

श्यामा प्रसाद मुखर्जी पोर्ट – कोलकाता  
हल्दिया गोदी परिसर

को आवश्यकता है

**उप. अग्निशमन एवं सुरक्षा अधिकारी (संविदात्मक आधार पर)**  
**विज्ञापन संख्या 08/2023**

हल्दिया गोदी परिसर (एच डी सी), श्याम प्रसाद मुखर्जी पोर्ट – कोलकाता (पूर्व कोलकाता पत्तन न्यास) (एस एम पी – के ), 01 (एक) \*\* उप अग्निशमन एवं सुरक्षा अधिकारी को संविदात्मक आधार पर, हल्दिया में प्रशासन प्रभाग, एचडीसी के तहत नियुक्त करने का इरादा रखता है। ऐसी संविदात्मक नियुक्ति के लिए योग्यता मानदंड का विवरण नीचे दिया गया है: -

[\*\* नियुक्ति की संख्या केवल सांकेतिक है। यह भविष्य में वास्तविक आवश्यकताओं के अनुसार बढ़ / घट सकता है।]

**उप. अग्निशमन एवं सुरक्षा अधिकारी (संविदात्मक आधार पर)-**

**योग्यता मानदंड**

(i) **उम्र**: 45 वर्ष से अधिक नहीं, 04 सितंबर, 2023 को.

(ii) **आवश्यक योग्यता और अनुभव**:

ए) उच्च माध्यमिक (10+2; पीसीएम) और पूर्णकालिक नियमित पाठ्यक्रम में किसी भी यूजीसी मान्यता प्राप्त विश्वविद्यालय / संस्थान से फायर इंजीनियरिंग या फायर टेक्नोलॉजी (बीई/बीटेक)

या

बी) नेशनल फायर सर्विस कॉलेज, नागपुर से पूर्णकालिक नियमित बैचलर ऑफ साइंस (पीसीएम) और डिविजनल ऑफिसर सर्टिफिकेट कोर्स / स्टेशन ऑफिसर सर्टिफिकेट कोर्स या किसी भी सरकारी मान्यता प्राप्त विश्वविद्यालय / संस्थान से इसके समकक्ष कोर्स।

या

सी) पूर्णकालिक नियमित बैचलर ऑफ साइंस (पीसीएम) और नेशनल फायर सर्विस कॉलेज, नागपुर से उप-अधिकारी सर्टिफिकेट कोर्स या किसी भी सरकारी मान्यता प्राप्त विश्वविद्यालय / संस्थान से इसके समकक्ष कोर्स साथ में मोबाइल अग्निशमन उपकरणों आदि के साथ अग्निशमन सेटअप वाले किसी भी मान्यता प्राप्त संगठन में योग्यता के बाद न्यूनतम 03 (तीन) वर्ष का अनुभव।

**पारिश्रमिक**: चयनित उम्मीदवार को प्रति माह ₹46,500/- (रुपये छियालीस हजार पांच सौ मात्र) के समेकित पारिश्रमिक दिया जाएगा। वार्षिक वेतन वृद्धि वार्षिक प्रदर्शन समीक्षा के अधीन होगी।

**उम्मीदवारों के लिए सामान्य निर्देश**

इच्छुक उम्मीदवार, जो ऊपर उल्लिखित योग्यता मानदंडों को पूरा करते हैं और नीचे दिए गए नियमों और शर्तों से सहमत हैं, एक हालिया पासपोर्ट आकार की तस्वीर और संबंधित प्रमाणपत्रों / प्रशंसापत्रों की स्व-प्रमाणित फोटोकॉपी के साथ यहां दिए गए प्रो-फॉर्मा में आवेदन कर सकते हैं। एक सीलबंद लिफाफे में आवेदन, जिसके ऊपर "एचडीसी के तहत संविदात्मक आधार पर उप. अग्निशमन एवं सुरक्षा अधिकारी के लिए आवेदन" लिखा होना चाहिए, वरिष्ठ उप प्रबंधक (पी एण्ड आईआर) के कार्यालय, छठी मंजिल, जवाहर टावर, हल्दिया गोदी परिसर, हल्दिया टाउनशिप, पूर्व मेदिनीपुर, पश्चिम बंगाल, पिन – 721607 में, 04 सितंबर, 2023 तक पहुंच जाना चाहिए। योग्यता मानदंड को पूरा करने मात्र से उम्मीदवार को चयन का कोई अधिकार नहीं होगा। प्रबंधन, उम्मीदवारों को बिना किसी संदर्भ के, चयन प्रक्रिया को रद्द करने का अधिकार सुरक्षित रखता है। अधूरे आवेदन या अंतिम तिथि के बाद प्राप्त आवेदनों पर विचार नहीं किया जा सकता है।

वरिष्ठ उप प्रबंधक (पी एण्ड आईआर)  
हल्दिया गोदी परिसर

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA  
HALDIA DOCK COMPLEX**

**Requires**

**Dy. Fire & Security Officer (on contract)**  
**Advertisement No. 08/2023**

Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata (erstwhile Kolkata Port Trust) (SMP-K), intends to engage **1 (one)\*\*** Dy. Fire & Security Officer on contract basis under Administration division, HDC at Haldia. The detail of eligibility criteria for such contractual engagement is given below: -

[\*\* The number of engagement are indicative only. The same may increase / decrease in future, as per actual requirements]

**Dy. Fire & Security Officer (on contract): -**

**Eligibility Criteria**

(i) **Age:** Not exceeding 45 years, as on September 04, 2023.

(ii) **Essential Qualification & Experience:**

a) Higher Secondary (10+2; PCM) and full time regular course in Fire Engineering or Fire Technology (BE/B. Tech) from any UGC recognized University/Institute.

