



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

**Requires**

**Assistant Manager (Tenancy Management)**

**Advertisement No. 21/2025**

Haldia Dock Complex (HDC), Syama Prasad Mookerjee Port, Kolkata (erstwhile Kolkata Port Trust) (SMPA), intends to engage 3 **(three)\*\*** Assistant Manager (Tenancy Management) on contract basis under Administration Division, HDC at Haldia. The detail of eligibility criteria for such contractual engagement is given below: -

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

**Assistant Manager (Tenancy Management)-**

**Crucial date** :- The Crucial date for determining the Age, Qualification, Experience etc. shall be November 01, 2025.

**Eligibility Criteria**

(i) **Age**: Not exceeding 30 years.

(ii) **Qualification & Experience**:

Essential Educational Qualification:

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

Desirable:

2 years' experience in any commercial / Govt. undertaking related to Secretarial/ Tendering/ Administrative work / SAP.

**Remuneration**: The candidate will be paid a consolidated remuneration of ₹57,000/- (Rupees Fifty-seven thousand only) per month with yearly increment subject to Annual Performance Review.

**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 (Tenancy Management) 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 **December 05, 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.

SD/-  
Sr. Dy. Manager (P&IR)  
Haldia Dock Complex

**General terms & conditions for Assistant Manager (Tenancy Management) (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 / SMPA 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 related to Tenancy Management- allotment, monitoring and inspection and checking breaches (if any), accordingly taking necessary actions for the same, dealing with tenants and their applications, reconciliation of accounts with tenants and resolving the issues as per order of Higher Authority, Preparation of draft communications, notices, demand letters and chronological fact sheets, Dealing with land tenders- identification of vacant lands and structures, processing of tenders, showing premises to bidders, preparation of LAC, Board notes, etc. and MIS reports, Preparation of possession letter and arrangement for handing over the plot, checking rent bills, Preparation and checking of lease deed and placing the same for execution, Filing plaint before Estate Officer, attending Public Premises court, preparing reply of petitions and submission of documents required by LDEO as per order, Appearing on behalf of SMPA for Public Premises (Eviction of Unauthorized Occupants) Act, 1971 matters, Preparing PWCs, comments, rejoinders, written submissions for all court cases before Public Premises Act Forum, District Courts, High Court, NCLT, NCLAT and Supreme Court, Any other work as to be directed by the higher authorities and to assist the concerned Divisional Head, as per requirement. 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 ₹57,000/- (Rupees Fifty- seven 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, Administration Division, Haldia Dock Complex. However, he/she may be required to work at any department / office within the jurisdiction of HDC, SMPA.
- v) The selected candidate will normally report to the Sr. Dy. Manager (Administration) or any other officer as may be authorised by Sr. Dy. Manager (Administration), HDC, SMPA.

- 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 will 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 / SMPA 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 SMPA (both for OPD and IPD, as are available) may be allowed.
  - d) Mediclainm: 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, SMPA 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 / SMPA'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, SMPA.
- xx) The candidate will have to submit character / antecedent certificate in the prescribed proforma.

**PRESCRIBED PROFORMA FOR APPLICATION**  
Engagement of Assistant Manager (Tenancy Management) (on contract)  
under Administration Division, HDC, SMPA

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 01/11/2025): .....
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)