

# HALDIA DOCK COMPLEX

(SMP-K)

Requires

## Office Assistant (on contract)

### Advertisement No. 14 / 2024

Haldia Dock Complex (HDC), SMP-K (erstwhile Kolkata Port Trust) intends to engage 40 \*\* (Forty) Office Assistant on contractual basis under HDC for posting at Haldia. Applications are invited from Indian nationals for the aforesaid contractual engagement, the details of eligibility criteria of which are given below:-

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

#### Eligibility Criteria

i) Age:

Upper Age limit - 40 years as on 01.06.2024

ii) Essential Qualification & Experience:

- a) Must have passed Graduate or equivalent degree from any Govt. recognized University / Institute (Regular Course only).
- b) Certificate of proficiency in Typing from a government-registered institute.
- c) Minimum two (02) years' experience as Clerical staff / Data Entry Operator / Office Assistant / Administrative Assistant / Computer Assistant/ Multi Tasking Staff / Personal Secretary in any reputed Autonomous Body / Government / Semi- Government / Private organization / Law Firm.

ii) Desirable:

- a) Certificate course of minimum 06 months in Computer Applications from any reputed and government registered institute.
- b) Excellent communication and drafting skill.

#### 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 pro-forma given here under with one recent passport size photograph and self-certified photocopies of relevant certificates / testimonials. Application in sealed envelope, superscribing “**Application for contractual engagement of Office Assistant under HDC**”, should reach the Office of the 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 **18/07/2024**. 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

**Terms & Conditions of contractual engagement of Office Assistant  
under Haldia Dock Complex.**

- i) The engagement will be for a period of 03 (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 such terms as may be mutually agreed upon by the parties.
- ii) The selected candidate will be responsible for :
  - (a) Transcribing spoken words by typing in English / Hindi.
  - (b) Typing correspondence and official documents accurately and efficiently,
  - (c) Performing clerical duties related to office files / records and documents as assigned by supervisors or management,
  - (d) Assisting with data entry tasks, updating information with precision,
  - (e) Maintaining organized records and files, ensuring easy accessibility and retrieval of Information and other duties and responsibilities assigned to them from time to time.
- iii) The candidate will be paid a consolidated remuneration of Rs.26,000/- (Rupees Twenty six thousand only) per month. The rate of Annual Increment would be decided by the Competent Authority, subject to Annual Performance Review after completion of each year of service, during the tenure of contract.
- iv) The selected candidate will have to work for 6 (six) 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 / Overtime hours beyond your scheduled duty hours, for which appropriate relief may be considered, as per the discretion of the Competent Authority.
- 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 -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.

vii) 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 '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:-

- 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.

- viii) The selected candidate may be extended Ex-gratia, as will be approved by the Competent Authority from year to year.
- ix) The wards of the selected candidate shall get the benefit of sponsored candidate in DAV Public school, Haldia.
- x) HDC, SMP - K would contribute 8.33% of yearly remuneration / applicable premium towards a Gratuity Fund through institution like LIC.
- xi) The selected candidate may avail of HDC accommodation (unfurnished), subject to availability, on payment of license fee / rent as applicable. Electricity charges shall have to be borne by the candidate at actuals.
- xii) The selected candidate may be required to work at any place / office within the jurisdiction of HDC, SMP-K.
- xiii) If the selected candidate is required to go on official tour, the candidate will be entitled to TA / DA, as per approved rates.
- xiv) The selected candidate will report to the officer, as will be authorised by the concerned Head of the Division.

- xv) The selected candidate will be entitled to avail the canteen facility of HDC.
- xvi) The selected candidate would be allowed the transport facilities of HDC.
- xvii) The selected candidate will be responsible for the charge and care of HDC, SMP-K's money, goods and stores and all other property that may be entrusted to him/her and will be accountable for the same.
- xviii) The contractual engagement may be terminated by giving 3 months' notice from either side or money 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 -K.
- xix) The selected candidate will have to submit character / antecedent certificate in the prescribed pro-forma upon his/ her selection.

**PRESCRIBED PROFORMA FOR APPLICATION**

**POST APPLIED FOR: OFFICE ASSISTANT (ON CONTRACT) UNDER HALDIA DOCK COMPLEX**

- a. Name: .....
- b. Father's / Husband's Name: .....
- c. Date of birth: .....
- (Self Certified copy of proof to be enclosed)
- d. Age (As on 01/06/2024 ): .....
- e. Gender : .....
- f. Permanent Address: .....  
.....
- g. Address for Communication: .....  
.....
- h. Telephone: Landline: .....  
Mobile: .....
- i. E-mail Address: .....
- j. Nationality: .....
- k. Religion: .....
- l. Qualification: (Self certified copies of Marks sheets/ Certificates to be enclosed)

Affix  
Recent  
Passport  
size Photo  
here

	Percentage % with Division / Class	Name of University / Board / College / Institute	Honours / Pass Course
Class - X			
Class - XII			
Graduation			
Typing			
Computer Knowledge			

- m. Experience : (Self certified copies of Certificates to be enclosed)

Organisation	Scale of pay & Present Basic Pay.	Post	Period ( _____ to _____ )	Duration

- n. 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)