

**Contractual Engagement of
Assistant Manager (Finance) under
Finance Division of HDC**

Advt No.04/2018.

Haldia Dock Complex, Kolkata Port Trust intends to engage 02 (Two)* Assistant Manager (Finance) on contract basis. Applications are invited from Indian nationals for the aforesaid contractual engagement, the details of eligibility criteria of which are given below :-

** The management reserves the right to increase or decrease the no. of engagements.*

A) The candidate must meet the following eligibility criteria:-

i) **Age:**

Age should not be below 25 years and above 45 years as on April 01, 2018.

ii) **Essential Qualification:**

Member of Institute of Chartered Accounts of India or of Institute of Cost and Works Accountants of India

iii) **Desirable Experience:**

Two years experience in an executive cadre in the field of Finance, Accounting in an Industrial / Commercial/ Govt. Undertaking.

B) **Selection Methodology:** The selection will be based on Written Test & Interview.

C) **Other Terms & Conditions of contract**

- I. The selected candidate will be responsible for the following jobs:-
 - a) Various functions of the Finance Division, which includes dealing with proposal having financial implications, checking/raising of various bills, auditing of proposals and bills etc.
 - b) Any other related functions as may be allotted by General Manager (Finance).
- II. The engagement will be for a period of 1 (one) year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, H.D.C., KoPT reserves the right to enter into a fresh contract for such period and such terms as may be mutually agreed upon by the parties.
- III. The selected candidate will be paid a fixed consolidated monthly remuneration of Rs. 37,440 /- per month.
- IV. The selected candidate will be provided with HDC accommodation (unfurnished) on payment of standard rent as applicable for the employees for the type of quarters allotted. Electricity charges for the said accommodation shall have to be borne by the candidate at actual.
- V. The selected candidate will be posted in Finance Division under the control of the office of General Manager (Finance).
- VI. The selected candidate would directly report to the General Manager (Finance), HDC, or any other officer nominated by him for his daily performance.
- VII. The selected candidate will be required to work full time for 05 days in a week i.e. during normal office days, with normal weekly off-days. In case of necessity, he may be required to work on Saturdays also and for which no compensation, monetary or otherwise, will be allowed. For work on any Sunday/ Holiday in exigency, for which appropriate relief may be considered, as per the discretion of the Competent Authority.

- 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.
- IX. Additionally, leave on medical grounds, 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 Medical Officer. Intimation of sickness should be reported to the Medical Superintendent / Reporting Officer forthwith in writing together with the certificate of illness from a registered Medical Practitioner in addition to verbal intimation over phone.
- X. The selected candidate will be entitled to indoor and outdoor medical facilities as are available in Port Hospital, Haldia for self and spouse only. However, no reimbursement for medicine / medical articles purchased from outside, diagnostic test done outside or treatment received outside will be allowed. This restriction will not apply for treatment of any injury sustained due to accident, occurred in the course of and arising out of the contractual engagement.
- XI. The selected candidate will be entitled to avail canteen facility of HDC.
- XII. The selected candidate shall be responsible for charge and care of the HDC, KoPT's money, goods and stores and all other property that may be entrusted on him and he will be accountable for the same.
- XIII. If the selected candidate is required to go on official tour outside Head Quarters at Haldia, he will be entitled to TA / DA, as applicable to the similarly placed regular incumbents in the class-I category, at the level of Assistant Manager.
- XIV. The contractual engagement may be terminated by giving one month's notice from either side. However, the engagement is also terminable on 24 hour's notice for unsatisfactory performance and for any act considered to be derogatory / detrimental to the interest of HDC, KoPT.

D) General Instruction

- a) Candidates, fulfilling the above eligibility criteria and agreeable to the terms & conditions, may apply in the enclosed proforma with two recent passport size photograph and self certified photocopies of relevant certificates / testimonials. Application in sealed envelope superscribing "**Application for contractual engagement of Assistant Manager (Finance)**", should reach the office of Sr. Dy. Manager (P&IR), Haldia Dock Complex, Jawahar Tower Building, 6th floor, P.O.- Haldia Township, Dist.-Purba Medinipur, PIN – 721607, by May 18, 2018. 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 application or application received after the last date may not be entertained.
- b) Interested candidates are advised to follow KoPT website for further updates.

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

PRESCRIBED PROFORMA FOR APPLICATION

Contractual Engagement as Assistant Manager
(Finance)

Affix Recent Passport size Photo here
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1. Name:
2. Father's / Husband's Name:
3. Date of birth:
(Self attested copy of proof to be enclosed)
4. Age (As on 01/04/2018):
5. Sex:
6. Permanent Address:
7. Address for Communication:
8. Telephone: Landline:
Mobile:
9. E-mail Address:
10. Nationality:
11. Religion:
12. Category (Please tick): SC / ST/ OBC / UR
(Self attested copy of proof to be enclosed)

13. Qualification:
(Self attested copy of
Proof to be enclosed)

	Percentage % with Division / Class	Name of University / Board / College	Honours / Pass Course
Class – X			
Class - XII			
Graduation			
C.A / I.C.W.A.I			
Additional			

14. Experience: (Self
attested copy of
Proof to be enclosed)

Organisation	Post	Scale of pay & Present gross pay	Period (_____to _____)	Duration

15. Additional Information (if any)

I certify that the above information is true to the best of my knowledge and belief. The necessary documents with regard to Age, Qualification & Experience in support of my candidature are enclosed.

(Full Signature of Applicant with Date)