OR

b) Full time regular Bachelor of Science (PCM) and Divisional Officer's Certificate course/ Station Officer's Certificate course from National Fire Service College, Nagpur or its equivalent course from any Govt. recognised University/Institute.

OR

c) Full time regular Bachelor of Science (PCM) and Sub-Officer's Certificate course from National Fire Service College, Nagpur or its equivalent course from any Govt. recognised University/Institute with minimum 03 (three) years post qualification experience in any recognized organization having fire-fighting setup with mobile fire-fighting appliances, etc.

**Remuneration:** The candidate will be paid a consolidated remuneration of Rs.46,500/- (Rupees Forty six thousand five hundred only) per month with yearly increment subject to 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 proforma given here under with one recent passport size photograph and self-certified photocopies of relevant certificates / testimonials. Application in sealed envelope, superscribing "*Application for contractual engagement to **Dy. Fire & Security Officer under HDC***", should reach the Office of the Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower, 6<sup>th</sup> floor, P.O.: Haldia Township, Dist.: Purba Medinipur, W.B. PIN: 721607, by **September 04, 2023**. 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 applications, or applications received after the last date, may not be entertained.

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

**General terms & conditions for Dy. Fire & Security Officer (on contract):**

- i) The engagement will be for a period of 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-Kolkata reserves the right to enter into a fresh contract for such period and such terms as may be mutually agreed upon by the parties.
- ii) The selected candidate will be responsible for:
  - a) Day-to-day functioning of the Fire Unit, HDC and assist Sr. Fire & Security Officer in discharging his duties and responsibilities.
  - b) Looking after all the works related to Fire Prevention, Fire Protection of HDC including Fire Service Administration.
  - c) Oversee the maintenance activities of fire-fighting vehicles, pumps, fire-fighting accessories including small gears.
  - d) Stock maintenance of fuel and other consumable items related to fire-fighting.
  - e) Inspecting different areas and buildings of HDC for ensuring good housekeeping and safety practices for undertaking hotwork.
  - f) Conducting different types of drills and parades on regular basis besides attending fire & emergency calls.
  - g) Keeping all the relevant records upto date pertaining to fire Unit w.r.t. ISO certification.
  - h) Carrying out any other jobs assigned to him from time to time by his superior (s).
- iii) The candidate will be paid a consolidated remuneration of ₹46,500/- (Rupees Forty-six thousand five hundred only) per month. The rate of Annual Increment would be decided by the Competent Authority, subject to Annual Performance Review after completion of each year of service, during the tenure of contract.
- iv) The selected candidate will have to work 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. He will be required to work normally in general shift but may have to work in shifts on rotation i.e. morning, afternoon, night 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. He will also have to attend emergency calls, as per requirement, beyond his normal duty hours, without any extra remuneration for the same.
- 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. Availing of half-day leave would be allowed within the limit of 15 days of leave.
- 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, may be allowed without any deduction from the remuneration, on the basis of certification from HDC / SMP, Kolkata 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 unavailed leave on medical ground in a year can be carried forward, subject to the same being within the tenure of the contract period.

(4)

- vii) The selected candidate would be entitled to 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 1<sup>st</sup> and 2<sup>nd</sup> child birth would be considered for the above medical facilities. Besides the following 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 I-IDC.
  - 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) Mediclaime: 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.

- viii) The selected candidate may be extended Ex-gratia, as will be approved by the Competent Authority from year to year.
- ix) The wards of the selected candidate shall get the benefit of sponsored candidate in DAV Public school, Haldia.
- x) HDC, SMP-K would contribute 8.33% of yearly remuneration / applicable premium towards a Gratuity Fund through institution like LIC.
- xi) The selected candidate would be entitled to monthly reimbursement of upto ₹400/- for telecommunication facility, as per actual requirement. The type of connection and the service provider may be, as will be in vogue under HDC.
- xii) The selected candidate may avail of the facility of HDC accommodation (unfurnished) on payment of license fee / rent, as applicable. Electricity charges for the said quarter shall have to be borne by the selected candidate, at actuals.
- xiii) The selected candidate may be required to work at any place / office within the jurisdiction of HDC / SMP, Kolkata.
- xiv) If the selected candidate is required to go on official tour, the candidate will be entitled to TA / DA, as applicable.
- xv) The selected candidate will normally report to the Sr. Dy. Manager (Administration). However, the candidate may be required to report to any other officer of HDC, in exigency of work.

- xvi) The selected candidate would be entitled to avail the canteen facility of HDC.
- xvii) The selected candidate would be allowed the transport facilities of HDC.
- xviii) The selected candidate shall be responsible for charge and care of HDC / SMP, Kolkata's money, goods and stores and all other property that may be entrusted to him / her and he / she will be accountable for the same.
- xix) The contractual engagement may be terminated by giving 3 months' notice from either side or equivalent to 3 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-Kolkata.
- xx) The selected candidate would have to submit Character / Antecedent Certificate in the prescribed proforma upon his / her selection.

**PRESCRIBED PROFORMA FOR APPLICATION**  
Engagement of Dy. Fire & Security Officer (on contract)  
under Administration Division, HDC, SMP, Kolkata

1. Name: .....
2. Father's / Husband's Name: .....
3. Date of birth: .....  
(Self-Certified copy of proof to be enclosed)
4. Age (As on 04/09/2023): .....
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)

Affix Recent  
Passport size  
Photo here

Qualification	Name of the Degree	Name of the Institution	Percentage with Division / Class
Class - X			
Class - XII			
Degree			
Additional (if any)			

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

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

14. 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)