

## **Contractual Engagement of Officer (Environment) under Environment Cell of HDC**

**Advertisement No. 03/2018 Dt. 28/02/2018**

Haldia Dock Complex, Kolkata Port Trust intends to engage one Officer (Environment) on contract basis for posting at Haldia. Applications are invited from Indian Nationals for the same, so that it reaches the office of Sr.Dy.Manager(P&IR), Haldia Dock Complex, Jawahar Tower Building, Haldia Township, Purba Medinipur-721607 **within April 27, 2018**. The details of eligibility criteria and terms and conditions for such contractual engagement are given below:-

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

i) **Age:**

Minimum age should be 25 years and maximum 50 years. The relaxation in upper age limit may be considered in case of deserving candidate.

ii) **Qualification:**

Master Degree in Environmental Science or Doctorate in Ecology / Environment or Engineering in Environment.

iii) **Experience:**

Must have 5 years' experience in the related field as stated above (ii).

\* **The crucial date for determining the qualification, experience and age shall be 01/03/2018.**

**B) Selection Methodology :** The selection will be on the basis of Written Test & Interview.

**C) Other Terms & Conditions of contract**

i) The selected candidate will be responsible for the following jobs:-

a) To perform the job related to Overall Environmental issue like protection of natural biological issues, control of Industrial Pollutions like air pollution, water pollution, sound pollution etc. developing, implementing and monitoring the environmental strategies, policies and programmes that promote sustainable development.

b) Handling the issue related to Ecological balancing in the Port area as well as adjacent surface. Staff training for their contribution for environmental performance.

c) Co-ordination and take appropriate action for obtaining the Environmental Clearance relating to various projects of Haldia Dock Complex to liaison with various statutory authorities w.r.t. Environmental clearances.

d) For implementing the various projects under Green initiatives.

- ii) The engagement will be 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, H.D.C., KoPT reserves the right to enter into a fresh contract for such period and such terms as may be mutually agreed upon by the parties.
- iii) Selected candidate will be paid a fixed consolidated remuneration of **Rs. 53,000/-** 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 quarters allotted. Electricity charges for the said accommodation shall have to be borne by the candidate at actual.
- v) The selected candidate will be posted under Environment Cell under the control of the office of General Manager (Engineering).
- vi) The selected candidate would directly report to the General Manager (Engineering), HDC for his daily performance.
- vii) The selected candidate will be required to work full time for 05 days in a week i.e. during normal office days, with normal weekly off-days. In case of necessity, he may be required to work on Saturdays also and for which no compensation, monetary or otherwise, will be allowed. For work on any Sunday/ Holiday in exigency, for which appropriate relief may be considered, as per the discretion of the Competent Authority.
- 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.
- ix) Additionally, leave on medical grounds, 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 Medical Officer. Intimation of sickness should be reported to the Medical Superintendent / Reporting Officer forthwith in writing together with the certificate of illness from a registered Medical Practitioner in addition to verbal intimation over phone.
- x) The selected candidate will be entitled to indoor and outdoor medical facilities as are available in Port Hospital, Haldia for self and spouse only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic test 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 the contractual engagement.
- xi) The selected candidate will be entitled to avail canteen facility of HDC.
- xii) The selected candidate shall be responsible for charge and care of the 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) If the selected candidate is required to go on official tour outside Head Quarters at Haldia, he will be entitled to TA / DA, as applicable to the similarly placed regular incumbents in the class-I category, at the level of Sr.Dy.Manager.
- xiv) The contractual engagement may be terminated by giving one month's notice from either side. However, the engagement is also terminable on 24 hour's 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.

#### **D) General Instruction**

Interested candidates, fulfilling the above eligibility criteria and agreeable to the terms & conditions, may apply in the enclosed proforma with two recent passport size photograph and self certified photocopies of relevant certificates / testimonials. Application in sealed envelope superscribing “**Application for contractual engagement of Officer (Environment)**”, should reach the office of Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower Connector Building, P.O.-Haldia Township, Dist.-Purba Medinipur, PIN – 721607, by **April 27, 2018**. 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.

Encl: As stated

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

**PRESCRIBED PROFORMA FOR APPLICATION**

**Contractual Engagement As :**

1. Name: .....
2. Father's / Husband's Name: .....
3. Date of birth: .....  
(Self attested copy of proof to be enclosed)
4. Age (As on 01/03/2018): .....
5. Sex: .....
6. Permanent Address: .....  
.....
7. Address for Communication: .....  
.....
8. Telephone: Landline: .....  
Mobile: .....
9. E-mail Address: .....
10. Nationality: .....
11. Religion: .....
12. Category (Please tick): SC / ST/ OBC / UR  
(Self attested copy of proof to be enclosed)

13. Qualification:

(Self attested copy of Proof to be enclosed)

	Percentage % with Division / Class	Name of University / Board / College	Honours / Pass Course
Class – X			
Class – XII			
Graduation			
C.A / I.C.W.A.I			
Additional			

14. Experience :

(Self attested copy of Proof 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 belief. The necessary documents with regard to Age, Qualification & Experience in support of my candidature are enclosed.

\_\_\_\_\_  
(Full Signature of Applicant with Date)