



## हल्दिया गोदी परिसर HALDIA DOCK COMPLEX

### आवश्यकता/REQUIRES

#### सहायक प्रबंधक (ट्रैफिक) (संविदागत) Asstt. Manager (Traffic) (on contract)

हल्दिया गोदी परिसर (एचडीसी), श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता (एसएमपी-के) (पूर्व में कोलकाता पत्तन न्यास) संविदात्मक आधार पर 2\* सहायक प्रबंधक (ट्रैफिक) (रेलवे) एवं 2\* सहायक प्रबंधक (ट्रैफिक) (शिपिंग एवं कार्गो हैंडलिंग) की नियुक्ति यातायात विभाग, एचडीसी, हल्दिया हेतु करने जा रहा है। उक्त संविदात्मक नियुक्ति के लिए पात्रता मानदंड का विवरण अधोलिखित है:-

Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata (SMP-K) (erstwhile Kolkata Port Trust) intends to engage 2\* Assistant Managers (Traffic) (Rlys.) and 2\* Assistant Managers (Traffic) (Sh&CH) on contract basis, under Traffic Department, HDC, at Haldia. The details of eligibility criteria for such contractual engagement are given below:-

[\*नियुक्ति की संख्या केवल सांकेतिक है। वास्तविक आवश्यकता के अनुसार इसे बढ़ाया/ घटाया जा सकता है।]

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

#### **A. पात्रता मानदंड / Eligibility Criteria**

1. आयु: दोनों संविदागत नियुक्ति के लिए दिनांक 01 अक्टूबर, 2022 तक न्यूनतम आयु सीमा 25 वर्ष और अधिकतम आयु सीमा 45 वर्ष हैं।

Age: Minimum 25 years and maximum 45 years, as on October 01, 2022, for both the engagements.

2. योग्यता और अनुभव / Qualification and Experience

- (a) सहायक प्रबंधक (ट्रैफिक) (रेलवे) / Assistant Manager (Traffic) (Rlys.)

#### अनिवार्य/ Essential:

किसी मान्यता प्राप्त विश्वविद्यालय से डिग्री।/ A Degree from a recognized University.

#### वांछनीय/ Desirable:

औद्योगिक/ वाणिज्यिक/ सरकारी उपक्रम के रेलवे परिवहन में कार्यकारी कैडर में दो वर्ष का कार्य अनुभव।

Two years' experience in Railway Transportation in an Executive Cadre in an Industrial/ Commercial / Govt. Undertaking.

(b) सहायक प्रबंधक (ट्रैफ़िक) (शि.एवं का.है.) / Assistant Manager (Traffic) (Sh&CH)

अनिवार्य/ Essential:

किसी मान्यता प्राप्त विश्वविद्यालय से डिग्री/A Degree from a recognized University

वांछनीय/ Desirable:

औद्योगिक/ वाणिज्यिक/ सरकारी उपक्रम के कार्यकारी कैडर में शिपिंग एवं कार्गो हैंडलिंग संचालन के क्षेत्र में दो वर्ष का कार्य अनुभव।

Two years' experience in an Executive Cadre in Shipping & Cargo Handling Operations in an Industrial / Commercial / Govt. Undertaking.

**B. चयन पद्धति/ Selection Methodology**

चयन; लिखित परीक्षा एवं साक्षात्कार के आधार पर किया जाएगा।

The selection will be based on written test and interview.

**C. पारिश्रमिक/ Remuneration**

उम्मीदवार को शुरू में समेकित मासिक पारिश्रमिक रु. 57,000/- (सत्तावन हजार रुपये मात्र) का भुगतान किया जाएगा।

The candidate will be initially paid a consolidated monthly remuneration of Rs. 57,000/- (Rupees fifty-seven thousand only).

**उम्मीदवारों के लिए सामान्य निर्देश**

**General Instructions to the Candidates**

उपर्युक्त पात्रता मानदंडों को पूरा करने वाले एवं नीचे दिए गए नियमों और शर्तों से सहमत इच्छुक उम्मीदवार हाल ही में खींची गई पासपोर्ट आकर के फोटो एवं प्रासंगिक प्रमाणपत्रों / प्रशंसापत्रों की स्व-प्रमाणित फोटोकॉपी के साथ संलग्न प्रो-फॉर्म में आवेदन कर सकते हैं।

Interested candidates, fulfilling the above-mentioned eligibility criteria and agreeable to the terms & 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.

