing the applications.
4. The authority forwarding the application is required to verify that the application is in order and should enclose a certificate along with the application in the format as given herewith (**Annexure-XI**). It should also be accompanied by certified true copies of the Annual Confidential Reports of the applicant(s) for the last 5 years. Applications received late or incomplete applications or applications received without the certificate, as per the prescribed proforma, may not be considered.

Manager (P&IR)
Haldia Dock Complex
03224-263160

**KOLKATA PORT TRUST
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**REQUIRES
Administrative Officer**

Applications are invited from Indian nationals working in all Major Port Trusts, PSUs, Central Government, State Governments, Local Authorities, Statutory Undertakings and any other Government Companies as defined in Section-617 of the Companies Act, 1956 (I of 1956) or Institutions receiving grants from Government for **filling up of 1 post of Administrative Officer** under Administration Division of Haldia Dock Complex **on transfer (i.e. absorption) / deputation basis**. In case of deputation, the same will normally be for a period of 3 years.

Qualification

Essential: Honours Degree in Arts, Science or Commerce from a recognized University or 1st Class Degree from a University which does not offer Honours Course.

Age

Upper age limit **28 years** as on the 1st day of the month in which the advertisement is published, relaxable as per rules of Haldia Dock Complex.

Pay package

The scale of pay for the post is Rs.9100-15100/- in the IDA pattern. The pay scale is due for upward revision w.e.f. 01/01/2007. Present monthly emoluments at the minimum of the pay scale is about **Rs. 22058/-**. Other benefits include subsidized housing, free medical facilities, L.T.C, provident fund, gratuity, subsidized transportation, subsidized schooling for wards etc., as admissible as per rules of Haldia Dock Complex.

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

**REQUIRES
Accounts / Audit Officer**

Applications are invited from Indian nationals working in all Major Port Trusts, PSUs, Central Government, State Governments, Local Authorities, Statutory Undertakings and any other Government Companies as defined in Section-617 of the Companies Act, 1956 (I of 1956) or Institutions receiving grants from Government for **filling up of 2 posts of Accounts / Audit Officer** under Finance Division, Haldia Dock Complex **on transfer (i.e. absorption) / deputation basis**. In case of deputation, the same will normally be for a period of 3 years.

Qualification

Essential: M. Com. or Chartered Accountant or Cost and Works Accountant or MBA with specialization in Finance.

Age

Upper age limit **30 years** as on the 1st day of the month in which the advertisement is published, relaxable as per rules of Haldia Dock Complex.

Pay package

The scale of pay for the post is Rs.9100-15100/- in the IDA pattern. The pay scale is due for upward revision w.e.f. 01/01/2007. Present monthly emoluments at the minimum of the pay scale is about **Rs. 22058/-**. Other benefits include subsidized housing, free medical facilities, L.T.C, provident fund, gratuity, subsidized transportation, subsidized schooling for wards etc., as admissible as per rules of Haldia Dock Complex.

**.KOLKATA PORT TRUST
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**REQUIRES
Assistant Engineer**

Applications are invited from Indian nationals working in all Major Port Trusts, PSUs, Central Government, State Governments, Local Authorities, Statutory Undertakings and any other Government Companies as defined in Section-617 of the Companies Act, 1956 (I of 1956) or Institutions receiving grants from Government for **filling up of 1 post of Assistant Engineer** under Infrastructure & Civic Facilities Division, Haldia Dock Complex **on transfer (i.e. absorption) / deputation basis**. In case of deputation, the same will normally be for a period of 3 years.

Qualification

- a) Degree in Civil Engineering or equivalent
- b) Knowledge of infrastructure and civic facilities in a big project would be of advantage.

Age

Upper age limit **30 years** as on the 1st day of the month in which the advertisement is published, relaxable as per rules of Haldia Dock Complex.

Pay package

The scale of pay for the post is Rs.9100-15100/- in the IDA pattern. The pay scale is due for upward revision w.e.f. 01/01/2007. Present monthly emoluments at the minimum of the pay scale is about **Rs. 22058/-**. Other benefits include subsidized housing, free medical facilities, L.T.C, provident fund, gratuity, subsidized transportation, subsidized schooling for wards etc., as admissible as per rules of Haldia Dock Complex.

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

**REQUIRES
Stores / Purchase Officer**

Applications are invited from Indian nationals working in all Major Port Trusts, PSUs, Central Government, State Governments, Local Authorities, Statutory Undertakings and any other Government Companies as defined in Section-617 of the Companies Act, 1956 (I of 1956) or Institutions receiving grants from Government for **filling up of 1 post of Stores / Purchase Officer** under Materials Management Division, Haldia Dock Complex **on transfer (i.e. absorption) / deputation basis**. In case of deputation, the same will normally be for a period of 3 years.

