

## **Appendix 'B'**

### **SYAMA PRASAD MOOKERJEE PORT, KOLKATA**

Syama Prasad Mookerjee Port (SMP), Kolkata intends to engage 2 (two) HR-Officers / executives on contract basis, against a consolidated monthly remuneration of Rs. 75000/-, for a period of three years, subject to review of performance at the end of each year for Labour & HR Wing, under Sr. P.O. / LA & IRO of Kolkata Dock System. Eligibility criteria and Terms & Conditions are set out below:

#### 1. Eligibility Criteria :

(i)	Age	Upper age limit is 35 years as on the last date of receipt of application.
(ii)	Qualification	A degree in any discipline from a recognized university / institution along with a Post Graduate Degree / diploma in Personnel Management / Industrial Relations / Social Work / Labour Welfare / HRM from a recognised university / institution is essential. In addition, a degree in Law from a recognised university / institution will be preferable.
(iii)	Experience	Two years experience in executive cadre in the field of General Administration, Personnel & Industrial Relations / HRM etc. in an Industrial / Commercial / Govt. undertaking is essential.
(iv)	Desirable	Familiarity with computer applications.

The terms and conditions for the above engagement are enclosed herewith.

#### 2. A brief job description:-

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

- (i) To handle all Recruitment / Promotion / Selection of personnel and all other HR matters like resignation, superannuation, voluntarily retirement, disciplinary actions etc.
- (ii) Job related to Annual Performance Appraisal Reports and development of training modules for officers and staff.