

SYAMA PRASAD MOOKERJEE PORT, KOLKATA
Kolkata Dock System

Engagement of Sr. Hydrographer (on contract) under Marine Department of
Kolkata Dock System

Syama Prasad Mookerjee Port, Kolkata invites applications from amongst eligible Indian Nationals for engagement of two (02) Sr. Hydrographers, on contractual basis, for a period of three (03) years.

2. The details of eligibility criteria and terms & conditions for such engagement are given below:-


(i)	Age limit for applying (as on the date of publication of advertisement)	<ul style="list-style-type: none">• B. Sc. (Nautical Science): 30 Years• 2nd Mate (FG)/1st Mate (FG)/Dredge Mate Grade-I/ Dredge Master Grade – II: 35 Years
(ii)	Remuneration	Rs. 57,000/- (consolidated per month)
(iii)	Essential Qualification	B.Sc. (Nautical Science) (with minimum 60% in aggregate) / 2 nd Mate (FG) / 1 st Mate (FG) / Dredge Mate Grade - I / Dredge Master Grade – II

3. The candidates fulfilling the above eligibility criteria and agreeable to the Terms & Conditions given below for engagement as **Sr. Hydrographer (on contract)**, may submit their applications (**in hard copies**) as per the attached proforma under **“Annexure-I”** on or before **20.06.2024**, duly superscribing on the envelope **“Application for engagement as Sr. Hydrographer (on contract)”** addressed to – Director, Marine Department, Syama Prasad Mookerjee Port, Kolkata, at 15, Strand Road, Kolkata – 700001, along with the following relevant documents.

4. The candidates, fulfilling the eligibility criteria, shall be called for Written/Proficiency Test and/or Personal Interview, date, time and venue of which will be intimated in due course. The applicants should carry the original and one additional set of photocopies of the following documents at the time of the interview:-

- (i) Age Proof Certificate (Birth Certificate issued by appropriate Authority/Admit card of Board Examination).
- (ii) Educational and Professional Qualification Certificates/ Mark Sheets.
- (iii) Experience Certificate(s).
- (iv) 2 recent passport size photographs.
- (v) Photo identity card issued by Govt. of India (Voter/PAN Card/Passport/Driving License etc.) in original.

5. Mere submission of application does not confer any right or claim on the candidates for engagement as Sr. Hydrographer (on contract). SMP, Kolkata reserves the right to cancel/withhold the selection process without assigning any reason thereof. If any application is found to be incorrect/false even after engagement, the contract is liable to be terminated forthwith. The selected candidates shall be required to submit an Antecedent Verification report, issued by the appropriate Police Authority and undergo medical fitness test before joining the service.



(S.S. Chatterjee)
Sr. Dy. Secretary-II
For Secretary

Application for Engagement as

Self-attested Photograph of the candidate to be affixed here

i)	Name			
ii)	Father's / husband's name			
iii)	Date of birth(Self-attested copy of proof to be enclosed)			
iv)	Permanent address			
v)	Address for communication			
vi)	Nationality			
vii)	Marital status			
viii)	Religion			
ix)	Educational qualifications with percentage of marks obtained (Class/Division)			
	Course/Examination	Subject or Specialization	Name of the institute/ university	Percentage (%) with Division / Class
	Secondary / Madhyamik (or equivalent) Diploma			
	Higher Secondary			
	Graduation			
	Post-Graduation Degree, if any			
x)	Professional qualification			
xi)	Working Experience			
	Company Name	Scale of pay & Present Basic Pay/ Consolidated pay	Post/Designation	Period (_____ to _____) Duration
xii)	Phone number			
xiii)	E-mail address			
xiv)	Any other relevant information			
xv)	Signature of the candidate			

**TERMS AND CONDITIONS FOR CONTRACTUAL ENGAGEMENT IN
SYAMA PRASAD MOOKERJEE PORT, KOLKATA (SMPK)**

1. Tenure of contract — Contractual engagement will be provisionally for a period of three (03) years, subject to annual performance review after completion of each year of contract, or as per clause – 33 of this terms and conditions. If an officer does not obtain “**Very Good**” and above in any year during three years contract period, renewal of his contract after three years may be reviewed by the competent authority.

[**Grading Range:** A – Outstanding, B – Very Good, C – Good or Satisfactory, D – Poor, **Minimum benchmark** – Very Good]