Qualification

Essential: Degree in Engineering from a recognized University / Institute or equivalent.

Desirable: Post Graduate Degree / Diploma in Materials Management from a recognized University / Institute.

Age

Upper age limit **30 years** as on the 1st day of the month in which the advertisement is published, relaxable as per rules of Haldia Dock Complex.

Pay package

The scale of pay for the post is Rs.9100-15100/- in the IDA pattern. The pay scale is due for upward revision w.e.f. 01/01/2007. Present monthly emoluments at the minimum of the pay scale is about **Rs. 22058/-**. Other benefits include subsidized housing, free medical facilities, L.T.C, provident fund, gratuity, subsidized transportation, subsidized schooling for wards etc., as admissible as per rules of Haldia Dock Complex.

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

**REQUIRES
Engineer-In-Charge**

Applications are invited from Indian nationals working in all Major Port Trusts, PSUs, Central Government, State Governments, Local Authorities, Statutory Undertakings and any other Government Companies as defined in Section-617 of the Companies Act, 1956 (I of 1956) or Institutions receiving grants from Government for **filling up of 1 post of Engineer-In-Charge** under Marine Operations Division, Haldia Dock Complex **on transfer (i.e. absorption) / deputation basis**. In case of deputation, the same will normally be for a period of 3 years.

Qualification

Essential: Inland Engineers Certificate or 2nd Class MOT Certificate with experience as watch keeping Engineer on board a vessel for at least 3 years.

Experience: Inland Engineers Certificate or 2nd Class MOT Certificate with experience as watch keeping Engineer on board a vessel for at least 3 years.

Age

Upper age limit **35 years** as on the 1st day of the month in which the advertisement is published, relaxable as per rules of Haldia Dock Complex

Pay package

The scale of pay for the post is Rs.10750-16750/- in the IDA pattern. The pay scale is due for upward revision w.e.f. 01/01/2007. Present monthly emoluments at the minimum of the pay scale is about **Rs. 26058/-**. Other benefits include subsidized housing, free medical facilities, L.T.C, provident fund, gratuity, subsidized transportation, subsidized schooling for wards, work related allowances, etc., as admissible as per rules of Haldia Dock Complex.

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

**REQUIRES
Assistant Executive Engineer**

Applications are invited from Indian nationals working in all Major Port Trusts, PSUs, Central Government, State Governments, Local Authorities, Statutory Undertakings and any other Government Companies as defined in Section-617 of the Companies Act, 1956 (I of 1956) or Institutions receiving grants from Government for **filling up of 6 posts of Assistant Executive Engineer** under Plant & Equipment Division, Haldia Dock Complex **on transfer (i.e. absorption) / deputation basis**. In case of deputation, the same will normally be for a period of 3 years.

Qualification

Essential: Degree in Mechanical / Electrical / Marine Engineering or equivalent.

Age

Upper age limit **30 years** as on the 1st day of the month in which the advertisement is published, relaxable as per rules of Haldia Dock Complex.

Pay package

The scale of pay for the post is Rs.9100-15100/- in the IDA pattern. The pay scale is due for upward revision w.e.f. 01/01/2007. Present monthly emoluments at the minimum of the pay scale is about **Rs. 22058/-**. Other benefits include subsidized housing, free medical facilities, L.T.C, provident fund, gratuity, subsidized transportation, subsidized schooling for wards etc., as admissible as per rules of Haldia Dock Complex.

**KOLKATA PORT TRUST
HALDIA DOCK COMPLEX**

**REQUIRES
Personnel Officer**

Applications are invited from Indian nationals working in all Major Port Trusts, PSUs, Central Government, State Governments, Local Authorities, Statutory Undertakings and any other Government Companies as defined in Section-617 of the Companies Act, 1956 (I of 1956) or Institutions receiving grants from Government for **filling up of 1 post of Personnel Officer** under Personnel & Industrial Relations Division, Haldia Dock Complex **on transfer (i.e. absorption) / deputation basis**. In case of deputation, the same will normally be for a period of 3 years.

Qualification

Essential: Honours Degree in Arts, Science or Commerce from a recognized University or 1st Class Degree from a recognized University which does not offer Honours Course.

Desirable: Post Graduate Degree / Diploma in Personnel Management / Social Work from a recognized University / Institute and / or some experience of work in a responsible position in the related field in a reputed Industrial Organisation will be preferred.