**"संविदात्मक आधार पर सहायक प्रबंधक (ट्रैफ़िक) (रेलवे)/ सहायक प्रबंधक (ट्रैफ़िक) (शि. एवं का.है.) की नियुक्ति हेतु आवेदन"** लिखित, मुहरबंद लिफाफे में आवेदन दिनांक **24 नवम्बर, 2022** तक वरि. उप प्रबंधक (पीएंडआईआर), हल्दिया गोदी परिसर, जवाहर टावर, छठी मंजिल, पोस्ट: हल्दिया टाउनशिप, जिला: पूर्व मेदिनीपुर, पश्चिम बंगाल पिन-721607 के कार्यालय को भेजना होगा।

Application in sealed envelope, superscribing **"Application for contractual engagement of Assistant Manager (Traffic) (Rlys.) / Assistant Manager (Traffic) (Sh&CH)"**, as applicable, should reach the office of 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 **November 24, 2022**.

पात्रता मानदंडों को पूरा करने मात्र से, उम्मीदवार चयन के हकदार नहीं होंगे । प्रबंधन के पास अधिकार है कि वे उम्मीदवारों को सूचित किए बिना चयन प्रक्रिया रद्द कर सकता है । अधूरा आवेदन या अंतिम तिथि के बाद प्राप्त आवेदन पर विचार नहीं किया जाएगा ।

Mere fulfillment 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 application or application received after the last date may not be entertained.

संलग्नक: यथोपरि ।

Encl.: As stated.

व. उप प्रबंधक (पीएंडआईआर)  
Sr. Dy. Manager (P&IR)  
हल्दिया गोदी परिसर  
Haldia Dock Complex

**General terms and conditions for Asstt. Manager**  
**(Traffic) (Railways) (on contract)**

- i) The engagement will be provisionally for a period of 03 (three) years subject to annual performance review of the contractually engaged person after completion of each year of contract. 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 execution of various operational / commercial activities related to traffic operations under the T. O. (Rlys.) Division, HDC, or any other related function that may be entrusted on him / her.
- iii) The selected candidate will be paid a fixed consolidated remuneration of Rs.57,000/- (Rupees Fifty seven thousand only) per month. After Annual Performance Review, the remuneration of the contractual employee may be hiked, depending on his performance and the annual increment may vary between 0% to 7.5%.
- iv) The selected candidate will have to work for 6 days in a week and will be entitled to a weekly off day. If situation so warrants, the weekly day of rest may be changed with prior intimation. You will be required to work in shifts on rotations i.e. morning, afternoon, night & general shift as per requirement. In exigency of work, you may also be booked on weekly off days / Holidays for which appropriate relief may be considered, as per the discretion of the Competent Authority. You 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. Availing of half-day leave would be allowed within the limit of 15 days of leave.
- 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. 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.
- vii) The selected candidate will be entitled to indoor & outdoor medical facilities as are available in the Port Hospital at Haldia for self & spouse and a maximum of 02 '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 additional medical facilities would also be available:-

Contd.

- 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 is to 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 is to be reimbursed / paid directly by Port.
- c) Referral: Referral to the Centenary Hospital, Kolkata of SMPK (both for OPD and IPD, as are available in Port Hospital, Haldia) 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.

- viii) Maternity Leave shall be allowed as per approval of the competent authority.
- ix) 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 candidates, at actuals.
- x) The ward of the selected candidate shall get the benefit of sponsored candidate in DAV Public school, Haldia.
- xi) The selected candidate shall get monthly mobile telephone reimbursement of upto ₹400/- as per actual requirement. The type of connection and the service provider may be as will be in vogue at HDC, SMP-K.
- xii) The selected candidate may be extended Ex gratia, as will be approved by the competent authority from year to year.
- xiii) HDC, SMP-K would contribute a defined amount towards a gratuity fund created under LIC.
- xiv) Transport facilities would be as per the existing practice.
- xv) If the selected candidate is required to go on official tour, the candidate will be entitled to TA / DA, as per approved rates.
- xvi) The canteen facility of HDC as are available to the other employees would be extend to the selected candidate.
- xvii) The office of the selected candidate will normally be at any of the working points under the T. O. (Rly.) Division, HDC.