2. On expiry of three years’ contract, SMPK reserves the right to enter into any fresh contract for such period and on such terms and conditions as may be mutually agrees upon by the parties.
3. The engagement is subject to satisfactory verification of certificates, testimonials and personal particulars / credentials of the selected candidate. SMPK reserves the right to get a background check (including criminal history record search, education and employment; and personal details verification) conducted on the selected candidates, which the selected candidate should explicitly agree to.
4. After the engagement, if such antecedent verification reveals any discrepancy in the statement(s) made in the application or in the bio-data with SMPK or in the declarations made by the selected candidate, his / her engagement is liable to be terminated forthwith without any notice or compensation.
5. When the period of contract is for 3 years, the contractual officer/employee will be required to furnish a bond to serve SMPK for at least one year. If the contractual officer/employee resigns before one year, he/she will have to pay an amount equivalent to his/her remuneration of two months to SMPK. After expiry of one year, both parties would be at liberty to terminate the contract after giving one month’s notice. However, for either party, in lieu of notice period of one month, remuneration of one month would have to be paid to the other party.
6. The candidate may avail of the facility of SMPK accommodation (unfurnished) on payment of license fees / rent, if available. In such case, the candidate will be required to furnish advance security deposit equivalent to one month’s rent / license fee and he / she will be required to handover possession of the quarters within one month from the date of termination of contract. The security deposit amount would be refunded only after adjustment, on pro-rata basis, against the rent / license fee of the period of occupation, beyond termination. In case of failure to vacate the quarters within this stipulated time, appropriate legal and police action will be initiated against the incumbent, holding him / her responsible for the costs and consequences thereof.
7. The Office of the selected candidate will normally be at Hydrographic Survey Section, presently located at 72 Napier Road, Kolkata – 700022, West Bengal. However, the candidate will be required to work at any of the various hydrographic stations / vessel within the jurisdiction of the Syama Prasad Mookerjee Port, Kolkata (SMPK).



8. The candidate will normally be required to work as per practice followed in his / her place of posting. For work on weekly off day / declared National holiday in exigency, he / she will be granted a compensatory day off / rest, conveniently in lieu thereof and for this no other compensation, monetary and otherwise would be granted.
9. **Remuneration:** Candidate will be paid a fixed consolidated monthly remuneration of ₹57,000/- (Rupees Fifty-Seven Thousand only) per month. Additionally, allowances being paid to concerned category of existing contractual employees will be provided.
10. **TA / DA on tour:** On official tour outside SMPK jurisdiction, the candidate will be entitled to TA / DA as admissible to the regular incumbent to the post.
11. **Leave:** The selected candidate will be entitled to 15 days leave per year within the period of his / her engagement (from the date of engagement) which may be availed of with prior approval. For any unauthorized absence in excess of 15 days, pro-rate deduction will be made from the consolidated remuneration. Out of 15 days leave, half day leave may also be allowed.
12. **Medical Leave:** Medical Leave to the extent of 10 days within the period of engagement of twelve months (from the date of engagement) due to illness may be allowed without any deduction from the remuneration on the basis of certification from SMPK, Medical Officer. A maximum of 50% of unavailed medical leave may be carried forward to the next year, subject to the same being within the tenure of contract period. Intimation of sickness should be reported to the immediate Reporting Officer forthwith in writing together with the certificate of illness from a registered medical practitioner, in addition to verbal intimation over phone.
13. **Medical facilities:** All contractual employees will be entitled to all in-house medical facilities (including supply of medicine from M/s. Mars Remedies housed in Centenary Hospital) available at Centenary Hospital for self and spouse only. No reimbursement for any medical facility enjoyed outside Centenary Hospital (including reimbursement for medicines) would be allowed.
14. The above restriction will not apply for treatment of injury caused due to accident arising out of and in course of employment to the selected candidate.
15. **Annual Performance Review:** The performance of the officer would be reviewed by Performance Review Committee. After Annual Performance Review, the contractual officer may be allowed annual increment, which may vary from 0% (Average), 2.5% (Good), 5% (Very Good) and 7.5% (Outstanding) per year, depending on his / her performance.
16. The selected candidate will be required to use the SMPK provided email ID and internet for SMPK's business purposes. He / she will not share his / her access card with anyone else and maintain good housekeeping practices. It is expected, the selected candidate will attend office in a professional manner at all times.
17. The selected candidate will be prohibited from using or sharing information, not publicly disclosed, which he / she may obtain during the course of work for SMPK for his / her personal gain or advantage, or for the personal gain or advantage of anyone with he / she improperly shares information. This restriction applies to such information related to any company, not just SMPK and its client and their

affiliates. During the engagement, the selected candidate will not store, possess, use or disclose confidential / personal / sensitive information of data (including those from any of his / her previous employment(s) with other organizations) in an unauthorized manner in case the incumbent fails to abide by this condition, appropriate legal and police action will be initiated against the incumbent, holding him / her responsible for the costs and consequences thereof. In case the incumbent fails to abide by this condition, appropriate legal and police action will be initiated against the incumbent, holding him /her responsible for the costs and consequences thereof.