Age

Upper age limit **28 years** as on the 1st day of the month in which the advertisement is published, relaxable as per rules of Haldia Dock Complex.

Pay package

The scale of pay for the post is Rs.9100-15100/- in the IDA pattern. The pay scale is due for upward revision w.e.f. 01/01/2007. Present monthly emoluments at the minimum of the pay scale is about **Rs. 22058/-**. Other benefits include subsidized housing, free medical facilities, L.T.C, provident fund, gratuity, subsidized transportation, subsidized schooling for wards etc., as admissible as per rules of Haldia Dock Complex.

**KOLKATA PORT TRUST
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**REQUIRES
Traffic Officer (Shipping & Cargo Handling)**

Applications are invited from Indian nationals working in all Major Port Trusts, PSUs, Central Government, State Governments, Local Authorities, Statutory Undertakings and any other Government Companies as defined in Section-617 of the Companies Act, 1956 (I of 1956) or Institutions receiving grants from Government for **filling up of 1 post of Traffic Officer** under Traffic Operations (Shipping & Cargo Handling) Division, Haldia Dock Complex **on transfer (i.e. absorption) / deputation basis**. In case of deputation, the same will normally be for a period of 3 years.

Qualification

Essential: Must have passed 3 years Degree Course in Arts, Science or Commerce from a recognized University.

Age

Upper age limit **28 years** as on the 1st day of the month in which the advertisement is published, relaxable as per rules of Haldia Dock Complex.

Pay package

The scale of pay for the post is Rs.9100-15100/- in the IDA pattern. The pay scale is due for upward revision w.e.f. 01/01/2007. Present monthly emoluments at the minimum of the pay scale is about **Rs. 22058/-**. Other benefits include subsidized housing, free medical facilities, L.T.C, provident fund, gratuity, subsidized transportation, subsidized schooling for wards etc., as admissible as per rules of Haldia Dock Complex.

**KOLKATA PORT TRUST
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**REQUIRES
Traffic Officer (Railways)**

Applications are invited from Indian nationals working in all Major Port Trusts, PSUs, Central Government, State Governments, Local Authorities, Statutory Undertakings and any other Government Companies as defined in Section-617 of the Companies Act, 1956 (I of 1956) or Institutions receiving grants from Government for **filling up of 1 post of Traffic Officer** under Traffic Operations (Railway) Division, Haldia Dock Complex **on transfer (i.e. absorption) / deputation basis**. In case of deputation, the same will normally be for a period of 3 years.

Qualification

Essential: Must have passed 3 years Degree Course in Arts, Science or Commerce from a recognized University.

Age

Upper age limit **28 years** as on the 1st day of the month in which the advertisement is published, relaxable as per rules of Haldia Dock Complex.

Pay package

The scale of pay for the post is Rs.9100-15100/- in the IDA pattern. The pay scale is due for upward revision w.e.f. 01/01/2007. Present monthly emoluments at the minimum of the pay scale is about **Rs. 22058/-**. Other benefits include subsidized housing, free medical facilities, L.T.C, provident fund, gratuity, subsidized transportation, subsidized schooling for wards etc., as admissible as per rules of 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 1st day of the month in which the advertisement is published):
1. Sex :
2. Permanent Address :
3. Address for Communication :
4. Telephone : Landline :
- Mobile :
5. E-mail Address:
6. Nationality :
7. Religion :
8. SC/ST/OBC:
9. Qualification: (Self certified copies of Marks sheets/ Certificates to be enclosed)

	Percentage % with Division/ Class	Name of University / college	Honours / Pass Course	Duration of the Course
Graduation				
P.G. Diploma				
Post Graduation Degree				
Others				

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

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

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

11. Additional Information (if any)

I certify that the above information is true to the best of my knowledge and the necessary supporting documents are enclosed.

(Full Signature of Applicant with Date)

CERTIFICATE

(To be filled by the Authority forwarding the application)

- i) Pay scale of Sri / Smt. _____ along with designation for last five years is / are _____.
- ii) Certified that the particulars furnished by the candidate has been checked from the available records and has been found correct.
- iii) Certified that the candidate is eligible as per eligibility criteria mentioned for the post and can be spared in case of selection.
- iv) No vigilance or disciplinary case is either pending or being contemplated against the candidate. There is nothing in the ACR dossier of the candidate, which makes him ineligible for consideration for appointment to the post applied for.
- v) Certified true copies of ACRs for the last 5 years of the candidate are enclosed.

**Signature of the forwarding authority
with name and designation**