

SYAMA PRASAD MOOKERJEE PORT, KOLKATA
Haldia Dock Complex

Engagement of Assistant Manager (I&CF) on contract under
I&CF Division, Haldia Dock Complex of SMP, Kolkata

Syama Prasad Mookerjee Port, Kolkata invites applications from amongst eligible Indian Nationals for engagement of five (05) Assistant Manager (I&CF), on contractual basis, for a period of three (03) years.

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	Three (03) years
(iii)	Upper Age Limit	40 years as on 01.01.2025
(iv)	Remuneration	Rs. 75,000/- (consolidated per month)
(v)	Nationality	Indian citizens
(vi)	Essential Qualification	<u>Educational and other Qualification: -</u> Graduate (4 years full time course) in Civil Engineering from a recognized University/ Institution. <u>Experience: -</u> Must have at least 10 years of experience in Construction/ Maintenance/ Project Monitoring Works/ Contract Management/ Tendering. Experience should be related to Civil Engineering Structures/ Roads/ Bridges/ River Regulatory works.

3. **Job Description: -**

The concerned incumbent may be required to handle the following areas of work: -

I. Project Planning and Design:

- Develop and oversee engineering designs for port, marine infrastructure, Industrial & residential Building structures, pavement of different types which includes but not limited to berths, jetties, coastal protection systems, Storage sheds, pavements etc.
- Conduct feasibility studies, prepare detailed project reports, drawings, and specifications, Estimate, Tender, Evaluation of tenders (offers) finalization of tenders.
- Proficiency in relevant Civil Engineering Software.

II. Execution and Supervision:

- Lead and manage construction activities, ensuring compliance with design specifications, safety standards, and project timelines.
- Coordinate with contractors, vendors, and stakeholders to monitor progress and resolve any on-site challenges.
- Oversee quality control processes, including material inspections and structural testing.
- Ensure all projects comply with environmental, health, safety and regulations.
- Incorporate sustainable practices and innovative technologies into project designs and operations.

III. Maintenance and Rehabilitation:

- Develop and implement maintenance schedules and inspection protocols for existing marine and other structures.
- Identify structural issues and recommend cost-effective rehabilitation or repair solutions.
- Ensure assets are maintained in line with the relevant standards and safety.
- Liaise with regulatory authorities, port operators, and environmental agencies to obtain necessary approvals and permits.
- Manage relationships with contractors, different divisions, providing regular updates on project progress and addressing concerns.
- Mentor and guide junior engineers and technical staff.

4. The candidates fulfilling the above eligibility criteria and agreeable to the Terms & Conditions given below for engagement as **Assistant Manager (I&CF) (on contract)**, may submit their applications (**in hard copies**) as per attached proforma under "**Annexure-I**" on or before **10.02.2025**, duly super scribing on the envelope "**Application for engagement as Assistant Manager (I&CF) (on contract)**" addressed to General Manager (Engineering), 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.

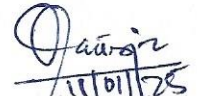
5. The candidates, fulfilling the eligibility criteria, shall be called for Written/Proficiency Test and/or Personal Interview (as will be decided by SMP, Kolkata), the date, time and venue of which will be intimated in due course. The applicants should carry the original and one additional set of photocopies 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 Certificate(s).
- (iv) 2 recent passport size photographs.
- (v) Any other relevant certificates and courses.
- (vi) 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 **Assistant Manager (I&CF) (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 Assistant Manager (I&CF) (on contract)
 under I&CF 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 01/01/2025):
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			
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 Assistant Manager (on contract), HDC, SMPK

- i) The engagement will be for a period of three (03) 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 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. 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 General Manager (Engineering), 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 (Engineering) or any other officer as may be authorized by General Manager (Engineering), 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. 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 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) 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.

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.