18. The selected candidate will not, during the engagement with SMPK divulge to anyone any information, secret, accounts or dealing relating to SMPK's business, its affairs or its clients, service providers, sub-contractors or vendors, other than to the authorized SMPK officials.
19. On discontinuation of engagement, the selected candidate will return to SMPK, all papers and documents and all other property pertaining to SMPK or affairs of SMPK or its clients or any of its associates or branches, which may be in his / her possession, and will not retain any copy or extract there from.
20. In case of any breach of confidentiality caused by the selected candidate, either during or after the termination of engagement with SMPK, he / she will be personally liable to SMPK.
21. The selected candidate must not hoist, display, upload, modify, store, make available or transmit, publish, update or share in through the facilities of SMPK or otherwise any information or materials which:
 - a) Belongs to another person to which the selected candidate does have no rights and / or which infringes any person's intellectual property rights;
 - b) Is or is likely to be perceived as defamatory, threatening, misleading, offensive or inappropriate, or materially misrepresents facts;
 - c) Contains any virus, harmful component or corrupted data or any other computer code, files or programs designed to interrupt, destroy or limit the functionality or the computer resources and facilities of the firm;
 - d) Contains any unlawful advertising, promotion or solicitation;
 - e) Violates any applicable law or regulation;
 - f) Is grossly harmful, harassing, blasphemous, defamatory, obscene, pornographic, pedophilic, libelous, invasive or another's privacy, hateful, or racially, ethnically objectionable, disparaging, relating or encouraging money laundering or is gambling or otherwise unlawful in any manner whatsoever;
 - g) Is grossly offensive or menacing in nature;
 - h) Impersonates another person.
22. SMPK reserves the right to take all reasonable steps to protect its interests. This includes ensuring that systems and equipment are used for the proper purposes. The selected candidate must understand that there may be regular checks in respect of usage or access of SMPK system and equipment. For the avoidance of doubt, this includes telephone system, computer resources and systems, use of email and internet systems and the postal system ("Facilities"). The selected candidate must also understand SMPK reserves the right, without notice, to access, listen to or read any communication or content made or received by him / her on its facilities, to establish the existence of facts, to ascertain compliance with regulatory or self-regulatory practices and procedures, for quality control and staff training purposes, to prevent or detect crime (including 'hacking'), to intercept for operational purposes, such as protecting against viruses and



making routine interceptions such as forwarding emails to correct destinations, to check voice mail systems when the selected candidate may be on holiday or on sick leave.

23. Upon leaving SMPK, the selected candidate will not, prior written consent of SMPK canvass, solicit, interfere with or entice away any person, firm or corporation who has, at any time during his / her employment with SMPK been:
 - a. A client of SMPK with whom he /she have had contact or been involved in the provision of services, or
 - b. An employee of SMPK.
24. SMPK, from time to time, may sponsor selected staff for expensive training programs with the objective that such staff would use the skills acquired for achieving business goals of SMPK. In consideration of being chosen for such training programs, at option of SMPK, the selected candidate will be required to give an undertaking whereby he/she shall agree to continue to provide services diligently in the areas he/she acquired training and not leave SMPK for a prescribed period after completion of training.
25. The selected candidate will not be allowed to continue his / her engagement in any other remunerative occupation during the tenure of the entire contract period. During the continuance of engagement with SMPK, it is a condition of contractual engagement that the selected candidate will not engage in any other trade, business or occupation, including private practice and consulting, without obtaining prior written permission of SMPK.
26. The candidate will be responsible for the charge and care of the SMPK's money, goods, and stores and all other properties that may be entrusted on him / her and he / she will be accountable for the same.
27. SMPK reserves its rights to take appropriate legal action for the following events:
 - a. Misconduct
 - b. Breach of instructions by an contractual employee
 - c. Failure to safeguard the assets of SMPK
 - d. Activities which bring SMPK into disrepute
 - e. Any furnished declaration is false
 - f. The contractual employee is found to have willfully suppressed any material information
 - g. Criminal conviction by the court of law
 - h. Failure to adhere to SMPK policy, office procedures and related items that may be in force from time to time, or
 - i. Where situation warrants action outside the above.
28. The contractual engagement may be terminated by giving one month's notice from the either side. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and / or any act considered to be derogatory / detrimental to the interest of SMPK.
29. The selected candidate, while leaving SMPK service, will be required to return to SMPK all documents, including copies thereof and property including but not limited to corporate mobile phone, internet data card and comply with licensed accommodation terms, where applicable, before then last working day in order to obtain release. The candidate will also be specifically restrained from keeping copies or extracts of any of the firm's or client's documents with him / her, after release from the services of SMPK, except with specific written permission from SMPK. As part of exit formalities, he / she will have to provide in writing to SMPK



that he / she has not retained any data / confidential information relating to SMPK and / or its clients and that he /she will be personally liable to SMPK and / or its clients in the event that it is found that any data / confidential information was nevertheless retained by him / her. This liability shall remain whether or not any such data / confidential information is later disclosed by him /her.

30. The canteen facility of KDS, as are available to other employees would be extended to the selected candidate.
31. The selected candidate will be required to sign legal / financial document, as the case may be, that may be required to be signed in exigencies of work during his / her day-to-day functions. In such case, it will be the sole responsibility of the selected candidate to get such document approved and countersigned by the Competent Authority.
32. The person on contractual engagement will have to subscribe the stipulated percentage of his / her wage to the ESI and EPF Authorities as provided under ESI Act, 1948 and EPF and Miscellaneous Provisions Act, 1952 as may be applicable and admissible from time to time. If decided by the Appropriate Authority in SMPK, the required percentage of wage would be deducted from the salary and remitted to the concerned authority. SMPK would also subscribe the employer's contribution to the said authorities in favour of the person on contractual engagement as per provisions of ESI Act, 1948 and EPF and Miscellaneous Act, 1952 as may be applicable and admissible from time to time.
33. The conditions contained herein are indicative only and can be modified from time to time.

