

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA**  
**HALDIA DOCK COMPLEX**  
**Advertisement No. 09/2025**

**Requires**

**DRAFTSMAN [ on contract]**

Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata (SMPA) intends to engage 01\*\* (One) Draftsman on contract basis under the Marine Operations Division, HDC, SMPA at Haldia.

[\*\* The number of engagement is indicative only. The same may increase in future, as per actual requirement]

**Selection Methodology:-**

Through a trade test, followed by a written test.

**Eligibility Criteria**

**(i) Age:**

Upto 45 years, as on the last date of submission of application.

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

**Essential Qualification:**

Ex-Serviceman from Indian Navy who worked with Hydrographic Survey Section (SR-I / II) or Indian Army (Land Surveyor). Preference may be given to the applicants possessing the following technical knowledge / experience.

- A. Survey Software, Processing of Survey Data and Printing of Charts.
- B. Working knowledge of GPS, Echo Sounders, Levelling and other survey instruments.
- C. Good computer knowledge is essential.

**General Instruction to the Candidates:**

Interested eligible candidates may apply in the enclosed proforma (**Annexure-I**), along with self-attested photocopies of supporting documents and 2 recent passport size photographs. Application in sealed envelope, superscribing "**Application for contractual engagement of Draftsman under M.O. Division, HDC**", should reach the Office of the *Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower Building, P.O.: Haldia Township, Dist.: Purba Medinipur, W.B. Pin.: 721607*, by **July 24, 2025**. 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 late, may not be entertained.

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

Contd...P/2

**Terms and conditions of contract engagement of Draftsman under HPSU, MO Division, HDC, SMPA.**

1. 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, SMPA reserves the right to enter into a fresh contract for such period and on such terms and conditions as may be mutually agreed upon by the parties.
2. The duties and responsibilities of the candidate on contract engagement shall be as follows:  
Hydrographic surveys of River Hugli, Oil Jetties, Haldia Approach Jetty, Haldia Dock Lock, Haldia Dock Basin, Berths, Barge & Fly Ash Jetties etc. under HDC, collection of tidal data, processing of survey data and printing of charts, leveling of tide gauges etc., maintenance of survey instruments and other Hydrographic survey related works. Also up keep of survey related records, data and charts.
3. The candidate will be paid a consolidated remuneration of ₹35,000/- (Rupees Thirty-five thousand 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.
4. Normal working days is six days per week (in 0800 hrs to 1700 hrs shift) and one day of weekly off shall be allowed. If situation so demands, the weekly day of rest may be changed with prior intimation. In exigency of work, the candidate may also be booked on Holidays / weekly off days / Overtime hours beyond scheduled duty hours, for which appropriate relief may be considered, as per the discretion of the Competent Authority.
5. The candidate shall normally work at Haldia, however, in case of necessity he will be required to work at any place within the jurisdiction of the SMPA.
6. 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.
7. 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 remunerations. Availing of half-day leave would be allowed within the limit of 15 days of leave.
8. 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, SMPA 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 leave not availed on medical ground in a year can be carried forward, subject to the same being within the tenure of the contract period.

9. 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 HDC.
  - b. Pathological tests: All pathological diagnostic tests, as would be prescribed by the Port Hospital, may be allowed to be done at the Port Hospital as well as at designated laboratories at Haldia and the expenditure of the same would be reimbursed / paid directly by the Port.
  - c. Referral: Referral to the Centenary Hospital, Kolkata of SMPA (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. 5,000/- 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.

10. The selected candidate may be extended Ex-gratia, as will be approved by the Competent Authority from year to year.
11. The wards of the selected candidate shall get the benefit of sponsored candidate in DAV Public School, Haldia, if admitted.
12. HDC, SMPA would contribute 8.33% of annual remunerations / applicable premium towards a Gratuity Fund through institution like LIC.
13. If the selected candidate is required to go on official tour, the candidate will be entitled to TA / DA, as applicable.
14. The selected candidate will normally report to the Manager (MO). However, the candidate may be required to report to any other officer of HDC, in exigency of work.
15. The selected candidate would be entitled to avail the Canteen facility of HDC.
16. The selected candidate would be allowed the Transport facility of HDC.
17. The selected candidate shall be responsible for charge and care of HDC, SMPA's money, goods and stores and all other properties that may be entrusted to him / her and he / she will be accountable for the same.
18. 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, SMPA.
19. The selected candidate would have to submit Character / Antecedent Certificate in the prescribed proforma.

**PRESCRIBED PROFORMA FOR APPLICATION**

**Contractual Engagement of: Draftsman**

1. Name: .....
2. Father's / Husband's Name: .....
3. Date of birth: .....  
(Self Certified copy of proof to be enclosed)
4. Age (As on 24/07/2025): .....
5. Gender: .....
6. Permanent Address: .....  
.....
7. Address for Communication: .....  
.....
8. Telephone: Landline: .....  
Mobile: .....
9. E-mail Address: .....
10. Nationality: .....
11. Religion: .....
12. Qualification / Experience of Indian Army / Navy:  
(Self certified copies of Marks sheets/ Certificates to be enclosed)

Affix Recent  
Passport size  
Photo here

Qualification as mentioned in advertisement	Rank/designation	Indian Navy/Army	Service duration (From – To)

13. Other Experience (if any): (Self certified copies of Certificates to be enclosed)

Organization	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)