

-: 2 :-

(iii) Attending Conciliation proceedings / meetings at the office of Labour Commissioner and also attending / dealing Central Government Industrial Tribunals /Labour Courts and other Industrial Disputes.

(iv) To handle and generate manpower analysis reports and resolve bilateral disputes with labour unions. To participate in negotiation with labour unions.

(v) Preparing notes / proposals on all manpower related matter independently and handling correspondence on such matter. Conducting Manpower audit.

(vi) Must be capable to operate and handle ERP modules and HR modules on the e-platform.

(vii) Must be able to organise Business Meetings, conferences, trainings etc.

(viii) To handle court cases in service matters and co-ordination with Legal Division and concerned Lawyers.

(ix) All other ancillary Labour and HR matters and related work as may be assigned by a Superior Officer.

3. Mode of application :

All applications should be addressed to 'Sr. Personnel Officer (I/C), Syama Prasad Mookerjee Port, Kolkata, Office of the Sr. Personnel Officer, Hillary Institute, 6, Fairlie Warehouse , Kolkata – 700001, furnishing detailed bio-data, as per following format, and the same should be sent in sealed envelope superscribing 'Application for contractual engagement of Officer / executive for HR' by 17.00 hrs. on 04.01.2021' :

- Name :
- Father's Name :
- Date of Birth & Present age :
- Permanent Address :
- Address for communication :
- Nationality :

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- Educational Qualification :
- Experience :
- Extra Curricular activities :
- Contact Telephone No. and E-mail ID :
- Other relevant information :

Duly attested photocopies of the following documents should be enclosed with the application :-

- (i) Age proof certificate.
- (ii) Educational and professional qualification certificates.
- (iii) Two years' practicing experience certificate.
- (iv) Two recent passport size photographs

Incomplete application or application received after due date or unsigned applications will be summarily rejected. Candidates are advised to consult SMP, Kolkata's website (www.kolkataporttrust.gov.in) to ascertain names of short listed candidates, date of test / interview, result of selection, etc. SMP, Kolkata reserves the right to cancel / terminate the process of selection at any subsequent stage without assigning any reason for the same.

Sr. Personnel Officer (I/C)
Syama Prasad Mookerjee Port, Kolkata