



THE SEAMEN'S WELFARE ASSOCIATION (MARINE CLUB)

For merchant navy personnel

Telephones: 2439-7834 / 2439-7835
(With separate extensions in important places)

Email: marineclub14@gmail.com

Regd. Office : 2, Nimak Mahal Road,
KOLKATA - 700 043 (INDIA).

Dated : 22.02.2024

NOTICE

Recruitment of One Secretary & One Manager on contract engagement basis

The Seamen's Welfare Association intends to engage **01 Secretary & 01 Manager**, on contract basis, **initially for a period of (1) one year** and further extendable, depending on performance.

The eligibility criteria for the contractual engagements are given below.

No.	For Secretary	For Manager
Duties	Secretary is the key operational In-charge for discharging all the functional duties of the Club. The secretary is the first point of contact for people interested in the club and shall provide all support for running & all operation of the club. He shall be a team player with leadership role and a hand-on problem solver. He should be a link with the workermen and management.	The club manager shall perform a supervisory role and ensure all aspects of the club are running well. He should also ensure all equipment and facilities are functioning optimally. He shall also be responsible for revenue generation & Budgeting. And shall be a link between the Managing committee and Club Patrons.
Job requirements	Experienced Commerce or Science Graduates having Accounting Knowledge and detailed understanding of all regulatory Authorities involved in operation of a Club/ Guest House, like ESI, GST, PF, Police, Municipal corporation, Fire, Audit, Excise Dept. etc. They shall also electronically/ digitally sign and upload all required statutory documents, in consultation with Manager as may be applicable towards regulatory compliance. Must be proficient with working on computers.	Experienced Graduates (in Business Management or Hotel Management), or Ex- Merchant Navy / retired Navy officers, self motivated with strong leadership, communication, and interpersonal skills, having proven administrative and regulatory capabilities and experience. Additional skills in managing inventory, budgeting, payroll management, and spreadsheet software are also required. They shall also carry out all digital payments and ensure all regulatory compliance. Efficient in working with Computers. (Masters degree in Management or Hotel Management will be an advantage).
Experience	Minimum 3 years experience in Secretarial function.	Minimum 3 years experience in Managerial function.
Age Limit	Upper Age Limit- not more than 50 years as on January 2024	Upper Age Limit- not more than 55 years as on January 2024
Emoluments	Fixed consolidated Emoluments Rs 28,000/- per month.	Fixed consolidated Emoluments Rs 33,000/- per month.

General Instructions:-

Interested candidates fulfilling the above mentioned eligibility criteria, and agreeable to the given terms & conditions, may apply in the enclosed pro-forma giving detailed bio-data, including name, date of birth , permanent address, address for communication, contact phone number, e-mail address ,nationality, religion, details of educational and professional qualifications, details of experience and post held (indicating name of the employer), pay scale and salary drawn, extra-curricular activities or any other relevant information, with one recent self-attested passport size photograph and self-certified photo copies of relevant certificates/testimonials.

Application, addressed to ‘The Chairman of the Managing Committee, Seamen’s Welfare Association’, in sealed envelope super scribed “**Application for contractual engagement of Secretary / Manager**” should reach the office of the Seamen’s Welfare Association (Marine Club, Kolkata), 2 Nimak Mahal Road, Kolkata-700 043, latest by **22.03.2024**

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 **22.03.2024** may not be entertained.

The Seamen’s Welfare Association
(Marine Club)
2 Nimak Mahal Road
Kolkata-700 043

PROFOMA OF APPLICATION FOR THE POST OF : SECRETARY / MANAGER (Contractual)

at 'The Seamen's Welfare Association' (Marine Club), Kolkata.

(Please ✓ tick mark on the post applied for)



- 1. Name :
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- 2. Father's/Husband's Name :
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- 3. Date of birth :
(Self Certified copy of proof to be enclosed)
- 4. Age (as on 01.01.2024) :
- 5. Sex :
- 6. Permanent Address :
- 7. Address for Communication :
- 8. Telephone : Landline :
Mobile Number :
- 9. E-mail Address :
- 10. Nationality :
- 11. Religion :
- 12. Qualification :

(Self certified copies of Marks Sheets/Certificates to be enclosed)

Qualification	Degree/ Diploma	Percentage % with Division/Class	Name of University/College	SUBJECTS & Honours/ Pass Course
Graduation				
Post-Graduation				
Professional				
Additional				

- 14. Work Experience :
(Self certified copies of certificates to be enclosed)

Organisation	Post/ Designation	Basic Pay & Scale of Pay, Gross Pay	Period (___ to _ ___)	Nature of duties performed

15. Computer Proficiency/ Certificates :

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16. Additional Information (if any)

I certify that the above information is true to the best of my knowledge and that necessary documents, including the certificate from my employer, are enclosed.

(Full signature of Applicant with Date)