Contd.

- xviii) The selected candidate will normally report to the Sr. Dy. Manager (Rlys.), HDC or any other officer authorized by him.
- xix) 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 on him / her and he / she will be accountable for the same.
- xx) The contractual engagement may be terminated by giving three month's notice from either side or money equivalent to three month's 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.
- xxi) The candidate will have to submit character / antecedent certificate in the prescribed pro forma at the time of joining.

**General terms and conditions for Asstt. Manager (Traffic)**  
**(Shipping and Cargo handling) (on contract)**

- i) The engagement will be provisionally for a period of 03 (three) years subject to annual performance review of the contractually engaged person after completion of each year of contract. 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 execution of various operational / commercial activities related to traffic operations under the T. O. (Sh&CH) Division, HDC, or any other related function that may be entrusted on him / her.
- iii) The selected candidate will be paid a fixed consolidated remuneration of Rs.57,000/- (Rupees Fifty seven thousand only) per month. After Annual Performance Review, the remuneration of the contractual employee may be hiked, depending on his performance and the annual increment may vary between 0% to 7.5%.
- iv) The selected candidate will have to work for 6 days in a week and will be entitled to a weekly off day. If situation so warrants, the weekly day of rest may be changed with prior intimation. You will be required to work in shifts on rotations i.e. morning, afternoon, night & general shift as per requirement. In exigency of work, you may also be booked on weekly off days / Holidays for which appropriate relief may be considered, as per the discretion of the Competent Authority. You 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. Availing of half-day leave would be allowed within the limit of 15 days of leave.
- 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. 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.
- vii) The selected candidate will be entitled to indoor & outdoor medical facilities as are available in the Port Hospital at Haldia for self & spouse and a maximum of 02 '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 additional medical facilities would also be available:-

Contd.

- 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 is to 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 is to be reimbursed / paid directly by Port.
- c) Referral: Referral to the Centenary Hospital, Kolkata of SMPK (both for OPD and IPD, as are available in Port Hospital, Haldia) may be allowed.
- d) Medicclaim: 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.

- viii) Maternity Leave shall be allowed as per approval of the competent authority.
- ix) 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 candidates, at actuals.
- x) The ward of the selected candidate shall get the benefit of sponsored candidate in DAV Public school, Haldia.
- xi) The selected candidate shall get monthly mobile telephone reimbursement of upto ₹400/- as per actual requirement. The type of connection and the service provider may be as will be in vogue at HDC, SMP-K.
- xii) The selected candidate may be extended Ex gratia, as will be approved by the competent authority from year to year.
- xiii) HDC, SMP-K would contribute a defined amount towards a gratuity fund created under LIC.
- xiv) Transport facilities would be as per the existing practice.
- xv) If the selected candidate is required to go on official tour, the candidate will be entitled to TA / DA, as per approved rates.
- xvi) The canteen facility of HDC as are available to the other employees would be extend to the selected candidate.
- xvii) The office of the selected candidate will normally be at any of the working points under the T. O. (Sh&CH) Division, HDC.

Contd.



- xviii) The selected candidate will normally report to the Sr. Dy. Manager (Sh&CH), HDC or any other officer authorized by him.
- xix) 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 on him / her and he / she will be accountable for the same.
- xx) The contractual engagement may be terminated by giving three month's notice from either side or money equivalent to three month's 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.
- xxi) The candidate will have to submit character / antecedent certificate in the prescribed pro forma at the time of joining.

**PRESCRIBED PROFORMA FOR APPLICATION**  
**POST APPLIED FOR : .....**  
**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 01/10/2022): .....
5. Gender: .....
6. Permanent Address: .....  
.....
7. Address for Communication: .....  
.....
8. Telephone: Landline: .....Mobile: .....
9. Email 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)

Organization	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)