

## विज्ञापन संख्या - 05/2022



### हल्दिया गोदी परिसर

को आवश्यकता है

### सहायक प्रबंधक – एच आर (संविदागत)

हल्दिया डॉक कॉम्प्लेक्स (एचडीसी), श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता (पूर्व कोलकाता पोर्ट ट्रस्ट) (एसएमपी-के), 4 (चार) \*\* सहायक प्रबंधक – एच आर को कार्मिक और औद्योगिक संबंध (पी और आई आर) प्रभाग / प्रशासन प्रभाग, एचडीसी के तहत हल्दिया में संविदागत आधार पर नियुक्त करने का इरादा रखता है। संविदागत नियुक्ति के लिए योग्यता मानदंड का विवरण नीचे दिया गया है: -

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

#### क. योग्यता मापदंड

1. आयु: 45 वर्ष से अधिक नहीं (आयु सीमा निर्धारित करने की तिथि आवेदन प्राप्त करने की अंतिम तिथि होगी)।
2. आवश्यक योग्यता और अनुभव:

किसी मान्यता प्राप्त विश्वविद्यालय / संस्थान से किसी भी विषय में डिग्री।

#### वांछित

- i) किसी मान्यता प्राप्त विश्वविद्यालय / संस्थान से कार्मिक प्रबंधन / औद्योगिक संबंध / सामाजिक कार्य / श्रम कल्याण या संबद्ध विषयों में स्नातकोत्तर डिग्री / डिप्लोमा या कानून में डिग्री।
- ii) किसी औद्योगिक/वाणिज्यिक/सरकारी उपक्रम से सामान्य प्रशासन/कार्मिक, औद्योगिक संबंध आदि के क्षेत्र में कार्यकारी संवर्ग में दो वर्ष का अनुभव।
- iii) कंप्यूटर एप्लिकेशन / इंटरनेट / सोशल मीडिया का कार्यसाधक ज्ञान।

#### ख. चयन पद्धति:

चयन लिखित परीक्षा, कंप्यूटर आधारित कौशल परीक्षा, जीडी, साक्षात्कार आदि पर आधारित होगा।

#### ग. पारिश्रमिक:

उम्मीदवार को प्रति माह ₹ 45,000/- (पैंतालीस हजार रुपये मात्र) के समेकित पारिश्रमिक का भुगतान किया जाएगा, साथ में वार्षिक वृद्धि ₹1400/- (रुपये एक हजार चार सौ मात्र) होगी। (पुनरीक्षण के अधीन)

## उम्मीदवारों को सामान्य निर्देश

इच्छुक उम्मीदवार जो उपर्युक्त योग्यता मानदंडों को पूरा करते हैं और नीचे दिए गए नियमों और शर्तों से सहमत हैं, वे यहां दिए गए प्रो-फॉर्मा में एक हालिया पासपोर्ट आकार के फोटो और प्रासंगिक प्रमाणपत्रों / प्रशंसापत्रों की स्व-प्रमाणित फोटोकॉपी के साथ आवेदन कर सकते हैं।

आवेदन, एक सीलबंद लिफाफे में, " *संविदागत आधार पर एचडीसी के तहत सहायक प्रबंधक – एच आर के लिए आवेदन* " लिखकर, वरिष्ठ उप प्रबंधक (पी एण्ड आई आर) के कार्यालय, हल्दिया डॉक कॉम्प्लेक्स, जवाहर टॉवर, छठी मंजिल, पीओ: हल्दिया टाउनशिप, जिला: पुरबा मेदिनीपुर, पश्चिम बंगाल, पिन: 721607, में 09 अगस्त, 2022 तक पहुंचना चाहिए।

केवल योग्यता मानदंडों को पूरा करने से ही उम्मीदवार को चयन का कोई अधिकार नहीं मिल जाएगा। प्रबंधन, उम्मीदवारों को किसी संदर्भ के बिना ही चयन प्रक्रिया को रद्द करने का अधिकार रखता है। अपूर्ण आवेदन, या अंतिम तिथि के बाद प्राप्त आवेदनों पर विचार नहीं किया जा सकता है।

वरिष्ठ उप प्रबंधक (पी एण्ड आई आर)  
हल्दिया गोदी परिषद

## Advertisement no. 05/2022



### HALDIA DOCK COMPLEX

Requires

### Assistant Manager – HR (on contract)

Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata (erstwhile Kolkata Port Trust) (SMP-K), intends to engage 4 (four)\*\* Asstt. Manager - HR on contract basis under Personnel & Industrial Relations (P&IR) Division / 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]

#### A. Eligibility Criteria

1. Age : Not exceeding 45 years (The date of determining the age limit shall be the last date of receipt of application.).
2. Essential Qualification & Experience:

A Degree in any discipline from a recognized University/ Institution.

