

## हल्दिया गोदी परिसर

को आवश्यकता है

### सहायक प्रबंधक (एच आर ) (संविदात्मक आधार पर)

विज्ञापन संख्या - 29/2024

हल्दिया गोदी परिसर (एच डी सी), श्याम प्रसाद मूखर्जी पोर्ट – कोलकाता (पूर्व कोलकाता पत्तन न्यास) (एस एम पी – के ), 04 (चार) \*\* सहायक प्रबंधक – एच आर को संविदात्मक आधार पर, हल्दिया में पी एण्ड आई आर 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।

#### सहायक प्रबंधक - एच आर (संविदात्मक आधार पर)-

**निर्णायक तिथि:-** आयु, योग्यता, अनुभव आदि निर्धारित करने की निर्णायक तिथि, आवेदन की अंतिम तिथि होगी।

#### योग्यता मानदंड

(i) **आयु:** 35 वर्ष से अधिक नहीं।

(ii) **योग्यता और अनुभव:**

**आवश्यक शैक्षणिक योग्यता:**

i) किसी मान्यता प्राप्त विश्वविद्यालय / संस्थान से किसी भी विषय में प्रथम श्रेणी की डिग्री।

**और**

ii) न्यूनतम 60% अंकों के साथ मानव संसाधन प्रबंधन में विशेषज्ञता सहित पूर्णकालिक नियमित मास्टर ऑफ बिजनेस एडमिनिस्ट्रेशन

**अथवा**

न्यूनतम 60% अंकों के साथ कार्मिक प्रबंधन या मानव संसाधन प्रबंधन में पूर्णकालिक नियमित स्नातकोत्तर डिग्री / स्नातकोत्तर डिप्लोमा।

योग्यता किसी मान्यता प्राप्त विश्वविद्यालय/संस्थान की होनी चाहिए।

**वांछनीय:**

i) किसी औद्योगिक/वाणिज्यिक/सरकारी उपक्रम से मानव संसाधन प्रबंधन/कार्मिक प्रबंधन, औद्योगिक संबंध आदि के क्षेत्र में कार्यकारी संवर्ग में दो वर्ष का अनुभव।

ii) कंप्यूटर एप्लीकेशन, एमएस ऑफिस, इंटरनेट, सोशल मीडिया, एसएपी का समृद्ध ज्ञान।

#### पारिश्रमिक:

उम्मीदवार को प्रति माह ₹ 75,000/- (केवल पचहत्तर हजार रुपये) का समेकित पारिश्रमिक दिया जाएगा, साथ में वार्षिक वृद्धि जो की वार्षिक प्रदर्शन समीक्षा पर आधारित होगा।

**भर्ती का तरीका:** समूह चर्चा (ग्रुप डिस्कशन), प्रस्तुति (प्रेजेंटेशन) और साक्षात्कार

#### उम्मीदवारों के लिए सामान्य निर्देश

इच्छुक उम्मीदवार, जो उल्लिखित योग्यता मानदंडों को पूरा करते हैं और नीचे दिए गए नियमों और शर्तों से सहमत हैं, एक हालिया पासपोर्ट आकार की रंगीन तस्वीर और संबंधित प्रमाणपत्रों / प्रशंसापत्रों की स्व-प्रमाणित फोटोकॉपी के साथ यहां दिए गए प्रो-फार्मा में आवेदन कर सकते हैं। आवेदन, एक सीलबंद लिफाफे में, जिसके ऊपर "एचडीसी के तहत संविदात्मक आधार पर सहायक प्रबंधक - एच आर के लिए आवेदन" लिखा होना चाहिए, वरिष्ठ उप प्रबंधक (पी एण्ड आईआर) के कार्यालय, जवाहर टावर, हल्दिया गोदी परिसर, हल्दिया टाउनशिप, पूर्व मेदिनीपुर, पश्चिम बंगाल, पिन - 721607 में, 22 जनवरी 2025 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। अथुरे आवेदन या अंतिम तिथि के बाद प्राप्त आवेदनों पर विचार नहीं किया जा सकता है।

वरिष्ठ उप प्रबंधक (पी एण्ड आईआर)  
हल्दिया गोदी परिसर



श्यामा प्रसाद मुखर्जी पोर्ट, कोलकाता  
SYAMA PRASAD MOOKERJEE PORT, KOLKATA  
Formerly Kolkata Port Trust

**SYAMA PRASAD MOOKERJEE PORT, KOLKATA  
HALDIA DOCK COMPLEX**

**Requires**

**Assistant Manager – HR (on contract)**

**Advertisement No. 29/2024**

Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata (erstwhile Kolkata Port Trust) (SMP-K), intends to engage **04 (four)\*\*** Assistant Manager - HR on contract basis under P&IR Division, HDC at Haldia. The detail of eligibility criteria for such contractual engagement is given below: -

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

**Assistant Manager - HR (on contract) -**

**Crucial date** :- The Crucial date for determining the Age, Qualification, Experience etc. shall be the last date of submission of application.

**Eligibility Criteria**

(i) **Age**: Not exceeding 35 years.

(ii) **Qualification & Experience**:

**Essential**

i) A 1<sup>st</sup> Class degree in any discipline from a recognized University/ Institution

AND

ii) Full time regular Master of Business Administration with specialisation in Human Resource Management with minimum 60% marks

OR

Full time regular Post Graduate Degree / Post Graduate Diploma in Personnel Management or in Human Resource Management with minimum 60% marks.

The qualification is to be acquired from a recognized University / Institution.

**Desirable**:

i) Two years' experience in executive cadre in the field of Human Resource Management / Personnel Management, Industrial Relations, etc. from an Industrial / Commercial / Govt. Undertaking.

ii) Fluent knowledge of Computer applications, MS Office, Internet, Social Media, SAP.

**Remuneration:** The candidate will be paid a consolidated monthly remuneration of ₹ 75,000/- (Rupees Seventy-Five Thousand only) with yearly increment subject to Annual Performance Review.

**Mode of Recruitment:** Group Discussion, Presentation and Interview

### **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 hereunder with one recent colour passport size photograph and self-certified photocopies of relevant certificates / testimonials. Application in sealed envelope, superscribing “*Application for contractual engagement of Assistant Manager - HR under HDC*”, should reach the Office of the Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower, P.O.: Haldia Township, Dist.: Purba Medinipur, W.B. PIN: 721607, by **January 22, 2025**. 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 Assistant Manager - HR (on contract)**

- i) The engagement will be for a period of 3 (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 on such terms as may be mutually agreed upon by the parties.
- ii) The selected candidate will be 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. 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 ₹ 75,000/- (Rupees Seventy 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 Sr. Dy. Manager, P&IR Division, 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 Sr. Dy. Manager (P&IR) or any other officer as may be authorised by Sr. Dy. Manager (P&IR), HDC, SMP – K.

(4)

- 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. 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. However, 50% of un-availed leave on medical ground in a year can be carried forward, subject to the same being within the tenure of the contract period.
- 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 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:-
  - 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.

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- 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 tele-communication 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.

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

Affix Recent Colour Passport size Photo here
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1. Name: .....
2. Father's / Husband's Name: .....
3. Date of birth: .....  
 (Self-Certified copy of proof to be enclosed)
4. Age (As on 22/01/2025): .....
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 Institution	Percentage with Division / Class
Class - X			
Class - XII			
Degree			
MBA / PG Degree / PG Diploma			
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)