

श्यामा प्रसाद मुखर्जी पोर्ट - कोलकाता  
हल्दिया गोदी परिसर

को आवश्यकता है

**हिंदी अनुवादक (संविदात्मक आधार पर)**

**विज्ञापन संख्या 06/2024**

हल्दिया गोदी परिसर (एच डी सी), श्याम प्रसाद मुखर्जी पोर्ट - कोलकाता (पूर्व कोलकाता पत्तन न्यास) (एस एम पी - के) में 01 (एक) \*\* हिंदी अनुवादक 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।

**हिंदी अनुवादक (संविदात्मक आधार पर)-**

**योग्यता मानदंड**

- (i) **उम्र**: आयु 15/04/2024 को 25 वर्ष से कम नहीं होनी चाहिए।
- (ii) **आवश्यक योग्यता और अनुभव**:
  - क) दो विषयों हिंदी और अंग्रेजी के साथ स्नातक
  - ख) हिंदी से अंग्रेजी और इसके विपरीत अनुवाद कार्य में या हिंदी शिक्षण/पत्रकारिता में न्यूनतम 3 वर्ष का कार्य अनुभव।
- (iii) **स्पृहणीय**
  - क) हिंदी में स्नातकोत्तर डिग्री वाले उम्मीदवारों को प्राथमिकता दी जाएगी।
  - ख) हिंदी और अंग्रेजी में कंप्यूटर एप्लीकेशन के ज्ञान को प्राथमिकता दी जाएगी।

**पारिश्रमिक**: उम्मीदवार को प्रति माह रु. 35,000/- (पैंतीस हजार रुपये मात्र) का 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 हिंदी अनुवादक की संविदात्मक नियुक्ति 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, 15 अप्रैल 2024 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**

**Hindi Translator (on contract)**

**Advertisement No.06 / 2024**

Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata (erstwhile Kolkata Port Trust) (SMP-K), intends to engage **1 (one)\*\*** Hindi Translator 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]

**Hindi Translator (on contract): -**

**Eligibility Criteria**

- i) **Age:** Age should not be below 25 years as on 15/04/2024.
- ii) **Essential Qualification & Experience:**
  - a) Graduation with Hindi & English as two subjects.
  - b) Minimum 3 years' working experience in Translation job from Hindi to English and viceversa, or, in Hindi Teaching / Journalism.
- iii) **Preferable:**
  - a) Candidates with Post Graduation in Hindi will be preferred.
  - b) Knowledge of computer application in Hindi & English will be preferred.

**Remuneration:** The candidate will be paid a consolidated remuneration of Rs.35,000/- (Rupees Thirty five thousand 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 of Hindi Translator 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 **April 15, 2024**. 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 Hindi Translator (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-K 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 candidate will be paid a consolidated remuneration of Rs.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.
- iii) The selected candidate will have to work full time for 5 days in a week, with normal weekly off-days (Saturday & Sunday). However, in case of necessity, you may be required to work on Saturdays also and for which no compensation, monetary or otherwise, will be allowed. In exigency of work, you may also be booked on Sundays / Holidays / Overtime hours beyond your scheduled duty hours, for which appropriate relief may be considered, as per the discretion of the Competent Authority.
- iv) 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.
- v) 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.
- vi) 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) 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. 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.

- vii) The selected candidate may be extended Ex-gratia, as will be approved by the Competent Authority from year to year.
- viii) The wards of the selected candidate shall get the benefit of sponsored candidate in DAV Public School, Haldia.
- ix) HDC, SMP-K would contribute 8.33% of yearly remuneration / applicable premium towards a Gratuity Fund through institution like LIC.
- x) 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.
- xi) The selected candidate may be required to work at any place / office within the jurisdiction of HDC / SMP- K.
- xii) If the selected candidate is required to go on official tour, the candidate will be entitled to TA / DA, as applicable.
- xiii) 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.
- xiv) The selected candidate would be entitled to avail the canteen facility of HDC.
- xv) The selected candidate would be allowed the transport facilities of HDC.
- xvi) 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.
- xvii) 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-K.
- xviii) The selected candidate would have to submit Character / Antecedent Certificate in the prescribed proforma upon his / her selection.

**PRESCRIBED PROFORMA FOR APPLICATION**

Engagement of Hindi Translator (on contract)  
under Administration Division, HDC, SMP-K

1. Name: .....
2. Father's / Husband's Name: .....
3. Date of birth: .....  
(Self-Certified copy of proof to be enclosed)
4. Age (As on 15/04/2024): .....
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			
Graduation			
Post Graduation			
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)