#### Desirable

- i) Post Graduate Degree / Diploma in Personnel Management / Industrial Relations / Social Work / Labour Welfare or allied subjects or Degree in Law from a recognized University / Institution.
- ii) Two years' experience in executive cadre in the field of General Administration / Personnel, Industrial Relations, etc. from an Industrial / Commercial / Govt. Undertaking.
- iii) Working knowledge of Computer application / Internet / Social Media.

#### B. Selection Methodology:

The selection will be based on Written Test, Computer Based Skill Test, GD, Interview, etc.

- C. Remuneration: The candidate will be paid a consolidated remuneration of Rs. 45,000/- (Rupees Forty five thousand only) per month with yearly increment of Rs.1400/- (Rupees One thousand four hundred only). (Under revision)

## **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 pro forma 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 Assistant Manager - HR 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 August 09, 2022.

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 Asstt. Manager – HR (on contract):**

i) The engagement will be for a period of 2 (two) 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 on such terms as may be mutually agreed upon by the parties.

ii) The selected candidate, depending upon place of posting, will be responsible for :

Either:

a) Responsible for performing the functions of Asstt. Manager in the areas of Wages & Salary administration, compliance of Labour Laws, Training & Development, Industrial Relations, Disciplinary issues, Manpower issues (viz. appointment, promotion, contract engagement, seniority, confirmation, etc.), Settlement of dues, Legal issues in service matters, IR activities, Welfare, Canteen and Contract Labour, etc,

OR

b) Responsible for performing PR related activities, Coordination for all PR matter with all divisions of HDC-SMPK, CPRO KDS, IPA & Ministries, Complete handling of social media for HDC, SMP-K, Preparation for events, Prepare reports, presentation, collecting data for statistical analysis, etc. for events, Collecting, sorting, publishing photos & videos of events, Event management coordination including Dignitary visit and various other routine events like Independence Day, Republic Day, Woman Day celebration, Vigilance awareness week, etc.

OR

c) Responsible for performing all requisite IT assistance for Chairman & Dy. Chairman, like online / physical meetings, conferences, trainings, webinars, emails, computer application, presentations, Liaison with IT Unit for smooth working of network connectivity issues, Ensuring IT equipment / assistance are ready during dignitary visit, capable of handle & operate ERP / EBS modules and other e-platforms.

iii) The candidate will be paid a consolidated remuneration of Rs. 45,000/- (Rupees Forty-five thousand only) per month with yearly increment of Rs.1400/- (Rupees One thousand four hundred only). (Under revision)

iv) 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 may be required to work on Saturdays also and for which no compensation, monetary or otherwise, will be allowed. In exigency of work, he may also be booked on Sundays / 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 your 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.

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.

Contd...P/3

- 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 children upto the age of 25 years. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic tests done outside or treatment received outside will be allowed. This restriction will not apply for treatment of any injury sustained due to accident occurred in course of and arising out of engagement.
- viii) 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.
- ix) The selected candidate may be required to work at any place / office within the jurisdiction of HDC / SMP, Kolkata.
- x) If the selected candidate is required to go on official tour, the candidate will be entitled to TA / DA, as applicable.
- xi) The selected candidate will normally report to either Sr. Dy. Manager (P&IR) / Sr. Dy. Manager (Admn) depending upon place of posting. However, the candidate may be required to report to any other officer of HDC, in exigency of work.
- xii) The selected candidate would be entitled to avail the canteen facility of HDC.
- xiii) The selected candidate would be allowed the transport facility of HDC.
- xiv) 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.
- xv) 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.
- xvi) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

**PRESCRIBED PROFORMA FOR APPLICATION**  
*Engagement of Assistant Manager - HR (on contract)*  
under HDC, SMP, Kolkata

Affix Recent  
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 09/08/2022): .....
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)

Qualification	Name of the Degree	Name of the University / Institution or equivalent	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 / Salary	Post	Period (_____ to _____)	Duration

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)