

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA**  
**Haldia Dock Complex**

Engagement of Cabin Master, on contract basis, under Traffic Operations (Railways)  
Division of Haldia Dock Complex of SMP, Kolkata

Syama Prasad Mookerjee Port, Kolkata invites applications from amongst eligible Indian Nationals for engagement of eight (08) Cabin Masters, on contractual basis, for a period of one (01) year.

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

(i)	Type of Engagement	Purely Contractual
(ii)	Period of Engagement	One (01) year
(iii)	Upper Age Limit	62 years as on 01.03.2025
(iv)	Remuneration	Rs. 35,000/- (consolidated per month)
(v)	Nationality	Indian citizens
(vi)	Essential Qualification	<b><u>Educational and other Qualification: -</u></b> Madhyamik or its equivalent, from any recognized Board.  <b><u>Experience: -</u></b> a) Retired as <b>Station Master/ Cabin Master</b> from <b>Indian Railways</b> . b) Must have experience in Train operation and other related works.
(vii)	Job Description	a) Ensuring that the cabin (station) is run in accordance with the rules and regulations led down in SWR of HDC (approved by Indian Railway). b) Making sure that the station's signals, points, gates, and machinery are in good working order at the beginning of a shift and during handover to the next shift. c) Reporting any defects to the HDC authority. d) Providing prompt and courteous service. e) Ensuring the safety and security of rolling stock, Locomotives and manpower working at yard. f) Shall be responsible for issuing memo, caution order as well as follow the track circuit indications in panel. g) Shall be responsible for any delay in interchange of trains as well as intra yard / inter-yard movement of trains and Locomotives.

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|  |  | <p>h) Shall abide by Hot seat exchange system and the incumbent is to ensure that the duty point is not left unmanned at any given point of time.</p> <p>i) Shall work as per instruction / guidelines/ SOP of Railway system, HDC, SMPK.</p> |
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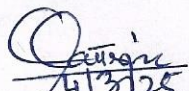
4. The candidates fulfilling the above eligibility criteria and agreeable to the Terms & Conditions given below for engagement as **Cabin Master (on contract)**, may submit their applications (**in hard copies**) as per attached proforma under "**Annexure-I**" on or before **04.04.2025**, duly super scribing on the envelope "**Application for engagement as Cabin Master (on contract)**" addressed to Sr. Dy. Manager, Traffic Operations (Railway), Haldia Dock Complex, Syama Prasad Mookerjee Port, Kolkata, at Jawahar Tower, P.O.: Haldia Township, Dist.: Purba Medinipur, West Bengal - 721607, along with the following relevant documents.

5. The candidates, fulfilling the eligibility criteria, shall be called for Written/Proficiency Test and/or Personal Interview (as will be decided by SMP, Kolkata), the 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 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/ Service Certificate(s).
- (iv) Copy of Pension Payment Order (PPO).
- (v) 2 recent passport size photographs.
- (vi) Any other relevant certificates and courses.
- (vii) Photo identity card issued by Govt. of India (Voter/PAN Card/Passport/Driving License etc.) in original.

**6. Fulfilling the essential criteria and submission of self-attested photocopies of relevant documents with application form is mandatory for consideration of the candidate's candidature. Incomplete applications or applications not made following the stated procedure or received after the due date will not be considered.**

7. Mere submission of application does not confer any right or claim on the candidates for engagement as **Cabin Master (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

**PRESCRIBED PROFORMA FOR APPLICATION**  
Engagement of Cabin Master (on contract)  
under Traffic Operations Division, HDC, SMP, Kolkata

Affix Recent  
Colour  
Passport size  
Photo here

1. Name: .....
2. Father's / Husband's Name: .....
3. Date of birth: .....  
(Self-Certified copy of proof to be enclosed)
4. Age (As on 01/03/2025): .....
5. Gender: .....
6. Permanent Address: .....  
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7. Address for Communication: .....  
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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**)

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)

### **General Terms & Conditions for Cabin Master (on contract), HDC, SMPK**

- i) The engagement will be for a period of one (01) year 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 on such terms as may be mutually agreed upon by the parties.
- ii) The selected candidate will be responsible for dealing with work as per above. Further the selected candidate will be responsible for any other job which will be assigned to him/her from time to time by the Reporting Officer.
- iii) The selected candidate will be paid a consolidated remuneration of Rs. 35,000/- (Rupees Thirty-Five thousand only) per month with yearly increment based on Annual Performance Appraisal.
- iv) The selected candidate will normally be posted at the office of General Manager (Traffic), Haldia Dock Complex. However, he/she may be required to work at any department / office within the jurisdiction of HDC, SMP-K.
- v) The selected candidate will normally report to the General Manager (Traffic) or any other officer as may be authorized by General Manager (Traffic), HDC, SMP-K.
- vi) 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, he/she may be required to work on Saturdays also and for which no compensation, monetary or otherwise, will be allowed. If situation so warrants, the weekly days of rest may be changed with prior intimation. The selected candidate may be required to work in shifts on rotation i.e. morning afternoon, night & general shift as per requirement. In exigency of work, he/she may also be booked on Sundays / Holidays, for which appropriate relief may be considered, as per the discretion of the Competent Authority. He/she will also have to attend emergency calls as per requirement, beyond the normal duty hours without any extra remuneration for the same.
- vii) The selected candidate may avail of the facility of HDC accommodation (unfurnished), subject to availability, on payment of license fee / rent, as applicable. Electricity charges for the said quarter, shall have to be borne by the selected candidate, as per actual.
- 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. Availing of half-day leave would be allowed within the limit of 15 days of leave.
- ix) 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-K 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.
- x) 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 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 1st and 2nd child birth would be considered for the above medical facilities. Besides the following additional 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 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.

xi) The selected candidate may be extended Ex-gratia, as will be approved by the Competent Authority from year to year.

xii) The wards of the selected candidate shall get the benefit of sponsored candidate in DAV Public School, Haldia.

xiii) The selected candidate will be entitled to monthly reimbursement of upto Rs. 400/- for telecommunication facility, as per actual requirement. The type of connection and the service provider may be, as will be in the vogue under HDC.

xiv) HDC, SMP-K would contribute 8.33% of yearly remuneration / applicable premium towards a Gratuity Fund through institution like LIC.

xv) The selected candidate will be entitled to avail the Transport facility of HDC.

xvi) The selected candidate will be entitled to avail the canteen facility of HDC.

xvii) If the selected candidate is required to go on official tour the candidate will be entitled to TA / DA, as per approved rates.

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 candidate will have to submit character / antecedent certificate in the prescribed proforma.